

## The Conference Secretariat

The Conference Secretariat is responsible for:

- Strategic planning of forthcoming business with Chairmen of Conference committees
- Proactive engagement on key policy issues across the collegiate University
- Administration of Conference committees and communication with all members of the collegiate University
- Administration of the Conference of Colleges Appeal Tribunal (CCAT) - (the Conference appeal body for students at participating colleges for appeals against 'academic disciplinary decisions'), and a Right to Work Checks (RTW) database

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## Timetable of meetings

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK -1	SC (MT) SCSTC (TT)	SCSTC (MT and HT)	CCL (MT)		
WEEK 0	SC (HT)		SC (TT)	SCGC	ADEX, DBE CCDP (HT and TT)
WEEK 1		LP		MMB (TT)	CCDP (MT)
WEEK 2	SC EBC informal	CICTC MMB (HT)			
WEEK 3		DBC			
WEEK 4	SCSTC		SC	ADCOM	DBE
WEEK 5	SCOB	GC		CONFERENCE	PWG
WEEK 6	STC	EBC MMB	SC	ADEX CCDP	
WEEK 7				DBC	
WEEK 8	SC (HT and TT)		SC (MT)		
WEEK 9		CONFERENCE (MT)	CCL (MT and HT)	CONFERENCE (HT and TT)	
WEEK 10			CCL (TT)		



WHO WE ARE  
 WHAT WE DO  
 THE CONFERENCE OF COLLEGES

## Conference Officers

### Chairman of Conference

Sir Jonathan Phillips  
 Warden, Keble College

### Deputy Chairman of Conference

Professor Paul Madden  
 Provost, The Queen's College

August 2013 | Cover images (left to right): Lincoln College by Greg Smolonski, Green Templeton courtesy of Green Templeton and Regent's Park College by Tim Pottle

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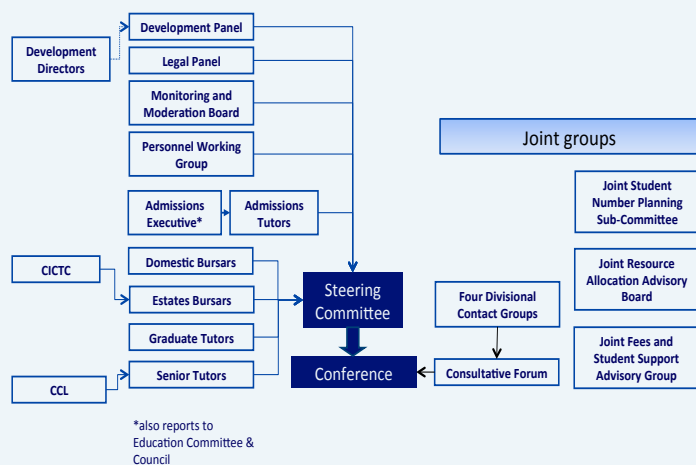
Oxford's 38 colleges and 6 permanent private halls are both an integral part of the collegiate University and also independent, self-governing academic communities.

Diverse in age, size and scope, all contribute significantly to the core activities of the University:

- Learning and teaching
- Research
- Wider engagement with society

The Conference of Colleges is a forum for colleges to deal with matters of shared interest and common purpose, and a voice for college interests within the University community.

- Committees comprise representatives from each college
- Committees have smaller 'standing committees'
- Committees set up their own or joint ad hoc or standing working groups



## What are the functions of Conference and its committees?

CONFERENCE	Takes decisions on behalf of colleges collectively Gathers the views of colleges and represents them in dealing with the University Helps to formulate a majority view among colleges Facilitates informed and transparent debate over collegiate issues
STEERING COMMITTEE (SC)	As Conference's Standing Committee, deals with key strategic issues and takes a proactive approach, reacting swiftly to university and external initiatives and itself raising issues with the University on behalf of colleges
ADMISSIONS COMMITTEE (ADCOM)	Works extensively through the Admissions Executive (ADEX) and develops and implements policy on undergraduate admissions and access
DOMESTIC BURSARS' COMMITTEE (DBC)	Considers and advises colleges on matters relating to the internal management of the non-academic business of the colleges
ESTATES BURSARS' COMMITTEE (EBC)	Considers and advises colleges on any financial matters that might affect them collectively
GRADUATE COMMITTEE (GC)	Represents the interests of the colleges on issues relating to graduate studies, postgraduate research and graduate students
SENIOR TUTORS' COMMITTEE (STC)	Promotes excellence in undergraduate education in colleges
LEGAL PANEL (LP)	Identifies legal issues affecting the colleges and liaises with the University on legal matters of mutual University/college concern
MONITORING AND MODERATION BOARD (MMB)	Advises Conference on the operation of the Collegiate Funding Formula (CFF), which allocates resource between the colleges
PERSONNEL WORKING GROUP (PWG)	Discusses and advises Conference on personnel matters and liaises with the University
DEVELOPMENT PANEL (CCDP)	Discusses and advises Conference on development matters and liaises with the University
COLLEGES' ICT COMMITTEE (CICTC)	Represents college interests on ICT policy, strategy and provision of computing and ICT facilities
COMMITTEE OF COLLEGE LIBRARIANS (CCL)	Promotes excellence in library management and provision in the colleges in response to current and future needs

## Recent matters considered by Conference and its committees:

- A Conference survey demonstrated for the first time the significant extent of **colleges' support for research**, identifying 843 research fellowships (including 300 JRFs), and 47 college-based research centres across 21 colleges. Colleges spent over £13m on research fellows' stipends and research allowances & grants.
- The four divisional contact groups, set up to enhance **joint working between Conference and the Divisions**, have now all met. The new **joint Consultative Forum** has enabled discussion of issues raised across the contact groups, and played a particularly important role in steering initial discussions on the temporary variation of academic duties.
- The **Domestic Bursars' Committee** has continued to be actively engaged in a number of collaborative projects with the University and other Conference Committees including **joint purchasing and contractual arrangements for energy procurement, sport provision, equality of access** to buildings and services, a project which will lead to **VOIP telephony at Oxford**, and the implications of **pension auto-enrolment** for colleges.
- **Estates Bursars' Committee** has contributed to the development of a **new graduate financial declaration**. It has provided representatives for several joint working groups with the University and engaged with consultations on the **JRAM** and **sport**. It has contributed to work leading to the **agreement by Conference of an interim Collegiate Funding Formula (CFF)** and the establishment of a working group to develop a new formula.
- The **Graduate Issues Working Group** reported its recommendations for developing and improving the graduate experience, which focused on clearly defining the 'college offer' and on identifying a 'minimum kit' of provision as well as more aspirational targets. As a first step in implementing the recommendations, the **College Adviser Working Group** has been set up to review the College Adviser role.
- The **Development Panel** has discussed significant issues of policy with the University, and provided practical insight to issues such as the **Teaching Fund** and **new fundraising initiatives**.