

**To: Heads of higher education
institutions in Wales**

Reference: W06/50HE
Date: 15 November 2006
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2006 HE-business and community interaction (HE-BCI) survey

1. I am writing to let you know the arrangements for the 2006 annual survey of interactions between higher education institutions (HEIs) and business and the wider community, and to ask for your help in ensuring that the survey is completed fully and on time. The survey will be available online from 15 November, and responses are due by Monday 15 January 2007.
2. This is the sixth such survey conducted on behalf of all UK higher education funding bodies, and the third using the improved format. HE-BCI data from this survey will be used in calculating the formula allocation under the next round of the Council's Third Mission Fund (2007/08-2009/10) and providing such data is a condition of grant between HEIs and HEFCW.
3. To ensure that data regarding third mission activity are available to knowledge exchange professionals and policy makers in a timely fashion, the HE-BCI stakeholders group has agreed, in this instance, to collect two academic years of data in this 2006 survey. This will minimise the overall administrative burden in collecting and analysing 2004-05 and 2005-06 data for all involved. The survey will then revert to a standard annual collection process.
4. While the questionnaire remains largely unchanged, the accompanying guidance and definitions have been entirely revised and updated by the stakeholders group, with input from a group of experts drawn from HEIs across the UK.
5. As this exercise is being co-ordinated by HEFCE on behalf of all the participating bodies, the survey will be available on the HEFCE extranet, in two parts. Part A is an online database with questions relating to institutional strategy and capacity. These data are

relatively stable and need be updated only where changes have taken place – thus minimising the administrative burden on institutions. However, we will extract the information for publication at the same time as part B so it is important that all updates have been made by Monday 15 January 2007.

6. Numerical and financial data, based on academic years 2004-05 and 2005-06, should be returned in Part B, a Microsoft Excel document of the single questionnaire.

7. Details and access codes for the HEFCE extranet are available at Annex A which will be of primary interest to your institution's HE-BCI contact (to whom this letter is copied). A brief explanation of the purpose and value of the survey is attached at Annex B.

8. If you have any queries about the survey, please contact Adrian Day at HEFCE.

Thank you for your support and co-operation.

Yours sincerely

A handwritten signature in black ink, reading "Phil Gummert". The signature is written in a cursive style with a long horizontal line extending to the right.

PHILIP GUMMETT