



Monday 18th December 2006

Dear Colleague,

Further to our recent meetings and my follow up letter, many of you have expressed three key views – that you would like to be kept in touch with BEFRED developments, that quality of data on BEFRED is key to its success, and that data entry on to BEFRED must be quick and easy. In order to meet your requirements, I am writing to you with some additional information about the progressing of these issues.

BETA Testing

As you are aware Establishment BETA testing is due to begin shortly. The revised start date for this is March 2007. There are currently nine Establishments participating in this process: if you are one of these Establishments you will shortly receive an email with further details. If you would like to join the Establishment BETA testing process which, in addition to testing out how the system works, gives you an opportunity to up-date abstracts from previous years, please contact me.

The following three stages illustrate how simple and straightforward it is to upload an abstract from a Bachelor's degree dissertation onto BEFRED. Higher level abstracts will follow a similar pattern: details available in due course.

Stage I: The student

1. Log on to BEFRED.
2. Click the admin button.
3. Select the following through the drop down menus:
 - a. Name of the Establishment.
 - b. Category of work.
 - c. Sub category of work.
 - d. Year (of graduation).
 - e. Level of work (Bachelor's, Master's, etc.).
4. Input (either by 'cut and paste' or typing):
 - a. Title.
 - b. Abstract.
 - c. Author.
 - d. Supervisor/s name/s.
5. Click the submit button.

Stage II: How BEFRED helps you

1. Automatically formats the abstract into a standard layout.
2. Sends abstract to the holding box for the relevant Establishment, where it will wait for the relevant procedure ratifying the student's result to be completed. Once the process of ratification has been completed the Authorised Establishment Personnel (AEP) can then log on to BEFRED and consider the uploaded abstracts.

Stage III: The AEP

1. Log on to BEFRED with AEP username and password through the admin button.
2. Access list of uploaded abstracts.
3. Either submit or reject each abstract.
 - a. To **submit**:
 - i. In the case of a Bachelor's degree select the classification of the degree from the drop down menu.

- ii. Click the submit button to send the abstract to be shown on the website.
- b. To **reject**:
 - i. Click the reject button to delete the record and remove it from the holding box.

It is suggested that the decision as to whether a particular piece of work is submitted to BEFRED or rejected is taken at the same time as a decision to award the degree is made. This reduces the time input required by the AEP as they will be working from a prepared list.

4. The AEP will be able to go back to submitted records to add notes at an appropriate time.

Quality control

Further to the discussions held in November additional steps to ensure quality control have been introduced.

Caveats

On the BEFRED website the following two phrases will appear:

- Unless otherwise stated this work has not been peer reviewed.
- Anyone applying this information does so at their own risk.

There will also be a link from these phrases to the User Guide (1st Time User), which contains information about the different levels of work.

Feedback and review

BEFRED will be subject to a feedback and review process 12 months after the launch date. The full process will include:

1. A review of BEFRED and how it is being used, this will include discussions with all stakeholders.
2. An independent panel will review the work on BEFRED and will become involved in the event of any disputes or complaints.
3. Once BEFRED is working smoothly, data is being uploaded and the system is in full use, we will work with you to establish a formal process for commercial organisations to use BEFRED and once this is completed, BEFRED will be launched to the industry at large.

Introduction date

BEFRED will be introduced to the public on 22nd March 2007, at the National Equine Forum in London. It is anticipated that this will result in an increased number of visitors to the site, so if Establishments would like to use the BETA testing process as an opportunity to upload any historical data, please contact me through the details contained within this letter.

To keep abreast of developments, please log on to the website at http://www.bef.co.uk/Equine_Research. Please also see the wiring diagram attached to this letter for further information on the timeline associated with the Research Portfolio.

If you would like additional information, or to discuss the content of this letter, please do not hesitate to contact me.

Best wishes

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