

Post-doc Forum Meeting

Thursday 25 February 2016, 12 Noon, GC22

Agenda

Membership

David Chisnall (Chair)
Claire Chapman (Secretary)
Stephen Cummins
Daniel Bates
Alice Hutchings
Stephen Kell
Andrea Kells
Ekaterina Kochmar
Andy Rice
Laura Rimell
Caroline Stewart
Noa Zilberman

1. Apologies

Daniel Bates
Ekaterina Kochmar
Laura Rimell

2. Minutes of last minutes

The minutes from the last meeting held in Thursday 26 November 2015 (2016-02-02)

3. Report on actions from last meeting

- i. Mentoring Guidelines – David Chisnall and Claire Chapman (2016-02-03i)
- ii. Regular Social Event – David Chisnall and Laura Rimell
- iii. Mentoring scheme call out for volunteers – David Chisnall
- iv. Chemical Engineering & Biotechnology Mentoring Scheme – Caroline Stewart
- v. Induction Form for all staff – Caroline Stewart and Claire Chapman (2016-02-03v)
- vi. Changes to RA/SRA promotions and responsibilities – Caroline Stewart

4. Mentoring Scheme database update

5. Cambridge Enterprise

Services they can offer

6. Any other business

7. Date of next meeting

To be held in Easter Term

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Minutes of the meeting of the Post-Doc Forum held at 12noon on Thursday 26 November 2015 in Room GC22, William Gates Building.

Present: David Chisnall (Chair)
Claire Chapman (Secretary)
Daniel Bates
Alice Hutchings
Stephen Kell
Andy Rice
Laura Rimell
Caroline Stewart
Noa Zilberman

1. Apologies

Stephen Cummins
Andrea Kells
Ekaterina Kochmar

2. Report on actions from last meeting

None.

3. Mentoring Guidelines

The guidelines provided by Joanne McNeely were discussed. It was agreed that members should expand on these and deposit further suggestions into the git repository. David Chisnall will collate the information and send to Claire Chapman to incorporate into revised guidelines.

Action: David Chisnall & Claire Chapman

Each forum member currently now has at least one mentee. It was noted that PhD students are not assigned a mentor but Research Assistants as well as Associates/Senior Associates are (PhD students generally start in batches and have several induction events).

Discussion took place on organising a regular social event for mentors and mentees. It was agreed to hold a monthly tea at 3.30pm in the Fish Bowl. Each month a forum member will provide a cake and the expenses can be reclaimed from the Transferable Skills budget.

Actions: 1) David Chisnall to set date in January 2016
2) Joanne McNeely to advertise social teas to all mentors & mentees
3) Laura Rimell to supply the cake in January 2016

4. Mentoring Scheme

The Post Doc Forum has been running a trial mentor scheme for new postdocs and research assistants this term.

It was decided to increase the mentoring scheme to other Lab research staff. David Chisnall will make an initial call for volunteers. It was agreed that we should continue to pair mentees with someone from a different research group. This will ensure wider department contacts and may promote cross disciplinary discussions.

Andy Rice suggested a database should be set up listing each mentor/mentee pairing with names of additional mentors available.

Some expressed the view that it would be useful to discover some personal details for the mentee i.e. if they have a visa, family, their interests etc. before assigning a mentor. It was noted that this may be hard to ascertain before their actual arrival due to the personal nature of these questions. It was agreed that this may make the process too complex but changing/swapping pairings should be easy to do.

Action: David Chisnall to send a request to 'lab-ras for volunteer mentors.

5. Mentoring Training

Noa Zilberman gave a summary of the Mentoring workshop to be run on 26 November 2015 by Dr Sharon Saunders. It is organised by women@CL Big Sister-Little Sister programme and will be for Postgraduates, PhD students and Undergraduates. It will cover peer mentoring, different types of mentors and what mentees should expect.

Caroline Stewart explained that a mentoring scheme is currently being set up by the Department of Chemical Engineering and Biotechnology. They are seeking funding contributions from other Departments to join in the scheme. Caroline Stewart to investigate further and circulate information.

Caroline Stewart said there should be central PPD training organised next year and once details are known she will advertise.

Action: Caroline Stewart

6. Induction Form for all staff

The following amendments needed to the form were identified:

- How to book holiday. It was noted that all Postdocs on a Tier 4 visa should notify the PI and Departmental Secretary when and where they are on holiday as UK Immigration can demand to know where they are at any time. The form should include the special email addresses that should also be notified.
- The checklist should be rephrased as actions for the PI to perform, for example 'ensure that the new starter is aware of X rather than X exists

- How to claim back expenses
- Pay arrangements (to note down that if starting date is after the payroll deadline then payment won't be made until 26 day of following month)
- How to give feedback on the form itself
- To include the person responsible for disclosing information and timeframe when things need to have been completed

It was agreed that Claire Chapman and Caroline Stewart would update the form with the suggestions from members. This will be put on the website in due course.

Action: Claire Chapman and Caroline Stewart

7. Contribution Increment Scheme for Researchers

Deadline for submission for this term's exercise is 4 December 2015. Caroline Stewart confirmed that she always circulates information on the scheme as soon as she receives it.

Some issues were unclear on this form. The definition of a 'year' was clarified to mean a year of continuous employment, starting at the hiring date and not affected by promotion.

The current phrasing related to retaining staff who might earn more elsewhere (which applies to a large number of [SRAs in the Computer Lab] and rewarding exceptional behaviour. These may need to have clarified.

8. Changes to RA/SRA promotions and responsibilities

The Faculty Board recently revised the procedure for promotion to SRA and the ability of SRAs to be investigators on grants.

The new procedure will be added to the website and will be communicated to all Postdocs in the Lab. More specific departmental guidelines will also be added. It was noted that SRAs are involved in teaching in the Department by supervising but may not necessarily be lecturing.

Action: Caroline Stewart

9. Any other business

Andy Rice said that the Researcher Development Workshop has asked for volunteers to be involved in the course design of the Computer Science Curriculum. A mechanism will be developed which will allow feedback to be sent to the Teaching Committee. Those interested, should contact Andy Rice.

10. Date of next meeting

To be set up in Lent Term by Doodle Poll.

Action: Claire Chapman

Guidelines for Mentors

The rôle of mentor is to be a second point of contact and to smooth the transition for new postdocs and research assistants arriving in the Computer Laboratory. It is not to be a substitute for the PI - sometimes the correct response to a question is '*you should ask your PI that.*'

Mentors are generally assigned from a different research group, to give new arrivals a connection to multiple groups and help to avoid siloing. Feel free to encourage your mentee to attend seminars and social events within your own group.

There are several things that are often overlooked for new arrivals, which a mentor can help explain. These include:

- Where stores is and what it contains
- Social teas (make sure that your mentee sees the announcements)
- How to book meeting rooms
- PPD training: how to book it and what is available

People coming from outside of Cambridge are likely to be unfamiliar with the supervision system. All Post-docs and RAs are allowed (encouraged by the department) to do some supervision. Point your mentee at the relevant PPD course. Student Administration in the Lab arranges Part II supervisions and in October and January each year run Supervisor Training sessions.

There are lots of people in the department and the wider university who can help with various things. Don't expect to be able to answer every question that your mentee has, but do help to point them in the right direction:

- Reception (queries about building use)
- Finance or Payroll (queries about money)
- PDoC (queries about postdoc issues)
- Caroline Stewart (Departmental Secretary) (when you don't know who to ask)

If you or your mentee are unhappy with the assignment (for example, if they would prefer someone who has experience with childcare issues), then it is possible to switch mentors.

Mentors should ideally talk to mentees about opportunities for, and benefits from, college affiliation. If you do not have any college affiliation, introduce your mentee to people who do.

Refer them to the [Induction Guidelines](#) on-line and ask them if they are unsure of any aspects to ask their mentor.

Induction Guidelines and Check List

On the first working day....			
✓ When completed	Person who can deal with queries:	Line Manager/PI Action:	Detailed information:
General New Starter Information			
	Reception/ Facilities Manager (FM)	Welcome to the Department	General welcome to the Computer Laboratory.
	PI/Line Manager or Departmental Secretary	Introduce to Reception Ensure individual sends Reception a digital photo for University Card	Reception will issue a University Card which doubles up as access card. Refer any problems to Departmental Card Coordinator ucard-admin@cl.cam.ac.uk Most offices are kept unlocked so ensure person has pedestal key. In occasional circumstances a key will be required - Facilities Manager can issue this.
	PI/Line Manager or Departmental Secretary	Introduce to a selection of staff	Assistant Staff: Admin Group, Stores, Building Services. RAs: include line manager/PI, team, Departmental Secretary, personnel-admin, mentor for answering questions.
	Reception	Explain Postal services: <ul style="list-style-type: none"> Royal Mail 	Baskets located in GC corridor outside Reception. Collection times: Royal Mail 16:00, UMS 11:00. Small items of private post (under £3) can be paid for at Reception

		<ul style="list-style-type: none"> University Messenger Service (UMS) 	Larger items use http://www.royalmail.com/ to pay postage. Weighing scales are located in: Reprographics room ground floor, Alcove FC09 first floor, Alcove SC30, second floor.
	Telephone Admin (GT, MAJ, Helen Scarborough)	Explain the telephone service and brief explanation of CISCO phone system	Dial 9 for outside line. University numbers have 5 digits. Local private calls are free within reason. Tell Reception if likely to be making regular long distance calls
	Printing@cl.cam.ac.uk	Discuss the use of equipment <ul style="list-style-type: none"> Printers/copiers Scanners 	Email Printing@cl.cam.ac.uk email with any problems. Show location of printer/copiers/scanners. There is also a cross shredder in the ground floor reprographics room and one outside the side of stores.
	Facilities Manager or Louis Massuard	Explain the facilities available and rules surrounding their use: <ul style="list-style-type: none"> Showers Stores Cafeteria Car Park 	Parking applications made through Facilities Manager (limited availability). Stationery, batteries etc from Stores. Show café location – opening hours 08:30 – 16:00. Various food vans around the edge of site https://www.cl.cam.ac.uk/misc/localarea/catering.html Showers – located near Library and on 2nd floor (must be left in clean state and don't leave any personal belongings). All electrical equipment to be PAT tested. NO personal microwave cookers, cookers, fridges, kettles, fans or heaters allowed in offices. Building-services@cl.cam.ac.uk raises a work ticket for any facility type problems (e.g. leaking taps, spillages).
	PI/Line Manager	Explain the location of kitchens and toilets	Describe or show location of nearest toilet and kitchen as well as those in the Street for any visitors/undergraduate students (this can be done within the H&S tour of the building).
	Sys Admin	Explain the Lab and computing facilities and ensure they have a computing account	Information available from Reception or queries to sys-admin team. sys-admin@cl.cam.ac.uk for any problems – this raises a work ticket.
	Reception	Give them a list of useful Department contacts with role	Issue them with document from Reception or ask Reception to email it to them.

	Reception	Explain there are generic email addresses in Department	Refer them to Roles and Responsibilities page https://www.cl.cam.ac.uk/local/roles/ and https://www.cl.cam.ac.uk/local/sys/roles/
	Reception	Issue phone list	Issue them with list from Reception or preferably refer them on-line list http://www.cl.cam.ac.uk/people/
	Personnel Admin	Explain general list of procedures e.g. catering, room bookings, stationery	Email Reception@cl.cam.ac.uk with any queries. Room bookings & catering request to Reception. The availability of meeting rooms can be found at: https://www.cl.cam.ac.uk/local/wgb/meetingrooms.html Reception will need to have PIs authorisation and account code for any requests requiring funds. When visiting Stores, Research Staff can request a Lab Book for notes (A4 hard bound book of lined paper).
	Personnel Admin	Introduce to Employee Self-Service to review/update own personal details and for viewing payslips	http://www.hrsystems.admin.cam.ac.uk/systems/systems-overview/employee-self-service-ess
	PI/Line Manager	Mention Happy Hour every Friday at 5:00pm in the Common Room (FC24)	http://www.cl.cam.ac.uk/misc/localarea/catering.html
	PI/Line Manager	Inform them to look at the University's family friendly policies on the Athena SWAN webpage	https://www.cl.cam.ac.uk/athena-swan/
Working Arrangements			
	Line Manager/ Departmental Secretary	Explain your expectations of new staff in terms of their job and clarify line management	Assistant staff should be referred to their job description. RA's supervised by PI. Other queries refer to Departmental Secretary or personnel-admin@cl.cam.ac.uk
	Line Manager/PA to the HoD	Where relevant discuss hours of work, including lunch and tea breaks	Assistant staff refer to offer letter/contract. RA's to consult PI or Departmental Secretary but assume average 35-37 hours per week. Encourage all to take regular breaks and to take opportunity to meet staff.

	HoD/DHoD/ Departmental Secretary	Explain where to feedback any problems/difficulties other than line manager	If any staff have problems with their line manager or any other problems they do not want to discuss with their line manager they should be encouraged to speak to the Departmental Secretary or the Head or Deputy Heads of Department.
	Line Manager/PA to the HoD	Explain leave and reporting arrangements: <ul style="list-style-type: none"> • Annual Leave notify-annual-leave@cl.cam.ac.uk • Sickness notify-sickness@cl.cam.ac.uk 	Discuss plans with them. Some PIs prefer not to use the email logging system for annual leave but at the least, staff to consult PI/line manager before taking leave. Assistant staff to discuss leave with line manager and send notification to notify-annual-leave@cl.cam.ac.uk to record this. Sick Leave - on return to work complete self-certificate CHRIS/62 form. http://www.hr.admin.cam.ac.uk/forms/chris62-sickness-self-certificate and submit to Joanne McNeely, Room GC08. Sickness absence for more than 7 days requires a certificate from the GP. NOTE: UKVI Requirement is that all Tier 2 and 4 Visa holders MUST notify the PI and notify-annual-leave@cl.cam.ac.uk when taking leave
	PI/Line Manager	Possibility for Teaching. Research Staff can supervise Undergraduates. Research Students are encouraged to participate in the Lecture Series	Notes on Supervising Undergraduates http://www.cl.cam.ac.uk/teaching/supervisions/notes/ Research Students Lecture Series http://talks.cam.ac.uk/show/index/55483
Health and Safety			
	CL Safety Officer, Facilities Manager	Give a brief tour of building	Look at specific emergency needs plus fire exits, signs etc. If not already covered, show location of toilets and kitchens.
	Facilities Manager	Explain the security of Department	Don't let people tailgate you. Encourage staff to refer to security policy http://www.cl.cam.ac.uk/local/policy/#security
	Fire Manager (Martin McDonnell)	Explain the emergency evacuation procedure	Explain action in event of an emergency, assembly point, notices. Alarm system has several states depending on nature of emergency. Explain that it is a voice system, not a bell and include notification of weekly fire

			test (every Thursday at 08:00). Prime action should be to get out safely. Assembly point outside the building in front of the visitors car park.
	PI/Line Manager/Safety Officer	Highlight first aiders and accidents reporting	First Aiders are listed on the phone list and role addresses document Contact Reception in the first instance of an accident or whoever practical. All accidents should be reported.
	Departmental Secretary/CL Safety Officer	Alert new member to potential hazards and the need for Risk Assessment	Usual care to be taken over use of electrical equipment or moving heavy kit. Consult Safety Officer or other staff as appropriate. It is everyone's responsibility to do Risk assessment for all tasks they perform. Most likely problems are RSI, back problems, poor street lighting in the evening and travelling to/from the department. Completed forms (from web) to be returned to Health and Safety secretary or Department Safety Officer.

By the end of the second week....

✓ When completed	Person who can deal with queries:	Line Manager/PI Action:	Detailed information:
Working arrangements			
	Sys Admin	Introduce to University Look-up service	Explain Raven look-up service with contact details for all University and College Staff http://www.cam.ac.uk/email-and-phone-search
	Departmental Secretary	Point to the Employee Induction Checklist (HR24) Some research groups in the Lab have internal induction checklists	Available from Personnel-Admin@cl.cam.ac.uk or on-line http://www.hr.admin.cam.ac.uk/forms
	Departmental Secretary	Describe University Training Courses and other opportunities relevant to their role	Refer them to PPD website http://www.training.cam.ac.uk/cppd/ A personal development plan and learning log can be found at http://www.skills.cam.ac.uk/staff/pdp/
	PI/Line Manager or Accounts Office	Explain University Finances and regulations surrounding: <ul style="list-style-type: none"> • Travel • Insurance • Purchasing 	Always ask the permission of PI before spending money (travel, equipment, etc.). Details of claiming for expenses can be found at: http://www.cl.cam.ac.uk/local/finance/expense-claims.html Travel should be preauthorised by PI/line manager before expenditure occurs and this should comply with Financial Regulations http://www.admin.cam.ac.uk/offices/finance/regulations/ Travel insurance for University travel is free http://www.admin.cam.ac.uk/offices/insurance/travel/ be aware of restrictions. Equipment or purchase of any physical item should normally go through our storekeeper. Storekeeper can give purchasing advice.

Pay arrangements

Human Resources Division/ Departmental Secretary	Check staff are aware of: <ul style="list-style-type: none"> • Rate of pay (grade & spine point) • Time and method of payment • Who to refer pay/tax queries to 	Stated in offer letter. Refer any queries to Departmental Secretary. Salary scales are published on Human Resources website http://www.hr.admin.cam.ac.uk/pay-benefits/salary-scales Pay on 26th of each month into bank account. NB if your start date is after the payroll deadline see http://www.admin.cam.ac.uk/offices/finance/payroll/deadlines2015.html payment will not be made until 26th of the following month. Payroll/tax queries should be referred to the University Payroll Office https://www.admin.cam.ac.uk/offices/finance/payroll/
Departmental Secretary/HR Division	Alert staff to reward schemes: <ul style="list-style-type: none"> • Research Contribution Increments • Contribution Reward Scheme • Discuss pay queries with Departmental Secretary 	RAs look out for email from Departmental Secretary. Research Increments are available termly, up to 3 increments a year, subject to conditions and funding. Assistant and Academic Related staff Contribution Reward Scheme is run annually. This operates under a tight budget. Academic staff should ask Dep Sec or HR for other advice.
University Pensions Office	Ensure staff know that membership into the pension scheme is automatic and if not wanted they must opt out. Do not leave as contributions will be automatically deducted.	Queries re Assistant Staff Contributory Pension Scheme (CPS) and the Academic, Academic Related and Research Staff to Universities and Superannuation Scheme (USS) to the pensions office http://www.pensions.admin.cam.ac.uk/

By end of first month early in the second month...

✓ When completed	Person who can deal with queries:	Line Manager/PI Action:	Detailed information:
General HR information and good practice			
	Human Resources Division	Check they are in receipt of University contract and pension information.	Contract is sent from HR Division (Central Office) http://www.hr.admin.cam.ac.uk/ Contract may not arrive for several weeks. Contact Departmental Secretary if not received by end of first month. Pension information queries to http://www.pensions.admin.cam.ac.uk/
	Administration team	Inform them to notify people of whereabouts	Good practice – notify-absence@cl.cam.ac.uk informs administrators and reception when you are going to be away long/short periods, holidays, conferences etc.
	Departmental Secretary	Explain additional pay allowances	Overtime is unusual and only for Assistant Staff. It is authorised in some circumstances. Details can be found at: http://www.admin.cam.ac.uk/offices/hr/staff/handbook/5.html
	Departmental Secretary	Explain probationary period of employment	Refer to contract for length of probation and inform them that a series of progress reviews will be arranged at regular intervals by line manager/PI. Important to highlight any concerns to PI or Departmental Secretary.
	Central Human Resources	Inform them of online University Induction Course and the University Central Induction	http://www.training.cam.ac.uk/cppd/course/cppd-orient3
	Athena SWAN panel/ Departmental Secretary	Encourage everyone to complete Equality and Diversity online training	Anyone involved in recruitment or management of staff MUST complete. http://www.equality.admin.cam.ac.uk/training/equality-diversity-online-training

Departmental Secretary	Remind new starters that the University expects all members of the University community to treat each other with respect, courtesy and consideration at all times. Highlight Dignity@Work policy.	http://www.admin.cam.ac.uk/offices/hr/policy/dignity/ Training details at http://www.training.cam.ac.uk/event/1484512
Human Resources Division	Highlight more information about University HR policies	Details on website http://www.admin.cam.ac.uk/offices/hr/policy/
PI/Line Manager	Give information on Research Grants	Be aware that grants come with requirements, some examples: <ul style="list-style-type: none"> • EPSRC: open access publication of papers and data, IP owned by University. • EU: timesheets are required. • DARPA: per diem rates on travel, possibly publication restrictions. Discuss queries with the grant PI or Finance Officer.
PI/Line Manager	Inform about University Child Care Scheme, inc. Salary Exchange Scheme	http://www.childcare.admin.cam.ac.uk/childcare-vouchers-salary-exchange-scheme-0
Health and Safety		
CL Safety Officer	Encourage to do Work place self-assessment and VDU guidelines	Red book to have/borrow from back of Health and Safety drawer in Reception. Upper limb disorder and VDUs page has details - photocopies from Health and Safety drawer, or Word document on web page and returned to Health and Safety secretary, Reception or Department Safety Officer. Form to be completed by members of the department.
Departmental Secretary or CL Safety Officer	Inform them of Occupational Health Service for any health problems	Staff can be referred by the Department, after work place assessment or in cases of particular need. Consult Health and Safety secretary or Department Safety Officer.
PI/Line Manager	Encourage to complete Fire safety induction online	http://www.training.cam.ac.uk/ohss/course/ohss-fire6
University Safety Office	Explain the Department has a Safety Officer and Committee but there is also a central office responsible for safety	http://www.safety.admin.cam.ac.uk/

If new member of staff requires a copy of this form, tick here

To be completed by the member of staff

I confirm that I have received the information, guidance, advice and instruction indicated on this checklist and in the associated documents.

Signed:	
Print Name in Capitals:	
CRSID:	
Date:	

To be completed by the line manager/PI

The member of staff has received induction training as indicated above.

Signed:	
Print Name in Capitals:	
Date:	

CS/Jan 2016