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## People and Operations Committee Meeting

**Wednesday, 30 October 2024, 10.30 – 11.30**  
**Room SC04, William Gates Building**

### Agenda

#### Committee Membership:

Dr Fermin Moscoso del Prado Martin, Faculty Member (Chair)  
Jo de Bono, Wellbeing Advocate  
Celia Burns, Faculty Administrator (Secretary)  
Dr Eva Kalyvianaki, Deputy Director of PG Education (Researcher Development)  
Professor Anil Madhavapeddy, Faculty Member  
Caroline Stewart, Departmental Secretary  
Professor Thomas Sauerwald, Deputy Head of Department  
Alicja Zavros, HR Manager

#### 1. Apologies

Apologies have been received from Anil Madhavapeddy and Thomas Sauerwald.

#### 2. Terms of Reference

Committee members are asked to discuss and finalise the Committee's terms of reference. A link to a draft document has been circulated separately.

#### 3. Priorities

Committee members are asked to consider the Committee's priorities.

#### 4. Winter Social Dinner

Committee members are asked to discuss plans for the winter social dinner, which has been arranged for Monday, 16 December, at Jesus College.

#### 5. Any Other Business

#### 6. Date of Next Meeting