UNIVERSITY OF CAMBRIDGE
Department of Computer Science
& Technology

Minutes of the meeting of the Post-Doc Forum held at 12 noon on Wednesday 28 March 2018, in Room FW11, William Gates Building

Present:
Daniel Bates	Angeliki Koutsoukou-Argyraki
Alan Blackwell	Marwa Mahmoud
Claire Chapman (Secretary)	Thomas Pasquier
Matthew Danish	Andy Rice
Alice Hutchings	Zohreh Shams
Stephen Kell (Chair)	James Sharkey
Ekaterina Kochmar	Nicholas Ward

1. Apologies
David Chisnall (who has advised he will be stepping down from the forum)
Andrea Kells
Caroline Stewart
Noa Zilberman

2. Welcome to James Sharkey and all RAs joining the open meeting
SK welcomed all members to the meeting and asked for those attending as part of the Open Meeting to come forward if they wish to officially join.

3. Minutes of last minutes
The minutes from the meeting held on 27 November 2017 were approved.

4. Report on actions from last meeting

i. RA guidelines on applying for travel/conference funds in exceptional circumstances
In order to make the Wiseman Award scheme more visible, members suggested details about the award should be added to the Induction Checklist under the section on *'Travel for research purposes'*. Other suggestions to make it more visible included: publicising details of past prize winners and to include case studies of why they were successful.

AR advised that the Cambridge Philosophical Society also fund travel for conferences and this should also be added to the Induction Checklist. Lise Gough has details of how to apply and the current membership.

Action: CC

ii. Finance Training for RAs and guidelines on Research Grants for web
It was agreed that the following members below will meet with AK and NW to identify any further additions and information needed to the revised document.

Alice Hutchings
Stephen Kell
Thomas Pasquier
Noa Zilberman (subject to her agreement)

NW will contact them to arrange a suitable time to meet in April.

AR said that attendance at the planned Research Skills Programme on funding should be made mandatory for all Post docs to attend before they can apply for funding.

Action: NW

iii. **Cycle Parking**

MD gave an overview of the Cycle Park Report he had produced. He reported that in January he had attended an Estate Management meeting and as part of the Cavendish Site Development, a separate cycle and pedestrian pathway on JJ Thomson Avenue will be put in the planning.

It was agreed the report on cycle parking should be forwarded to the Buildings and Environment Committee for discussion and possible implementation. MD will also send it to his contact at Estate Management.

Action: CC and MD

iv. **How to improve the Progression of Post-docs beyond their current position in the Department**

ZS gave a synopsis of the Postdoc Career Progression Report which she had produced with NZ. Jan Samols had been amenable to Item 2.2 and would like to hear from Research Groups who would be interested in attending a research event with industrial researchers.

It was agreed to add this question to the questionnaire *'Are you aware of the Department Funding available?'*
If any members have further comments or feedback on the questionnaire, it was agreed they should send them to ZS and NZ before 28 April 2018 as the planned circulation date is early May.

Action: All members

b) Tracking the career path of past student alumni

ZS said that Jan Samols had replied to say that Post docs career paths are not successfully tracked, due to Post docs not being forthcoming at providing this information.

AB reported that the new Data Protection Act will come into operation from 1 May 2018 and the new regulations state that evidence has to be provided of every database which is held. It also requires that the people on each database have to be contacted to ask if they wish for their details to remain.

AB said that *The Ring* already holds a database of all alumni and Post docs can register to join this list. He suggested that it may be useful if Jan Samols holds a talk for Post docs on the services *The Ring* provides.

AH suggested that it may also be useful for a talk to be held by the Ethics Committee on how the new Data Protection Act will affect research.

Action: AB and CS

v. Admissions Selection help for Directors of Studies

Cecilia Mascolo and Andy Rice will hold a Computer Lab Undergraduate Admissions Training session on Friday 11 May, 1-4pm, FW11 which will qualify attendees to take part in undergraduate interviews. This will run as part of the Research Skills Programme

It was agreed that after the training, the names of attendees will be published at Reception so that Director of Studies are aware of those who have completed the training.

Action: AR

5. **Revising the naming of the Forum and its statement of purpose**
It was agreed to change the name of the forum to *'Research Staff Forum'* and to include Research Staff in the remit.

It was agreed to ask CS to let JS have the list of all RAs in the Department (excluding PhD students).

Action: CC and CS

6. **Post Doc training fund**
Discussion took place on the proposal from the Research Operations Office and Office of Postdoctoral Affairs to include a mandatory training budget of £500 on all X5 costings. The consensus was that research money should not be used to fund training. It was agreed that on behalf of the forum, SK will draft a paragraph outlining why it is not required and send to AK for distribution.

Action: SK

7. **Lecturing opportunities for RAs, and what the Department might do to facilitate more of them.**
It was agreed the opportunities for guest lecturing on non-examinable courses should be publicised more widely. AR said that it may be possible to hold a course on *'Introduction to Lecturing'* as part of the Research Skills Programme and the remit will be made broader to include Post docs.

AR suggested that a shadowing scheme for Post docs and UTOs may be beneficial and two members expressed an interest. This proposal will be sent to the TMC for discussion.

Action: CC and CS

8.   Replacement of Chair for 2018-19
SRK announced that he will be leaving in August 2018 and a new Chair for the forum is sought. Members are asked to nominate themselves or a colleague at the next meeting.

9.   Any other business
None.

10.   Date of next meeting
To be held in June and arranged by Doodle Poll.