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UNCONFIRMED

Minutes of the meeting of the Post-Doc Forum held at 12noon on Thursday 25 February 2016 in Room GC22, William Gates Building.

**Present:** David Chisnall (Chair)  
Claire Chapman (Secretary)  
Alice Hutchings  
Andrea Kells  
Stephen Kell  
Andy Rice  
Caroline Stewart  
Noa Zilberman

**1. Apologies**

Daniel Bates  
Ekaterina Kochmar  
Laura Rimmell  
Stephen Cummins has left the Lab.

**2. Minutes of last meeting**

The following amendments to the minutes of the meeting held on Thursday 26 November 2015 were noted:

i) **Item 4. Mentoring Scheme, para 4.** amend to '*It was agreed that some basic information may be able to be obtained in advance and to ask if they have any special requests*'

ii) **Item 5. Mentoring Training, para 1.** amend to '*It is organised by women@CL Big-Sister-Little Sister programme and will be for anyone affiliated with the Department from Undergraduates to UTOs*'.

**3. Report on actions from last meeting**

**i) Mentoring Guidelines**

The document (2016-02-03i) was discussed.

**Amendments to the Guidelines for Mentors:-**

1) A link to the Induction Guidelines and the Check List should be listed.

2) A confidentiality clause should be added:

"Staff at the CL take confidentiality seriously and ensure personal information is only discussed with the relevant people for the particular issue concerned. However, do

remember that staff and students can speak to their mentor in strict confidence and any discussion that takes place will remain between the mentor and mentee, other than in extreme circumstances e.g. where a person's safety may be at risk. Any issues of serious concern can be discussed with either the Head/Deputy Heads of Department or the Departmental Secretary and they will endeavour to resolve any issues raised. The management team are committed to handling information shared with sensitivity and will only pass on any information to appropriate parties with your permission. Contact Head of Department Team (hod-team@cl.cam.ac.uk); this email address goes to the Head of Department, Deputy Head of Departments and the Departmental Secretary'.

3) Correct spelling to 'PdOC'

The final version of the Guidelines for Mentors will be published on the Forum Committee webpage.

**Action: Claire Chapman**

#### **ii) Regular Social Event**

The first social event was held on Friday 19 February 2016 at 11:00am and approx. 15 people attended. Three new Post docs agreed to become mentors. The event seemed to be a success and it was beneficial to mentors and mentees and gave them the opportunity to network with other Post docs. It was agreed that this should be repeated around twice per term and once during the summer vacation.

The invitation email will be made clearer to specify that Research Assistants, including those who are undertaking a PhD, are welcome to attend.

**Action: David Chisnall**

#### **iii) Mentoring scheme call out for volunteers**

David Chisnall sent two recruitment call outs to the lab-ras and one extra volunteer had come forward. Feedback received was that it should be made more explicit about who can mentor.

It was recommended that a system be put in place to ask previous mentees if they would consider becoming a mentor. Caroline Stewart will ask Joanne McNeely to oversee this and circulate an email to past mentees every six months.

**Action: Caroline Stewart/Joanne McNeely**

#### **iv) Chemical Engineering and Biotechnology Mentoring Scheme**

The University is running a Pilot Mentoring Scheme for postdoctoral staff in Chemical Engineering, the Veterinary School and the Clinical School. If successful it will be opened to other Departments. It was believed that the fee for each Department to take part will be £1,000. The Lab's participation has already been discussed with the Head of Department and he is supportive of the Lab's participation.

**Action: Caroline Stewart**

**v) Induction Form for all staff**

It was requested that information about the policy for disclosure of Intellectual Property Rights and Copyright be added to the Induction Guidelines and Checklist:- Andrea Kells agreed to write a paragraph.

It was agreed that the Induction Guidelines and Check List will be included in each new starters welcome pack.

**Action: Andrea Kells**

**Action: Claire Chapman**

**vi) Changes to RA/SRA promotions and responsibilities**

It was agreed that a consensus view on the type of activities a Research Associate should be undertaking in order to consider applying for promotion to Senior Research Associate should be added to the current guidelines.

Caroline Stewart will speak to the Deputy Heads of Department to ask if they are able to provide some general CL specific guidelines to include with the current advice on the website.

**Action: Caroline Stewart**

**4. Mentoring Scheme Database update**

The Department will assign a mentor to all new Post docs using the same criteria whether they are male or female. When female Post docs have been assigned a mentor, the Department will pass on this information to women@CL and if the mentor is not female they can assign an additional female mentor if they wish.

The current women@CL Big Sister-Little Sister mentor list will be sent to Joanne McNeely to take into account the amount of mentoring load everyone already has.

Noa Zilberman will take these proposals to the next women@CL committee meeting.

**Action: Noa Zilberman**

**5. Cambridge Enterprise**

The policy about disclosure of Intellectual Property Rights and Copyright should be added to the Induction Guidelines Form. Andrea Kells agreed to write a paragraph for inclusion.

**Action: Andrea Kells**

**6. Any other business**

It was agreed to invite a Post doc to serve on the committee to fill Stephen Cummins' vacancy. Andy Rice reported that current members should not feel they have to stay on the Committee for longer than a period of one year. Indeed a rotation of serving members was seen to be a good thing. If anyone on the present committee wishes to be replaced, they should inform David Chisnall.

Once minutes from the Forum are finalised after each meeting, it was requested that they be circulated to lab-ras.

It was requested that appraisal data should be added to the Agenda of the next meeting.

**Action: David Chisnall**

**Action: Claire Chapman & Caroline Stewart**

**7. Date of next meeting**

To be set up in Easter Term by Doodle Poll.