



# UNIVERSITY OF CAMBRIDGE

Department of Computer Science  
& Technology

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Minutes of the meeting of the Post-Doc Forum held at 12noon on Monday 27 November 2017, in Room FW11, William Gates Building

**Present:** David Chisnall  
Claire Chapman (Secretary)  
Matthew Danish  
Musab Isah  
Stephen Kell (Chair)  
Andrea Kells  
Yousun Ko  
Ekaterina Kochmar  
Angeliki Koutsoukou-Argyrazi

Marwa Mahmoud  
Andy Rice  
Peter Robinson  
Mennan Selimi  
Zohreh Shams  
Sergei Skorobogatov  
Caroline Stewart  
Bihao Wang  
Noa Zilberman

## 1. Apologies

Daniel Bates  
Alice Hutchings

SK welcomed all post-docs to the first open meeting.

## 2. Minutes of last minutes

The minutes from the last meeting held on 3 July 2017 were approved.

## 3. Report on actions from last meeting

- i. **women@CL member who had not been appointed a mentor**  
CS still to follow this up.

**Action:** CS will continue to circulate the request for a mentee form to all new post-docs.

- ii. **RA guidelines on applying for travel/conference funds in exceptional circumstances**

CS reported that details of the Wiseman Award have been posted on the website which includes the possibility of the department contributing to travel/conferences for researchers who make a commendable contribution in the department.

*Addendum: This item to remain on the agenda for discussion at the next meeting as to how this information can be made more visible to staff.*

- iii. **Finance Training for RAs and guidelines on Research Grants for web**

Discussion took place on the previously circulated Financial Guidelines for post-docs produced by Nicholas Ward. NZ said that these are not departmental specific guidelines and apply to UTOs rather than the restrictions applied for post-docs. AK said the purpose of the document is to give new arrivals to the lab a general overview. SK proposed it would be helpful to run an interactive session for post-docs and AR suggested incorporating it into the Research Skills Programme. It was agreed we should hold a session in Lent Term to which all CL researchers would be invited to attend. The current document will be amended with NZs revisions and used as a working document in progress.

**Action: AK and AR**

#### **4. Cycle Parking**

Discussion took place on the pros and cons of introducing a card only access area in the bike shelter. It was agreed that the controlled card access would stop other university users using the shelter which would increase space. However, a fear of increased congestion levels at the access gates appeared to be one of the major concerns and it was felt that ease of access is crucial. There was missed feeling about whether we should have a lockable area. CS noted that variety of views made it difficult to move forward. MD agreed to produce some proposals and submit to CS for consideration via the relevant Committee.

**Action: MD**

#### **5. Progression of postdocs in the Department**

NZ requested it would be helpful for forum members to propose actions to improve the progression of postdocs beyond their current position in the Department. ZS agreed to produce an initial draft document.

It was questioned if data is collected on the career destination of past post-docs. CS said it is not done at a department level but we request completion of an exit survey available via the School of Technology office, which is submitted direct to the Human Resources Division. DC recommended that an exit interview with an academic in the Department who is not their PI/Line Manager should be held.

AR suggested we should ask Jan Samols about this as she tracks the career paths of past student alumni via *The Ring*. ZS will contact Jan Samols to find the best way forward.

MD cautioned that it may breach the new data protection law to collect this information and CS agreed to investigate the new guidelines.

**Action: ZS and CS**

#### **6. Next Social Event for Mentors and Mentees**

SK and DB will continue to lead these events. The week commencing 11/12/17 was proposed for the next social tea. It was agreed all lab post-docs should be invited and encouraged to attend. AKA agreed to assist SK as DB will be away. CC will order the refreshments.

*Addendum: The date of Monday 11 December at 4pm has been agreed for the tea.*

**Action: CC**

#### **7. Any other business**

- i. It was reported that a Research Assistant should be represented at the forum. AR suggested James Sharkey and SK will contact James to see if he would be willing to do this.

**Action: SK and AR**

- ii. Admissions Selection help for Directors of Studies  
DC asked if post-docs can assist with College Admissions Interviews. He said it is compulsory that appropriate training is undertaken beforehand, but due to the infrequency of this training; it should be undertaken as far as advance as possible. This will ensure that assistance can be given in the 2018 admissions round. ACR agreed to advertise the next training course to post-docs so that they could train well in advance of next year's admissions. DoSs will be told they can call upon trained post-docs if they require help.

**Action: DC/ACR**

**8. Date of next meeting**

To be held in Lent Term and arranged by Doodle Poll.