

---

## Research Staff Forum Meeting

Friday, 22 May 2020 at 10.30  
Meeting held remotely via Teams

### Minutes

#### Present

Matt Danish (MRD) (Chair)  
Daniel Bates (DB)  
Celia Burns (CB) (Secretary)  
Heidi Howard (HH)  
Eva Kalyvianaki (EK)

Angeliki Koutsoukou-Argraki (AKA)  
James Sharkey (JPS)  
Sergei Skorobogatov (SS)  
Caroline Stewart (CS)

#### 1. Apologies

Apologies were received from Andrew Caines (AC), Yi-Ting Chua (YC) and Zohreh Shams (ZS).

#### 2. RSF Discussion Topic

There was no discussion topic.

#### 3. Minutes of Last Meeting

The minutes of the meeting held on 28 February 2020 were approved.

#### 4. Report on Actions from Last Meeting

##### i. Shared Facilities Hub

CS reported that there would not be a need for a representative until next year, so the Committee agreed to remove this item from the next agenda.

##### ii. Improving the Progression of Post-Docs

*Wiki page:* ZS was not present at the meeting but had reported that only one person had responded to her invitation for feedback on the wiki page, and had said it was very useful.

##### iii. Representative for Research Assistants

The Committee is still seeking a Research Assistant who is not doing a PhD.

##### iv. Post-Doc Training Fund

Forum members were to send EK any specific training ideas, which EK had agreed she would then follow up with the Researcher Development Unit and the Department. EK reported that she had not received any training ideas.

v. **Lecturing Opportunities for Research Assistants**

The Committee discussed guest-lecturing opportunities for research staff. It was noted that, with the current format of lectures being recorded and in 10-20 minute segments, it might actually be easier for research staff to contribute and gain experience of lecturing.

EK agreed to raise this issue with the TMC. If the TMC were content, we would come up with a structure to both help lecturers and provide research staff with opportunities to get involved.

**Action: EK**

vi. **Mentoring Scheme**

CS reported that she had passed on to the HR Manager the Forum's comments on the mentoring process—that it could be more interactive and include College Fellows.

vii. **Statistics Request from the Equality and Diversity (E&D) Committee**

CS reported that she would request more information from the E&D Committee regarding the information they required on research staff diversity, and would feed this back to MD.

**Action: CS**

viii. **Representation on the Equality and Diversity (E&D) Committee**

MD thanked Heidi Howard for agreeing to serve as representative of the E&D Committee. As the next E&D Committee meeting would not take place until the end of May, HH did not have anything to report at this meeting.

ix. **Representation on the Buildings and Environment (B&E) Committee**

MD reported that he had attended a B&E Committee meeting on 23 April 2020. He noted that access to the building was very limited, particularly with restrictions at University level, but if anyone needed access, they should let us know.

x. **Researcher Development Concordat**

CS confirmed that she had circulated further information about the 4 March 2020 open meeting to RAs and SRAs.

**5. Wellbeing**

MD noted that wellbeing was a very important issue at this time and noted the Big White Wall and Quell resources that the University had circulated, and invited Forum members to pass on any tips for helping people stay healthy and happy. MD noted the PostDoc Society social events held on Saturdays and Tuesdays, and meeting participants confirmed that they were meeting with their groups informally on a regular basis. No concerns or problems were raised.

**6. Mentoring and Teaching Opportunities for Postdocs**

It was noted that, although we are currently working from home, mentoring one-to-one meetings could still be arranged via Teams chats. CS agreed to ask the HR Manager to circulate another request for mentors (since many of the original ones have left the department).

The item on teaching opportunities for Postdocs was discussed under item 4v above.

**7. Any Other Business**

None.

**8. Date of Next Meeting**

The next meeting will take place in the Michaelmas term. CB will circulate a Doodle poll nearer the time.