



Post-doc Forum Meeting

Monday 9 May 2016, 12 Noon, GC22

Agenda

Membership

David Chisnall (Chair)
Claire Chapman (Secretary)
Daniel Bates
Salvator Galea
Alice Hutchings
Stephen Kell
Andrea Kells
Ekaterina Kochmar
Andy Rice
Laura Rimell
Caroline Stewart
Noa Zilberman

1. Apologies

2. Minutes of last minutes

The minutes from the last meeting held in Thursday 25 February 2016 **(2016-05-02)**

3. Report on actions from last meeting

- I. Amendments to the Guidelines for Mentors (Claire Chapman) **(2016-05-03I)**
- II. Regular Social Event (David Chisnall)
- III. Mentoring Scheme call out for volunteers (Caroline Stewart)
- IV. Chemical Engineering and Biotechnology Mentoring Scheme (Caroline Stewart)
- V. Intellectual Property Rights information to include on Induction Guidelines (Andrea Kells) **(2016-05-03V)**
- VI. Consensus view on the type of activities an RA should be undertaking in order to apply for promotion to SRA (Caroline Stewart)
- VII. Mentoring Scheme Database update (Noa Zilberman)
Mentor Form
<https://docs.google.com/forms/d/1cVGOGAxjiEDYMUJn0G-YbXPz-v2jMbqY2c4p9YH59qw/viewform?c=0&w=1>
Mentee Form:
https://docs.google.com/forms/d/1R_PtyFGVLxtE9si-fBQDeGb9P-sbzDP0MYksZ8gEQAQ/viewform?c=0&w=1
- VIII. Committee Membership (David Chisnall)
- IX. Circulation of Minutes (Claire Chapman)

4. **Appraisal Data Information** (Caroline Stewart)

5. **Committee Leadership and Strategy Development Training**
Wednesday 18 May 2016, 2:30pm-5:30pm, Postdoc Centre, 16 Mill Lane – will anyone from the Forum attend?

6. **Departmental Postdoc Committee Chairs Network**
Wednesday 18 May 2016, 6:00-8:00pm, Postdoc Centre, 16 Mill Lane - who will attend from the Committee?

7. **Formal Academic Mentoring Scheme – recruit of Academic Mentors.**
Email request from Office of Postdoctoral Affairs (OPdA) **(2016-05-07)**

8. **Travel Funds for RAs (Noa Zilberman)**

9. **Any other business**

10. **Date of next meeting**
To be held in Michaelmas Term

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.

Computer Laboratory Post-doc Forum Guidelines for Mentors

The rôle of mentor is to be a second point of contact and to smooth the transition for new postdocs and research assistants arriving in the Computer Laboratory. It is not to be a substitute for the PI - sometimes the correct response to a question is '*you should ask your PI that.*'

Mentors are generally assigned from a different research group, to give new arrivals a connection to multiple groups and help to avoid siloing. Feel free to encourage your mentee to attend seminars and social events within your own group.

There are several things that are often overlooked for new arrivals, which a mentor can help explain. These include:

- Where stores is and what it contains
- Social teas (make sure that your mentee sees the announcements)
- How to book meeting rooms
- PPD training: how to book it and what is available

People coming from outside of Cambridge are likely to be unfamiliar with the supervision system. All Post-docs and RAs are allowed (encouraged by the department) to do some supervision. Point your mentee at the relevant PPD course. Student Administration in the Lab arranges Part II supervisions. In October and January every year they run Supervisor Training workshops.

There are lots of people in the department and the wider university who can help with various things. Don't expect to be able to answer every question that your mentee has, but do help to point them in the right direction:

- Reception (queries about building use)
- Finance or Payroll (queries about money)
- PdOC (queries about postdoc issues)
- Caroline Stewart, Departmental Secretary (when you don't know who to ask)

If you or your mentee are unhappy with the assignment (for example, if they would prefer someone who has experience with childcare issues), then it is possible to switch mentors.

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 Heads of Department and the

Departmental Secretary).

Mentors should ideally talk to mentees about opportunities for, and benefits from, college affiliation. If you do not have any college affiliation, introduce your mentee to people who do.

Refer them to the [Induction Guidelines and Checklist](#) published on-line on the Lab Personnel pages and ask them if they are unsure of any aspects to ask their mentor.

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Copyright in software:

The University's IP policy assigns copyright to the academic creator. This explicitly includes software copyright allowing academics to choose open source as a path for dissemination.

However, the University's policy is overridden by any agreements that academics make with research sponsors. Increasingly, contracts proposed by commercial sponsors are including software copyright within their definition of intellectual property, therefore laying claim to such copyright. Agreeing to such terms will compromise open source projects. You should be vigilant in looking at such agreements to make sure that you are not entering them without due consideration.

Research Undertaking Letters

To overcome an identified contractual loophole (the University is the signatory to any research contract, on behalf of the academic(s) performing the work, but does not actually have the authority to assign IP arising from the project unless the academic assigns the IP to the institution first), the Research Office is now routinely issuing 'Research Undertaking Letters' (RUL) to any PI in receipt of new grant funding. We have identified a number of issues with these are they stand:

1. The letter assumes all intellectual property will be assigned to the sponsor. This is utterly incompatible with open source development (the primary method of exploitation of software coming from the Computer Laboratory). Such letters pollute open source developments, requiring enormous amounts of time and effort to cleanse in due diligence processes, requiring letters from sponsors declaring non-assertion of rights. *This is true even if the sponsor was happy about the open source approach when the research was sponsored.*
2. The letter implies that all intellectual property concerning the project will be assigned, regardless of the contribution of the student or supervisor. The same statement is made regarding background in a complete blanket way.

The Research Office has taken on board the concerns above, and we are in discussion with them and the Legal Office about a more appropriate version that will still close the loophole. In the meantime, the Research Office have agreed that we are exempt from signing RULs – if you receive one, please notify Andrea and she will raise it with the Research Office.

Links

The IP policy in Statutes and Ordinances:

www.admin.cam.ac.uk/univ/so/2015/chapter13-section2.html

The University's guidance note on the IP policy:

<http://www.enterprise.cam.ac.uk/wp-content/uploads/2015/04/ip-policy-in-practice-guidance-note-25may10.pdf>

(2016-05-07)



Libbi Johnson
Mentoring Pilot
Coordinator

13 April 2016

Dear Head of Department

As you may already be aware, the Office of Postdoctoral Affairs (OPdA) is working on a large pilot to identify good practice in mentoring with a longer-term objective of convincing the University to construct a comprehensive model across all staff groupings. But we are starting small!

We have been working with three departments, Chemical Engineering, Physics and the Veterinary School, in order to pilot and develop the scheme in preparation for launching the scheme to the greater postdoctoral community. We aim to do this in the early summer.

The scheme is a formal academic mentoring scheme and we now are keen to try and identify mentors within different departments so that there are sufficient mentors available when the full scheme is launched. Hence, we would be very grateful for your assistance in facilitating mentor take-up by drawing attention of our scheme to your academic staff. We have taken the liberty of drafting an email (see below) which we hope might meet with your approval and that you can circulate to your staff, but please do feel free to change it.

Please do let us know if you are willing to contact your staff on our behalf and also if you have any other comments on this pilot mentoring scheme, see the web link in the draft email below.

Many thanks and best wishes

Libbi Johnson, Mentoring Pilot Coordinator, Office of Postdoctoral Affairs
Dr Rob Wallach, Director of Postdoctoral Affairs

***** Draft email to circulate to your staff *****

Dear

The Office of Postdoctoral Affairs (OPdA) is forging the way for the University to review its practices for developing and mentoring the 4000+ postdoctoral research staff employed by the University and Colleges. The OPdA is currently coordinating a pilot mentoring scheme in three departments and later, in the early summer, is extending the scheme to the larger postdoc community. This will be a formal mentoring scheme. In this scheme, the OPdA office will research, identify, match and invite academic staff to mentor members of postdoctoral community who have expressed an interest in having a mentor.

We would be grateful if you would consider agreeing to be a mentor on this scheme and help support postdoctoral researchers as well as the work of OPdA. Participation is not onerous and for information on how to join the scheme and become a mentor, please either contact Libbi Johnson at Libbi.Johnson@admin.cam.ac.uk or visit the website www.opda.cam.ac.uk/whileincambridge/mentoring

With best wishes

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