



**Post Doc Forum Meeting**  
**Wednesday 28 March 2018, 12noon, FW11**

**Agenda**

**Membership**

Daniel Bates	Ekaterina Kochmar
Alan Blackwell	Marwa Mahmoud
Claire Chapman (Secretary)	Andy Rice
David Chisnall	James Sharkey
Matt Danish	Zohreh Shams
Alice Hutchings	Caroline Stewart
Stephen Kell (Chair)	Noa Zilberman
Andrea Kells	

**1. Apologies**

Andrea Kells  
Andy Rice

**2. Welcome to James Sharkey and all RAs joining the open meeting**

New members are invited to formally join the Forum from those attending this Open Meeting

**3. Minutes of last minutes**

The minutes from the last meeting held on 27 November 2017 are attached (2018-03-03)

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

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

Information is now included in the Wiseman Award scheme on the web.

<https://www.cl.cam.ac.uk/local/wiseman.html>

Can members suggest how this information can be made more visible?

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

Further discussion is needed as to what might be most valuable in terms of additions to the revised document. 4-5 volunteers are sought to meet together with Andrea Kells and Nicholas Ward to go through the draft document to identify any additions and further information needed.

**iii. Cycle Parking**

Proposals from MD and update on Cavendish Laboratory cycle shelter (CS)

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

a) Draft document of Post Doc career progression (2018-03-04iva) and proposed questionnaire (2018-03-04ivb) (ZS to report)

b) Tracking the career path of past student alumni (ZS to report)

Does this have any implications for the new Data Protection Act (CS to report)

v. **Admissions Selection help for Directors of Studies**

Publicising the date of Admissions Interview Training

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 interview. This will run as part of the Research Skills Programme (bookable via Moodle under the ACS MPhil section). All PhD students and Post Docs are encouraged to attend.

**5. Revising the naming of the Forum and its statement of purpose**

Do members agree with the proposal to replace 'Post Doc Forum' with 'Research Staff Forum' and to be more explicit in the remit about the inclusion of Research Assistants in the mentoring scheme? (SK to report)

<https://www.cl.cam.ac.uk/local/committees/post-doc/>

**6. Post Doc training fund**

As of 02/04/18 all X5 costings under Directly Incurred Costs will now include a training budget of £500.00 per annum per Post Doc. This is mandated by the Research Operations Office and Office of Postdoctoral Affairs.

From October, grants will be billed against Post Doc attendance on internal training courses. There is no central way to track attendance of external events/courses so the recommendation is to check with/notify the PI before making a booking. Central guidance is still being sought and when clarification has been given, it will be circulated to all post docs. Do members have any concerns which need to be raised?

**7. Lecturing opportunities for RAs, and what the Department might do to facilitate more of them.**

Currently there is a little-publicised and quite restrictive department policy about guest (non-UTO) lecturers, but the reality is more complex. (SK to report)

**8. Replacement of Chair for 2018-19**

(SK to report)

**9. Any other business**

**10. Date of next meeting**

To be held in Michaelmas Term



# UNIVERSITY OF CAMBRIDGE

Department of Computer Science  
& Technology

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-Argraki

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.

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# Postdoc Career Progression Report

Zohreh Shams and Noa Zilberman

March 15, 2018

## Abstract

This document provides an overview of career progression support for postdocs in university and departmental level, and makes some recommendation about how this support can be enhanced.

## 1 What already exists

### 1.1 University level support

1. PPD: <https://www.training.cam.ac.uk/cppd>
2. Career service for postdocs: <http://www.careers.cam.ac.uk/pdoc/>
3. PdOC: e.g., College Affiliation Guide: [https://www.pdoc.cam.ac.uk/guides/PdOC\\_College\\_Affiliation](https://www.pdoc.cam.ac.uk/guides/PdOC_College_Affiliation)
4. OPdA: e.g.,  
teaching (<https://www.opda.cam.ac.uk/career-development/teaching-opportunities>)  
and funding opportunities (<https://www.opda.cam.ac.uk/career-development/funding>)
5. Postdoc induction event

### 1.2 Departmental support

1. Mentoring scheme
  - Ring
  - women@CL
  - Postdoc mentoring scheme (for newcomers)
2. Tailored talks: e.g., Successful scholarship applications and Career panel<sup>1</sup>

## 2 What can be added

1. Welcome event in the lab: they can be conducted once a year in October, something like women@cl welcome event
2. Social and research events with industrial researchers (arm, MSR, Amazon, etc.): We have talked to Jan Samols about whether companies in supporters' club might be interested in such events and how such events can be organised. She does think they would be of interest to some of the Supporters - especially if postdocs are receptive to recruitment opportunities. However, prior to investigating possibilities with companies further, she wants to know if there are specific research groups that would be particularly interested in events. She can then see if companies are interested in hosting a talk/workshop etc which could also include time for networking.
3. CS-specific career workshops: We have talked to postdocs' career advisors<sup>1</sup> to see if we can run some events in collaboration with them. These events can include

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<sup>1</sup>These events were both organised by women@CL and they were not specific to postdocs.

- high level information such as what are the career paths for the postdoc, which will be delivered by career advisors; and
  - more specific discussions and panels about specific career paths for postdocs in CS (e.g., consultancy, industrial research, etc.). The panelists are most likely previous postdocs who moved on to careers close to the theme of the event.
4. Exchange with other (sister) universities to for example, circulate available job adverts and organise networking events
  5. Wiki-like page for postdocs, including all university and departmental resources related to career progression, e.g.,
    - getting involved in teaching
    - getting college affiliation
    - career progression, e.g., promotion
      - from RA to SRA
      - from RA/SRA to fellowship
      - to UTO

### 3 Questionnaire

We are proposing to send out a questionnaire to postdocs, with the aim of answering the following questions:

1. Are postdocs aware of the resources available for their career progression at university and departmental level?
2. Which of the recommendations in Section 2 are of interest?
3. Which research groups might be more keen on exploring industrial opportunities offered by supporters' club?

A draft of the questionnaire can be found here: <https://docs.google.com/forms/d/e/1FAIpQLSdzLVVv4VGhUKK-kbTfBtznjjJDCo-4MAyVBhpg/viewform?c=0&w=1>

# Postdoc Career Progression

What is your research area? (e.g., the research group are you in)

How many years of postdoctoral experience do you have?

Are you familiar or have you used any of these services/events in the past?

Personal and Professional Development (PPD) training programs

Career service for postdocs

Postdocs of Cambridge Society (PdOC)

Office of Postdoctoral Affairs (OPdA)

Postdoc induction event

Departmental postdoc mentoring scheme

Departmental postdoc social tea event

Are you interested in any of the following services or attending any of the events?

Show and tell research events (industrial and postdoc tailored)

Show and tell research events (academic)

Social and networking events (industrial)

Social and networking events (academic)

Mailing list for academic job ads

Wikipage including all university level and departmental resources related to postdocs

Special theme discussion panels (e.g. successful fellowship applications)

Expression of interest in getting involved in the organisation of any service/event listed above:

Further suggestions about enhancing postdoc career progression support:

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# Postdoc Forum Cycle Park Report

Dr Matt Danish (mrd45)

March 22, 2018



## 1 Introduction

The Computer Laboratory Postdoc Forum decided on 27 November 2017 to investigate changes to the cycle park at the William Gates Building such as measures to control access and re-arrangement of stands. Later, in February, Cavendish III (application 17/1799/FUL) was granted permission by the city council on condition that a revised plan for the William Gates Building cycle park was submitted, one which accommodated the planned segregated footway and cycleway alongside JJ Thomson Avenue.

### 1.1 Objectives

- Establish secure doors with card access for a subset of the cycle park.
- Improve flow of people and cycles in and around the cycle park.
- Ensure full accessibility for all people and a variety of adapted or cargo cycles.
- Fix current problems with cycle parking layout.
- Re-arrange stands to accommodate planned segregated cycleway and footway on JJ Thomson Ave.

## 2 Existing conditions

The existing cycle park has 217 Sheffield stands providing a theoretical capacity of 434 cycles, as shown in Figure 2. However, not all of the spaces are equally accessible. When the cycle park becomes busy, it becomes increasingly more difficult to access spaces towards the centre. This problem is caused by the substandard width



Figure 1: (a) Substandard aisles (b) Obstructed entry (c) Motorcycles

of aisles, which vary from 60–80cm, and by substandard gaps between Sheffield stands, of about 80cm. Apart from that, there are no designated spaces for larger cycles such as adapted or cargo cycles, so those are squeezed into whatever space is available, and some of the open areas are also used for motorcycle parking. At the west (shown as top in Figure 2) side of the cycle park there are steep grades (9% and 7%) where the aisles rise up to meet the level of the existing path along JJ Thomson Ave — these were access ways in the past but are now blocked by a fence and a hedge. The current entry points are both on the east side of the cycle park, both about 1.3m wide, open to the public and monitored by CCTV cameras. The northern entry point is at a constricted location facing an outward-opening doorway into the William Gates Building (leading to a secure cycle park) and a bollard in the path. The outward-opening doorway has been a problem in the past and has been outfitted with warning lights and signs. The arrangement of fence and bollard obstructing the entry causes problems for people with reduced mobility.<sup>1</sup> Examples of these issues are shown in Figure 1.

### 3 Relevant policies and guides

Cambridge City Council has published the *Cycle Parking Guide for New Residential Developments*,<sup>2</sup> which contains dimensional specifications for cycle parking, and is the officially recognised standard used by the emerging Cambridge Local Plan. Wheels for Wellbeing, a charity based in London, has published *A guide to inclusive cycling*,<sup>3</sup> which contains advice for designing cycling facilities that are accessible to all people, especially focusing on the needs of people riding cycles adapted for disability. The *Cycle Parking Guide* sets out this basic standard for bicycles parked at a Sheffield stand:

The footprint of two [bi]cycles parked at a Sheffield stand should be taken as 2m x 1m. This may be used to calculate the space required for a given number of stands. This also allows some space for baskets and panniers etc. An aisle is needed to access the stands and should be 1.1m in width.

All cycle parking spaces are provided with Sheffield stands or something more useful (precise details to be discussed at a later date) for the adapted cycle parking spaces. Double-stackers and split-level stands were not considered because many people do not find them usable.

### 4 Proposals

The pages with figures 3, 4 and 5 show different ideas, ranging from least amount of work and benefit to most amount of work needed and benefit gained. Sheffield stands are shown as black lines. Diagonal support columns are shown as shorter, thicker grey lines. Grey boxes show the outline of selected cycle parking spaces: 200cm by 50cm for ‘bicycle parking spaces’ and 250cm by 100cm for larger cycle parking spaces. Card access keypoints are shown as black boxes. Aisles span at least 110cm as required by the guide, unless otherwise indicated.

<sup>1</sup>I had a clear example of this when I was visited by a friend of mine who only has the use of one leg. He rides a specially-adapted recumbent cycle and was unable to navigate the bollard and the fence at the corner while trying to use this cycle park.

<sup>2</sup>[https://www.cambridge.gov.uk/sites/default/files/docs/CycleParkingGuide\\_std.pdf](https://www.cambridge.gov.uk/sites/default/files/docs/CycleParkingGuide_std.pdf)

<sup>3</sup><https://wheelsforwellbeing.org.uk/campaigning/guide/>

**Existing conditions (measurements in centimetres and (slope%))**

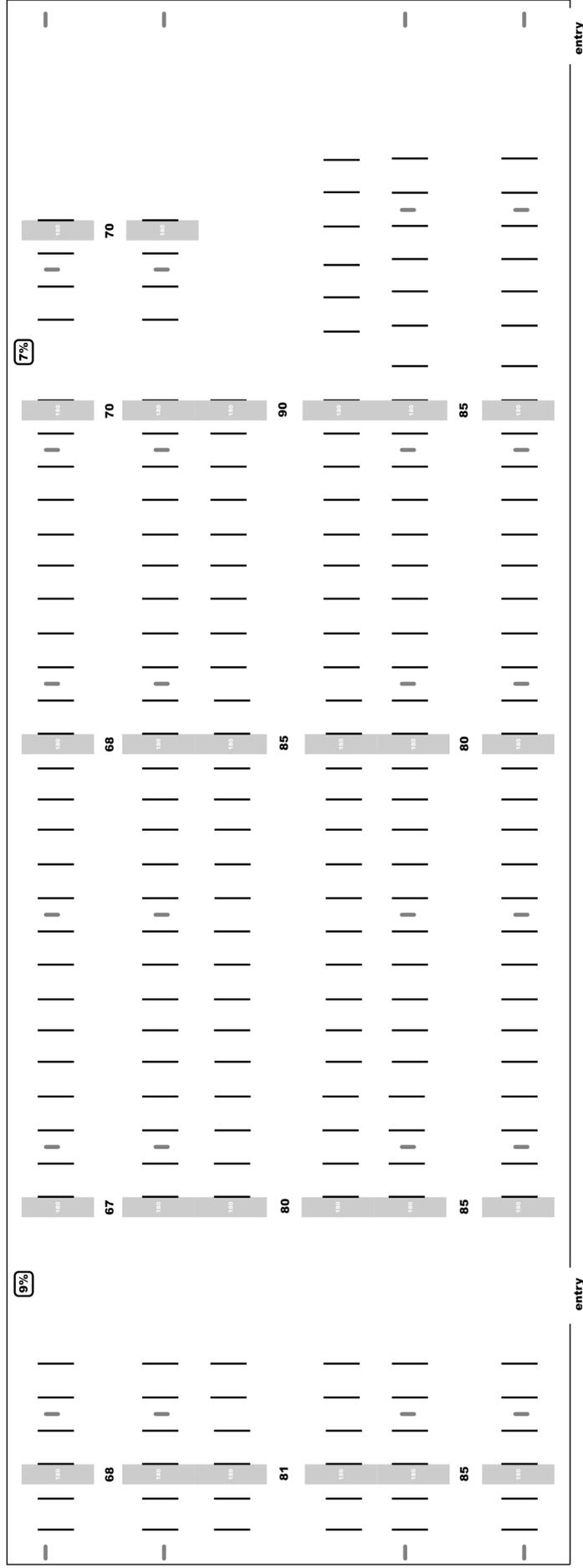


Figure 2: Schematic of the existing cyclepark. Sheffield stands are black lines. Diagonal support columns are shown as shorter, thicker grey lines. Grey boxes show the outline of selected cycle parking spaces, 200cm long. Numbers between boxes represent aisle width in centimetres. Percentages inside of rounded rectangles are approximate slope at that point. Theoretical capacity: 434 cycles.

**Minimal modification (measurements in centimetres and  $\text{slope}\%$ )**

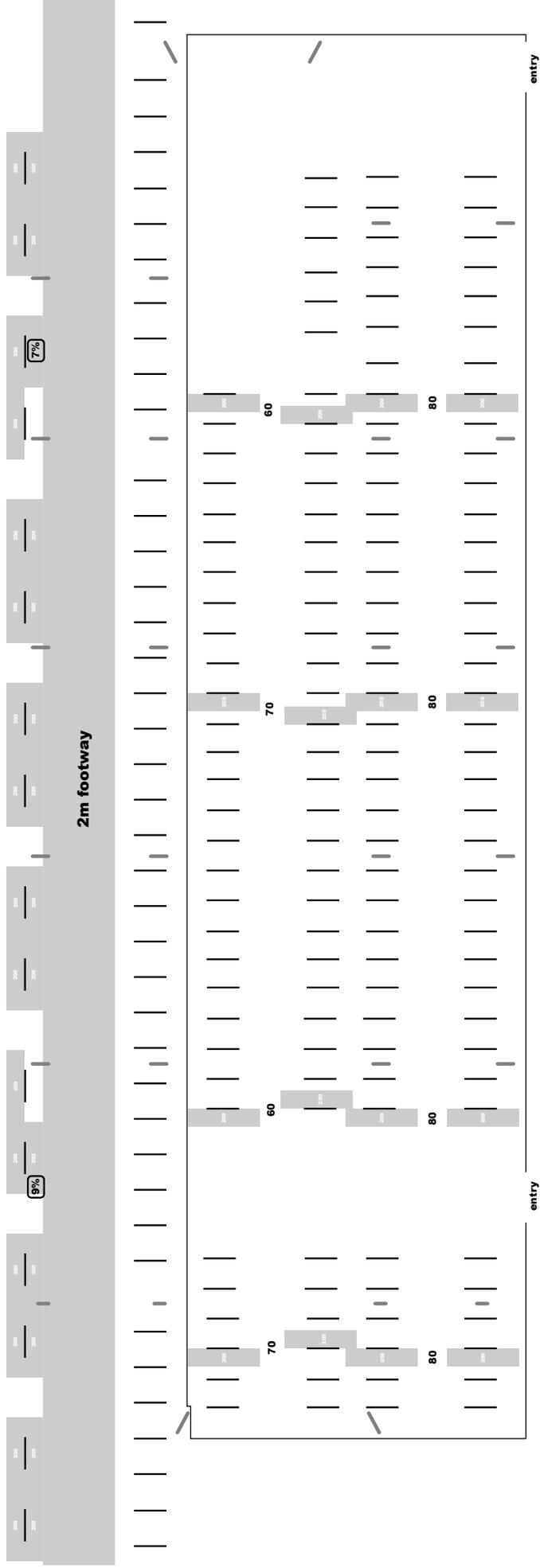


Figure 3: Idea A: Minimal change to allow new segregated footway. Eliminates two rows from shed and restores 112 cycle parking spaces outside resized shed. Does not fix existing issues within the shed. Theoretical capacity: 400 cycles, of which about two-thirds are protected from the rain, and there are no larger cycle parking spaces. There remains some potential for expansion to the south, though.

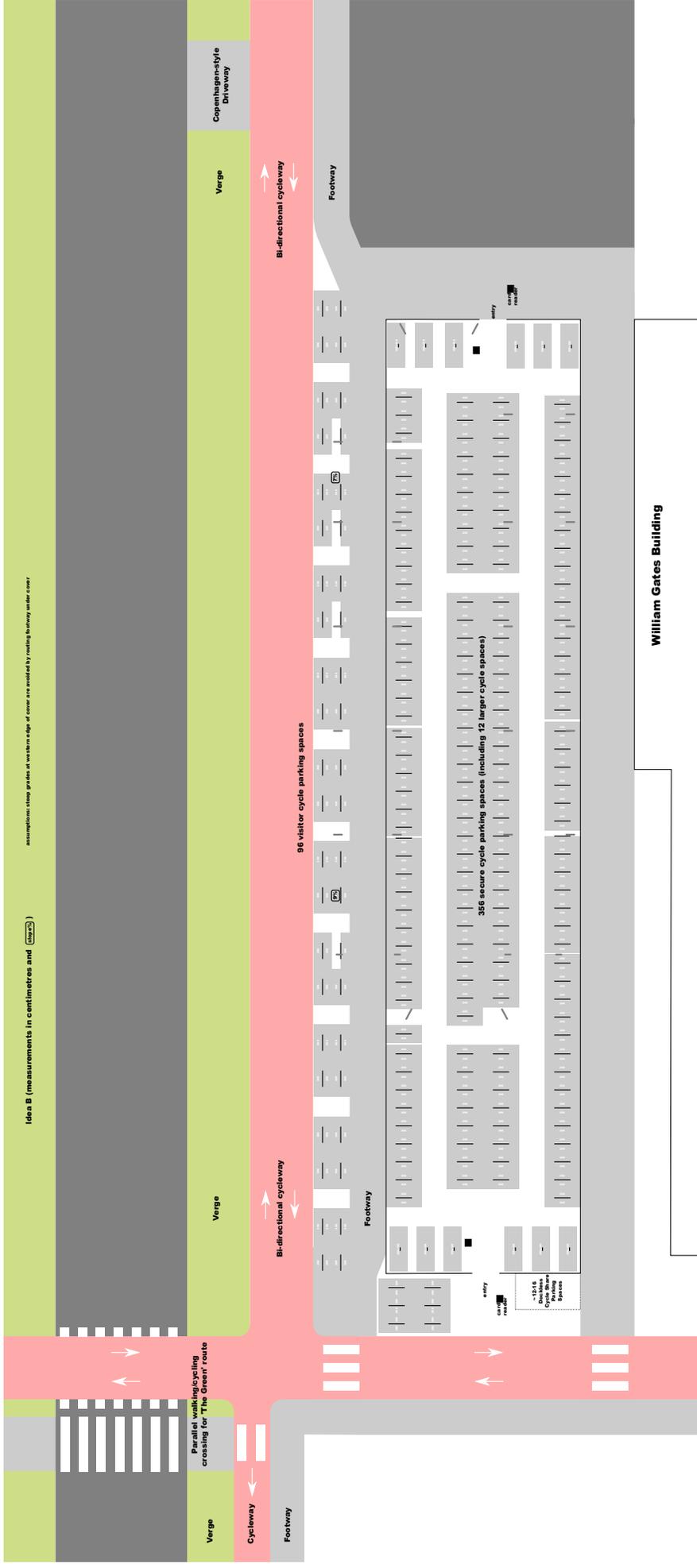


Figure 4: Idea B: This diagram shows the possible surrounding street context based on the Cavendish III plans. It features additional changes to the shed walls, expansion to the south, and relocation of all Sheffield stands so that gaps and aisle widths meet the dimensional standards. The support poles are kept where they currently are. Better flow and accessibility is provided with a new card-controlled accessway. Capacity: 452 cycles, of which about half are protected from the rain, including 12 larger cycle parking spaces.

