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## **Research Staff Forum Meeting**

**Tuesday, 2 May 2023, 12.30-13.30**  
**Room FW26, William Gates Building**

### **Agenda**

#### **Forum Membership:**

James Sharkey, Senior Research Software Engineer (JPS) (Chair)  
Celia Burns, Faculty Administrator (CB) (Secretary)  
Dr Andrew Caines, Senior Research Associate (APC)  
Helen Francis, Research Strategy Manager (HJF)  
Dr Eva Kalyvianaki, Deputy Director for PG Education (Researcher Development) (EK)  
Dr Angeliki Koutsoukou-Argyaki, Senior Research Associate (AK)  
Dr Challenger Mishra, Academic Fellow (CM)  
Dr Ajay Shankar, Research Associate (AS)  
Micol Spitale, Research Associate (MS)  
Caroline Stewart, Departmental Secretary (CS)

#### **1. Apologies**

Apologies have been received from Micol Spitale.

#### **2. Minutes of the Last Meeting**

The minutes of the meeting held on 6 February 2023 are attached for approval.

#### **3. Report on Actions from the Last Meeting**

##### **i) Forum Membership**

- CB can confirm that information about the Forum is included in the induction guidelines for new starters.
- JPS was going to post something to the 'Cooler' email group. JPS to report.
- CS has mentioned RSF membership at a Wednesday meeting.
- Forum members have (hopefully) been passing on information about the Forum via word of mouth.
- Posters have been put on the digital screens in The Street and on flyers in The Fishbowl.
- JPS was going to contact new research staff. JPS to report.
- It was decided not to ask the Postdoc Academy to include a notice in the University Postdoc Bulletin after all since the Bulletin does not appear to include department-specific notices.

## **ii) Policy on Lecture Recording**

The updated policy, which includes the Department's clarification on lecturers' rights to refuse to be recorded, has been circulated to Forum members.

## **iii) Process for Suggesting a Master Thesis Course**

A proposed new policy for accepting new MPhil modules had been circulated and discussed at the Postgraduate Education Committee meeting in November and was being reviewed by the Heads of Department Team. Once approved, it would be circulated for information. EK to report.

## **iv) Wellbeing – Social Events**

APC has reported that he contacted Nicholas Boucher, who is very keen to organise more free-of-charge events when sponsorship is available (at least £200 is needed, and it is easiest if the funds come from leftovers in donation pots (aka 'slush funds') as Finance authorisation is required). APC has found a few potential sponsors among the UTOs on the Wednesday email list.

There was an end-of-Lent-term event held on Friday 17 March (St Patrick's Day), sponsored by Ferenc Huszár. The event coincided with an ACS one-minute madness event, so the Postgraduate Office contributed funding too, enabling additional refreshments to be purchased. The event was a success and Nicholas plans to hold more events in the Easter term. Sponsors have been lined up for at least one event.

## **4. Forum Membership**

Since the last meeting, there has been no new interest shown from research staff to join the Forum. Dr Sergei Skorobogatov left the Department in March, Dr Angeliki Koutsoukou-Argyriaki will be leaving at the end of August, and Micol Spitale will be leaving at the end of October. This will leave gaps in representation from several groups (Graphics & Interaction; Programming, Logic & Semantics; and Security) and themes (Graphics, Vision & Imaging Science; Programming Languages, Semantics & Verification; and Security), in addition to the other groups and themes currently not represented (Algorithms & Complexity; Computer Architecture, and Systems Research).

Do Forum members have any comments about Forum membership or on the following (or other related) questions?

Would the Forum benefit from greater engagement from research staff?

What could the Forum be doing or not doing to encourage greater engagement from research staff?

What might be deterring new membership of the Forum?

How could the Forum be more effective/useful?

How could the department better support research staff?

The following research staff statistics (at 13 April 2023) are for information.

Research Assistants not doing a PhD	20
Research Associates	41
Senior Research Associates	20
Senior Research Engineers	6
Fellows	5
<b>Total</b>	<b>92</b>

## **5. Faculty Board**

The Chair of the Research Staff Forum has observer status on Faculty Board. Below is an excerpt from the 28 February 2023 Faculty Board minutes. Do Forum members have any comments?

### **20. Research Staff Forum**

#### **i) Minutes of the recent meeting**

Received: minutes of the meeting held on 6 February 2023 (2023-02-20).

#### **ii) Report from Chair of the Research Staff Forum**

James Sharkey, Chair of the Research Staff Forum, reported that the main issue at the February meeting had been about Forum membership, which had been low for some time. Professor Copestake noted that the Forum was for all staff involved in research (other than UTOs) and that it was an important group which is taken very seriously. As an example, the Forum would be particularly important during consultations about space in the department.

## **6. Wellbeing**

### **i) Departmental Announcements**

### **ii) Input from Research Staff**

## **7. Buildings and Environment Committee (B&EC) – Update**

The latest B&EC meeting was held on 24 April 2023. Dr Andrew Caines, RSF Representative on the B&EC, to report on anything of relevance to the Forum.

## **8. Equality, Diversity, and Inclusion Committee (EDIC) – Update**

This committee is currently under review, with the last meeting held in March 2021. James Sharkey is interested in being the RSF Representative when the committee recommences activities. The RSF Representative would report on anything of relevance to the Forum. In the meantime, any feedback about equality, diversity, and inclusion can be sent to Celia Burns at [faculty-admin@cst.cam.ac.uk](mailto:faculty-admin@cst.cam.ac.uk).

## **9. Any Other Business**

## **10. Date of Next Meeting**