



Research Staff Forum Meeting

Monday, 17 February 2025, 12.30 – 13.30, Room GC22

Agenda

Membership:

James Sharkey, Senior Research Software Engineer (Chair)
Celia Burns, Faculty Administrator (Secretary)
Dr Andrew Caines, Senior Research Associate
Dr Davi De Castro-Silva, Research Associate
Dr Irmak Dogan, Postdoctoral Research Associate
Helen Francis, Research Strategy Manager
Dr Sadiq Jaffer, Senior Research Associate
Dr Guy Laban, Research Associate
Dr Ajay Shankar, Research Associate
Caroline Stewart, Departmental Secretary

1. **Apologies**

2. **Conflicts of Interest**

3. **Minutes of the Last Meeting**

For approval: the [minutes](#) of the meeting held on 11 November 2024.

4. **Forum Membership**

To note: Maliha Ashraf has now left the Department.

5. **Report on Actions from the Last Meeting**

i) **RSF Representation on the People and Operations Committee (POC)**

Ajay is now a member of the POC. See item 7 (ii) below.

ii) **Feedback for the Buildings and Environment Committee (BEC)**

Following the disruption caused by the significant noise during Wi-Fi works in November, Andrew (BEC Rep) raised the issue of better communications for building works at the November BEC meeting and asked for improved communication about when works were taking place. The Building Services Manager noted the concerns; unfortunately, UIS had not communicated with her, which was why building users had not been informed of the works.

6. Health and Safety Committee – Recruitment of New Members

The Health and Safety Committee is looking to recruit new members. If anyone is interested in joining the Health and Safety Committee, they should contact [the Health and Safety Committee Secretary](#), Helen Scarborough.

7. Wellbeing, People and Operations

i) Departmental Announcements

ii) People and Operations Committee (POC) Update: Ajay is now a member of the POC, whose recent meeting took place on 28 January 2025. Ajay to report on anything of relevance to the Forum.

iii) Input from research staff / items for the POC: do Forum members have any issues they would like to raise here or ask Ajay to take to the next POC meeting?

8. Faculty Board

As Chair of the Research Staff Forum, James Sharkey has observer status on Faculty Board. The latest Faculty Board meetings were held on 26 November 2024 and 28 January 2025. James to report on anything of relevance to the Forum.

9. Research Strategy Committee (RSC)

(i) RSC Update: The latest meeting of the RSC was held on 29 October 2024, which Sadiq has already reported on (at the November RSF meeting).

(ii) Items for the RSC: do Forum members have any issues they would like Sadiq to take to the next RSC meeting?

10. Buildings and Environment Committee (BEC)

(i) BEC Update: The latest BEC meetings were held on 15 November 2024 and 20 January 2025. Andrew, RSF Rep on the BEC, to report on anything of relevance to the Forum.

(ii) Items for the BEC: do Forum members have any issues they would like Andrew to take to the next BEC meeting?

11. Equality, Diversity, and Inclusion Committee (EDIC)

(i) EDIC Update: The latest meeting of the EDIC was held on 29 October 2024, which James (a member of the EDIC) already reported on at the November RSF meeting.

(ii) Items for the EDIC: do Forum members have any issues they would like James to take to the next EDIC meeting?

12. Any Other Business

13. Date of Next Meeting