

## Minutes Postdoc Committee Meeting 26<sup>th</sup> January 2016

### Members present:

Rochelle Aw, Masue Marbiah, Alice Grob, Roya Haghighat-Khah, David Briggs, Marko Storch  
Miguel Matias

Notes taken by Marko Storch

---

1. Apologies:  
Rama McCrorie, Chris Wilson, Poo-Choo Pang, Joe Yu
2. Terms of reference & previous minutes agreement
  - Rama McCrorie is already responsible for Health & Safety and joins as member of the PDC.
  - Rama sent an email explaining her attendance at the Health & Safety meetings. She has been in touch with Stefan Hoyle as well. She likes to get the email list for Postdocs to be able to send out news on Health & Safety.
  - With Rama we are 11 members now – that's fine.
  - We agreed on a minimum of 10 members.
  - Rama McCrorie will meet with Rochelle and David for an update.
3. Allocation of meeting attendance among committee members
  - Just one PDC member is allowed to attend each meeting.
  - Discussed the idea of keeping the same person assigned to the same meeting to provide consistency for the other committee members.
  - Discussed which meetings might offer most chances for contribution and impact by the PDC. Most likely the Academic Opportunity Committee, so we guessed. But looking into the minutes taken on previous meetings will enlighten us even more. -> **Masue will obtain those from Lenne and share the minutes of these meetings via email.**
  - We then agreed on the following assignment. The academic staff meeting on 13<sup>th</sup> July was kept free for PDC members not present on this PDC meeting.

Meeting	PDC representative
Academic Staff Meeting <b>2 March</b>	David Briggs
Academic Staff Meeting <b>13 July</b>	TBC
Academic Opportunities Committee <b>16 February</b>	Masue Marbiah
Academic Opportunities Committee Summer term	Masue Marbiah
Research Strategy Committee <b>23<sup>rd</sup> February</b>	Roya Haghighat-Khah
Health & Safety Committee <b>23<sup>rd</sup> February</b>	Rama McCrorie

Health & Safety Committee <b>End of June</b>	Rama McCrorie
Health & Safety Committee <b>End of November</b>	Rama McCrorie

4. Preparation for the Academic Opportunities Committee meeting 16<sup>th</sup> Feb  
->via email: after obtaining the minutes from previous meetings
5. Preparation for the DoLS H&S meeting 23<sup>rd</sup> Feb  
->via email: after obtaining the minutes from previous meetings
6. Preparation for research strategy meeting  
->via email: after obtaining the minutes from previous meetings
  
7. Pop-up session for PRDP 16<sup>th</sup> March 2016
  - Everybody who can make it from the PDC should attend.
  - Karen Hinxman is organising this one and there is no action needed.
  - This year there is 100% PRDP completion rate expected.
  - We will see together with Karen after the Pop-up session what can be done to promote the completion in the Postdoc community.
  
8. Ideas to promote postdoc community engagement: **Starter booklet**
  - Roya will reach out to Lenne to create an updated starter booklet specific for Postdocs.
  
9. Ideas to promote postdoc community engagement: **Speed mentoring**
  - Idea is to provide postdocs with a range of recommendations and opinions on their career plans from PIs.
  - Participants will change their discussion partner every 5 min so Postdocs can get a range of ideas and opinions during this lunch time event.
  - First we have to secure the participation of PIs and send out invitations to them.
  - For each PI we will prepare a quick biography as intro for the Postdocs.
  - We will encourage Postdocs to bring a little research overview or CV to help them to introduce their situation quickly during each mentoring session.
  - After the speed mentoring rounds there will be a chance for follow up discussions over drinks and nibbles.
  - The date has to be specified.
  - Somebody has to take the lead on this.
  
10. Ideas to promote postdoc community engagement: **Postdoc Talk+Pizza session**
  - Alice Grob takes the lead on this one.
  - We agreed on format 2 x talks (15+5 min) + Pizza + Drinks.

- Two rooms would suit the event: G16 or 121 in SAF, since central and easily accessible.
- We agreed on monthly events on a Thursday.
- Day care centre closes at 5pm so running the event 3-4pm would be ideal.
- First event: 25<sup>th</sup> February -> every last Thursday of the month.
- Recruit 2 speakers from recent newsletter publication for each event.
- Will create a bigger event at Silkwood Park to motivate people to make the trip and to also have some PDC activity there.
- Target audience will be only Postdocs to create a community feel. So invitations will be sent to Postdocs, but of course everybody is welcome.
- Needs: speakers, room booking, pizza, drinks

**11. Ideas to promote postdoc community engagement: New Postdoc welcome session**

- The idea is to welcome new Postdocs, introduce the PDC and offer advice and information about the Life Sciences research community.
- We will reach out actively to fresh Postdocs from the newsletter every two months and invite them for a coffee session with 2-3 people from the PDC.
- The first session will be on 16<sup>th</sup> of February 10am either in the Flowers entrance or the SAF café. Rochelle will take the lead and invite the fresh Postdocs. All PDC members are welcome to join.
- Also we will have an informal PDC meeting at 11am directly after this coffee session at the same spot.

**12. Ideas to promote postdoc community engagement: Update PDC webpage**

- Adding titles, email links, links to personal webpages.
- All PDC members should prepare/update their personal Imperial webpage.

**13. Ideas to promote postdoc community engagement: Survey**

- We discussed ideas when to do surveys to identify the needs of the Postdoc community and get feedback on the PDC's work.
- First we will establish a new survey and will have a look at versions already available on the googledrive.
- Once we have established a new survey we will have print-outs ready to hand out on PDC events and ask the Postdoc community to fill in an online survey as well at a later point in time.
- The purpose is to inform our work and provide a measure for the success of our work.
- David Briggs will take the lead on this.

**NEXT informal meeting after the Welcome session for new Postdocs:**

- 11am on the 16<sup>th</sup> of Feb likely in Flowers entrance area

**NEXT formal PDC lunch meeting in March:**

- Rochelle will send doodle poll for the days 7-11 March meeting

**Action points:**

Rochelle (although all invited)	Meet with Rama McCrorie
Masue	Get meeting minutes from Lenne and distribute via email asap
Everybody	Who wants to go to the Academic Staff Meeting on 13 <sup>th</sup> of July?
Roya	Reach out to Lenne to start working on a starter booklet.
Everybody	Who likes to take the lead on the Speed Mentoring event?
Alice	Taking the lead on organising the Talks + Pizza session for 25 <sup>th</sup> of February (speakers, room, drinks, pizza, invitations)
Rochelle & everybody	New Postdoc welcome coffee on 16 <sup>th</sup> of February, 10am. Everybody may join. Send invitation to new Postdocs.
Everybody	Update your personal Imperial Webpage
Lenne	Update the PDC homepage (titles and email – links?)
David	Prepare Survey draft. Reach out to people who did already a survey last year.
Everybody	Come to informal PDC catch up after the New Postdoc welcome coffee session 16 <sup>th</sup> of February, 10 am, likely Flowers entrance.