

DoLS POSTDOC COMMITTEE

Monday 7th March 2016
12 – 1:30pm
213A Sir Ernst Chain Building

Minutes

Present: Aw, Rochelle; Briggs, David; Grob, Alice; Haghighat-Khah, Roya; Marbiah, Masue; Pang, Poh-Choo; Storch, Marko; Yu, Joe.

Apologies: McCrorie, Rama; Matias, Miguel; Wilson, Chris

Agenda Item	Action
1. Apologies Received from Rama McCrorie, Miguel Matias and Chris Wilson	
2. Minutes of the last meeting No comments	
3. Matters arising from the last meeting No matters arising	
4. Chris Wilson – change in formal status Chris Wilson has changed from an Early Career Researcher to a Visiting Researcher and under the agreed Terms of Reference is no longer eligible to sit on the Committee. A replacement, Shorok Mombrokotb, has been suggested by the Research Administrator at Silwood Park, and all members present were under agreement that she be invited onto the committee.	R. Aw
5. Head of Department Consultation Postdoc Committee have been asked to collate opinions from all postdocs regarding the HoD to Lenne Lillepuu. R. Aw to collate thoughts/opinions from the wider postdoc community. D. Briggs to put together a statement that represents the sentiments of the Postdoc Committee.	R. Aw / D. Briggs
6. Postdoc Development Centre committee Karen Hinxman advised that only 3 members could sit on the Postdoc Development Centre committee, currently they were R. Haghighat-Khah, M. Marbiah, P. Pang and J. Yu. Due to sitting on other committees, R. Haghighat-Khah and M. Marbiah agreed to step down. R. Aw to take final place on committee and advise Karen Hinxman	R. Aw
7. Newcomer's coffee morning update Coffee mornings will now be opened to all and held on the second Tuesday of every month at 10am. Individual and personalised emails will still be sent separately to newcomers to invite them along. Next coffee	R. Aw

morning scheduled for 12th April, R. Aw will be unavailable. Other committee members to help on the day.

8 Beer & Pizza update

No change in date and time after a first successful beer & pizza seminar. Date confirmed to be 31st March for upcoming seminar despite speaker unable to attend. A. Grob will try to find an alternative speaker. A. Grob will not be available on 31st March. Other committee members to help on the day.

A. Grob

9 AOC update

M. Marbiah will be collating information on differences between Careers Services and Postdoc Development Centre.

M. Marbiah

10 Research Strategy Committee update

Research Strategy Committee meeting has been postponed. R. Haghighat-Khah to email Lenne Lillepuu for a list of people who have previously applied for fellowships and have used the Research Strategy Committee. All invited to provide feedback.

R. Haghighat-Khah

11 Academic Staff Meeting

D. Briggs updated regarding new 24 hour working application. M. Storch to add information to website (See Agenda item 20).

M. Storch

12 Health & Safety update

R. McCrorie unavailable to attend. R. Haghighat-Khah provided updates in her absence after a meeting with Stefan Hoyle. R. Haghighat-Khah has uploaded information to the Sharepoint from Stefan Hoyle regarding a dos & don'ts list. All to provide feedback on this information.

All

Stefan Hoyle has also requested a representative from Silwood Park to sit on the Health & Safety Committee from the DoLS PDC. R. Aw to ask both M. Matias and S. Mombrikotb.

R. Aw

13 Postdoc Handbook update

R. Haghighat-Khah has created a folder on Sharepoint with all information added. Deadline set for 25th April 2016. Bernardo Garcia Carreras (non-committee member) has already agreed to help. Suggested that a "draft" be brought to the next Coffee Morning to get feedback from new starters. P. Pang has agreed to help with the handbook. Agreed to mention 24 hour access restrictions and application for approval in the handbook.

R. Haghighat-Khah and P. Pang

14 Postdoc Teaching – James Andrewes

James Andrewes has requested help recruiting Postdocs for teaching experience. Suggested that an incentive to encourage Postdocs to participate would help, even if not financial.

R. Aw

A question will be added to the feedback form (see Agenda item 19) asking people to leave their email address if they are interested. The Committee will then pass these details on to James Andrewes.

D. Briggs

M. Storch requested that there be a folder that contains examples of tutorials so that Postdocs can get a feeling for what is required.

15 Emails to postdocs

To prevent too many emails being sent out to the Postdoc community we will limit the number of emails that get distributed. In accordance with a request from Lenne Lillepuu all emails will sent via R. Aw, A. Grob and P. Pang only. All in attendance agreed the importance of restricting the

number of emails we send so as not to saturate people with information. All correspondence must in the first instance be approved by Lenne Lillepuu.

Email address dolspdc@imperial.ac.uk is up and running. However, emails get sent to all of the committee which may mean duplication in response or missing emails. R. Aw to follow up whether we can have a single account where emails can be directed to, also to use on posters etc.

16 **Pop-up PRDP**

Only 2 people have responded to the PRDP pop-up session on 16th March. Suggested it may be necessary to ask Lenne Lillepuu from a top down approach to encourage people to apply (get PIs to send emails to their postdocs). May need to delay the event due to lack of attendance. P. Pang to follow up with both Lenne Lillepuu and Karen Hinxman.

17 **Speed Mentoring**

All present in agreement this event should go ahead due to Athena SWAN targets. J. Yu volunteered to take charge of this event. Date to be in June. J. Yu will contact PIs asking for availability and once this has been determined we will move forward with planning. Agreed that this will be an academic event, and that a future event for non-academic job roles could be organised with the help of the PDC.

18 **Parliamentary Visit**

R. Haghighat-Khah is trying to organise a parliamentary visit to include both talks and a tour. Current pricing at £25.50 pp but under negotiation. R. Haghighat-Khah to liaise with Chelsea and Fulham local representative to see if this fee can be waived. Attendance will be offered on a first come first serve basis. 20 slots available. P. Pang has agreed to help.

19 **Feedback Form**

D. Briggs sent out example feedback form to be used at events following on from the previous meeting. This will be loaded onto Sharepoint and we will bring to all events. P. Pang to help load up as qualtrics form.

20 **AOB**

R. Haghighat-Khah to distribute Sharepoint link.

All resources should be loaded up to the Sharepoint folder. Including minutes, an email link should be included when minutes are distributed.

M. Storch suggested that each event has a to-do list for each event stored on the Sharepoint drive. This includes printing out feedback form.

M. Storch to contact Lenne Lillepuu regarding access to DoLS PDC website so that it can be amended to include a "Useful Information" section. This section to include information regarding updated 24 hour access information provided by D. Briggs.

P. Pang to contact Lenne Lillepuu regarding a list of all committees and specifically requesting a DoLS PDC member on the Teaching Committee.

Date of the Next Meeting

TBC – week commencing 11th April