

## DoLS POSTDOC COMMITTEE

Monday 5<sup>th</sup> September 2016  
12 – 1:30pm  
610 Sir Ernst Chain Building

### Minutes

**Present:** Aw, Rochelle; Briggs, David; Grob, Alice; Marbiah, Masue; Pang, Poh-Choo; Storch, Marko; Vincent, Crystal; Yu, Joe

**Apologies:** Haghighat-Khah, Roya; Matias, Miguel; Mombrikotb, Shorok

Agenda Item	Action
1 <b>Apologies</b> Apologies received from Roya Haghighat-Khah and Miguel Matias	
2 <b>Minutes of the last meeting</b> No issues	
3 <b>Welcome to Crystal Vincent</b> Crystal Vincent has joined the DoLS Postdoc Committee as a replacement for Rama McCrorie. Email list for DoLS PDC to be updated as well as Sharepoint access.	R. Aw
4 <b>Joiners &amp; Leavers</b> Discussion on process for joiners and leavers. <ul style="list-style-type: none"><li>a) New Joiners<ul style="list-style-type: none"><li>i. When new committee members are required if there is a volunteer these will be considered in the first instance.</li><li>ii. If there is no volunteer a call will be put out via email from the Chair. Each candidate will be required to submit a paragraph stating why they are interested. It will be up to the Committee to vote.</li><li>iii. Necessary to ensure that at all times two representatives are present on the committee from Silwood Park</li><li>iv. Attempt to achieve a balance to the Committee at all times, with a range of buildings and divisions being represented.</li></ul></li><li>b) Leavers<ul style="list-style-type: none"><li>i. Those leaving must provide 1 month notice in writing to the Chair.</li></ul></li><li>c) Removing members from the committee<ul style="list-style-type: none"><li>i. Terms of reference regarding missing two meetings in succession still stand, unless a reasonable excuse is provided.</li><li>ii. Missing meetings for committees (ie. PDC, Research Strategies etc) is included in missing meeting. Chair and Co-Chair have right to move people off committees if they are not attending.</li></ul></li></ul>	
Due to impending departures, email to be sent asking for replacements as of 1 <sup>st</sup> October (first replacement required 1 <sup>st</sup> November). M. Matias and S.	R. Aw

Mombrikotb to be consulted regarding replacement for SP.

5 **Surveys**

A general survey asking for input of Postdocs into PDC activities will be put on hold. This is due to regular turn outs. At all events the survey that is available on Sharepoint for gathering feedback should be printed out and postdocs encouraged to fill in.

6 **Beer and Pizza SK**

Changing the time to 4:30pm has been positive and resulted in regular attendance of over 20 people. A. Grob has the following two months of speakers lined up. Beer and pizza to be cancelled last week of December.

7 **Beer and Pizza SP**

No SP representatives present for update.

8 **Equal Opportunities Committee Meeting Update**

No update

9 **Health and Safety Update**

C. Vincent will be replacing Rama McCrorie as the DoLS PDC Health and Safety Rep. Stefan Hoyle to be advised. R. Aw

10 **Research Strategy Committee Update**

No update

11 **Postdoc Handbook**

R. Haghighat-Khah to send draft of postdoc handbook soon. All committee members to send R. Haghighat-Khah a headshot, their lab name, building and campus by 9 September. To include a list of committees they represent DoLS PDC on. All

12 **Symposium Organisation**

A Grob, C. Vincent, R. Aw, P-C. Pang and D. Briggs offered to be on sub-committee to organise symposium. Initial date suggestions w/c 27<sup>th</sup> March (term holiday with no student committees with enough time away from Easter). Investigate room availability for 30<sup>th</sup> March (instead of Beer & Pizza event) R. Aw

Talks for Postdocs will be offered. Prize for best presentation. Possible poster session depending on level of interest.

Investigate whether PDC will contribute funds. R. Aw

Offer stalls for companies at a price of £500 per stall. This will allow us to generate our own funds perhaps for external events.

Keynote speakers to be non-scientific speakers, suggestions include industry, InnovateUK, publishing, Alexandra Anderson. To contact once date has been confirmed. With funds hope to offer travel for external speakers.

13 **PDC Workshop**

Investigate next workshop for November. Contact Karen Hinxman for suitable dates. Choose from list of available workshops which will be disseminated to the committee. P-C. Pang  
R. Aw

14 **Posters**

Please be cautious that when we display posters these are clearly labelled with Department of Life Sciences. Buildings (particularly SAF) are shared and can result in confusion

- 15 **PDC Rep**  
A. Grob to replace J. Yu on PDC committee. Karen Hinxman to be R. Aw  
advised.
- 16 **Meet New Staff**  
Tom Welton has arranged for a meet and greet session for new starters R. Aw  
on 3<sup>rd</sup> November SK and 7<sup>th</sup> November SP. PDC reps are to attend. S. P-C. Pang  
Mombrikotb invited as the Silwood Rep. A. Grob  
S. Mombrikotb
- 17 **Pay Scale**  
If any Postdocs contact members of the committee regarding changes to  
the payscale please either forward details on to R. Aw or refer them to HR  
or their union reps.
- 18 **Christmas Party**  
Christmas party to be organised w/c 12<sup>th</sup> December. Room to be booked  
on campus with tables (perhaps Flowers G47A?) and food and drink will  
be offered.  
Pub Quiz to be organised by P-C. Pang and D. Briggs  
Date needs to be checked again Departmental party and PDC Christmas R. Aw, M.  
party Marbiah
- Date of the Next Meeting**  
w/c 17<sup>th</sup> October. Doodle poll to be sent out R. Aw