

## DoLS POSTDOC COMMITTEE

Wednesday 30<sup>th</sup> November 2016  
12 – 1:30pm  
213B Sir Ernst Chain Building

### Minutes

**Present:** Aw, Rochelle; Briggs, David; Grob, Alice; Haghighat-Khah, Roya; Marbiah, Masue; Matias, Miguel; Pang, Poh-Choo; Vincent, Crystal; Yu, Joe

**Apologies:** Mombrikotb, Shorok; Storch, Marko

	Agenda Item	Action
1	<b>Apologies</b> Apologies received from Mombrikotb, Shorok and Storch, Marko	
2	<b>Minutes of the last meeting</b> No issues	
3	<b>Beer and Pizza Update</b> Still getting good numbers for the Beer & Pizza event, we had 24 in November. D. Briggs gave a good talk with lots of positive feedback, keeping well to time and being clear and concise. Talks lined up for January and February. There will be no session in March (symposium). C. Vincent has a potential person who works on Drosophila who would like to give a talk.	
4	<b>Silwood Park update</b> M. Matias last meeting as his status changes to visiting researcher as of 1 <sup>st</sup> December. Replacement will be advertised for as soon as possible. Next event to be held on 6 <sup>th</sup> December, dubbed Silwood Park Social Series.	S. Mombrikotb
5	<b>Christmas Quiz</b> Christmas drinks and quiz will be held on Tuesday 13 <sup>th</sup> December at 4:30pm in Flowers G47B/foyer. No pizza but Christmas themed snacks will be organised (R. Aw to purchase and claim). A box of chocolates will be bought for the winning team. Suggestion of bonuses for Christmas jumpers. D. Briggs and P-C. Pang to write the quiz, all suggestions to them.	R. Aw  D. Briggs & P-C. Pang
6	<b>Equal Opportunities Committee Meeting Update</b> Analysing statistics of intake for BAME for both staff and student. C. Vincent has previously been interested in organising mentorship with girl guides. M. Marbiah to put C. Vincent and Hugh Brady in contact regarding possible future opportunities.	M. Marbiah

**7 Health and Safety Update**

C. Vincent attended her first H&S meeting. H&S department undertaking a new risk assessment course for 2017 and looking for volunteers to attend. Building modifications currently underway to make all DoLS buildings more accessible. SAF fire exit (when using the black staircase) is not crossing the main foyer, but requires going down an additional set of stairs to exit. Extra signage being proposed. Occupational health is now providing free nicotine therapy for those who wish to give up smoking. H&S have been conducting lab safety checks and found several reoccurring problems; 1) lab coats should not be put on back of chairs; 2) no personal bags should be stored under benches; 3) no cardboard should be kept on the floor; 4) chemical spill kits may have expired and H&S are currently in the process of getting these changed; 5) secondary containment rooms must be treated as additional lab space. C. Vincent also raised the issue of lone working and security turning of lights without checking whether people are around.

**8 Staff Meeting**

R. Aw attended staff meeting. No postdoc relevant information to pass on.

**9 Research Strategy Committee Update**

No update. Next meeting date has not been announced..

**10 PDC Rep Update**

A. Grob and R. Aw attended first termly postdoc rep meeting. Things that were interesting that other departments are doing included; a) publishing a outline of the symposium explaining what each research did b) for symposiums making the first 5 minutes be about the PIs lab focus, this encourages PIs to ensure their postdocs sign up; c) tour of Queen's Tower; d) workshop on how to behave differently from students; e) Making career decisions workshop (consider this for the summer term). A. Grob, P-C. Pang and R. Aw also attended the Meet the Dean event to welcome new postdocs to the Faculty. One new DoLS postdoc in attendance (later attended the November Beer and Pizza event). Post-event Tom Welton asked for feedback and suggestions of other events. R. Aw currently discussing termly meetings across the Faculty for all postdocs to meet with Tom Welton. Robert Endres has been assigned as the postdoc champion. Suggested he could write a blurb about what he hopes to contribute to go onto website.

R. Aw

**11 Update to Terms of Reference**

Terms of reference for the DoLS Postdoc Committee have been update (to be updated on the website). All committee members present accepted the change to the ToRs.

M. Storch

**12 DoLS Postdoc Handbook**

Postdoc handbook has been completed and distributed. Special thanks go to R. Haghighat-Khah for her hard work and dedication, without her this would not have been completed. All committee members chose a flyer for distribution which will be included in all newcomers welcome pack. Agreed that the postdoc handbook would be reviewed prior to the start of a new academic year (Sep/Oct) annually.

**13 Postdoc Symposium**

Symposium to be held on Thursday 30th March 2016. One confirmed keynote speaker – Anne Dell. Panel in the afternoon consisting of previous postdocs now based at Innovate UK, Fujifilm Diosynth Biotechnologies, London School of Hygiene and Tropical Medicine,

Evotec. Tom Welton to be contacted as the academic panel member, R. Aw  
alternatively perhaps Robert Endres.

Advertise ASAP, Lenne to send out advert to PIs as well and include in  
December newsletter. Advert to ask for a 250 word (or less) abstract with  
a closing date of 28<sup>th</sup> February. 10-15 minute talk, with details to be  
confirmed. In January reassess interest to determine whether we need to  
switch advertising strategy. When selecting talks breadth of research  
should be key.

Ask PDC if they would like a stall.

R. Aw

Contact companies about sponsoring the event. Ask for £300 for a stall.

All reps should consider sending out invites to companies. Later on car All  
parking space will need to be considered.

Other PDC reps said main difficulties included organising desks, wires  
etc, so will need to be prepared.

#### 14 **AOB**

Flyers from PDC announcing local contact were decided not to be  
displayed. DoLS PDC visibility already quite high.

M. Matias used the mock interview service from the PDC and highly rated  
it and suggested everyone should use it for future job interviews.

#### 16 **Next Meeting**

Next meeting will be held in January. Positions of Chair and Co-Chair will  
be decided at this meeting.