

DoLS POSTDOC COMMITTEE

Monday 6th February 2017
12 – 1:30pm
213B Sir Ernst Chain Building

Minutes

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

Apologies: Mombrikotb, Shorok; Haghighat-Khah, Roya; Pang, Poh-Choo

	Agenda Item	Action
1	Apologies Apologies received from Mombrikotb, Shorok and Haghighat-Khah, Roya	
2	Minutes of the last meeting No issues.	
3	Chair and Co-Chair position Rochelle Aw and David Briggs have been confirmed unanimously and accepted to continue as Chair and Co-Chair respectively.	
4	New committee members New members shall be recruited. Especially from Silwood Park. Rochelle will draft call for junior members via Lenne.	R. Aw
5	PDC Symposium organisation Currently 15 people registered with 7 posters and 2 abstracts for talks. We planned for 6 talks by Postdocs and will invest in further advertisement. Proposed timeline: 10am registration; 10.30 keynote talk; 11-12pm 4 talks; lunch with poster session / networking; talks; 3pm coffee break; 4pm panel discussion. Sponsoring so far from 4 exhibitors: NEB (David); Thermo (Masue); VWR (Rochelle); Panasonic (Masue); Molecular Dimensions?; Parking for exhibitors / guests will be organised via Sandrine; David Briggs will collect all financial information (invoices); Meeting will be open to PhD and Master students. Prizes will be given for best talk and poster. A focused meeting will be held soon.	R. Aw M. Marbiah D. Briggs
6	Beer & Pizza update Great turnout in last session – over 30 people joined and we have 5 people on the waiting list for presenting. Also we will reach out to people during events to invite speakers.	
7	Silwood Park update No issues	A. Grob

8 **Equal Opportunity Committee meeting update**

No issues.

9 **Health & Safety update**

Crystal pointed out that late hours / weekend work could be organised better. Specifically managing lights in several buildings. Crystal will follow up.

C.Vincent

10 **Staff Meeting update**

No meeting took place.

11 **Research Strategy meeting**

Roya not present.

Next Meeting

12 Next meeting will be held in week starting 6th of March.