

DoLS POSTDOC COMMITTEE

Friday 1st February
12:30 – 2:00pm
213A Sir Ernst Chain Building

Minutes

Present: Aulino Campos de Lima, Melina; Bradley, Rob; Estacio Gomez, Alicia; Grob, Alice; Wei, Ba; Witmer, Kathrin; Wright, Kate.

Apologies: Haghighat-Khah, Roya.

	Agenda Item	Action
1	Apologies	
2	Minutes of the last meeting No issues	
3	Social Media Update. R. Bradley has updated the website with the updated picture of the Committee members and keeps taking care of it. He has also started arrangements so the Postdoc Committee could use the Twitter account of the Department to advertise our events and other major news. He is also asking previous participants of the Pizza and Beer talks to write a small summary of their research.	R. Bradley
4	Pizza and beer update. M Aulino Campos de Lima is now organising the Pizza and Beer. She has contacts for the coming months, either by the new Form set up by R. Bradley, with Newsletters or other means. Last Pizza and beer, in January was very well attended, 30 people participated.	M. Aulino Campos de Lima
5	Equality Diversity and Inclusion Committee Update R. Haghighat-Khah is not present. However, there hasn't been an EDI meeting since the last update.	R. Haghighat-Khah,
6	Silwood Park update A Aldersley left the Committee, and R Nowell is not present. A Estacio-Gomez to contact R Nowell to ask him to advertise recruitment of new members in Silwood Park.	A Estacio-Gomez

- 7 **Future events update**
The 3rd Postdoc Symposium of the Department will be on Thursday 4th April 2019. A Estacio Gomez has booked the rooms for that, SAFG34 and SAF 120-122, same as previous years. We also have the two keynote speakers confirmed. She should also confirm the amount of money, from the Department, available for the Symposium. R Bradley will advertise the Symposium by sending an email to call for abstracts and set up a link for registration. W Ba will contact the representatives from companies. A Estacio Gomez and M Aulino Campos de Lima will order the catering for the day, and print the booklet and survey. A Grob will find tables for exhibitors, and pick up catering. K Wright will ask K Hinxman for her help to organise a speed dating/collaboration event for the end of the Symposium. A Grob and M Aulino Campos de Lima will be at the registration. K Witmer will help others in the different tasks. Ask G Masters if a minibus from Silwood Park can be arranged by the Department for attendance to the Symposium. All members
- 8 **DoLS Undergraduate teaching committee**
W Ba has had a meeting, they agreed on organising lunch with the UGs of the Department. They will take place on Fridays, 12-13h, lunch between the UGs and volunteer Postdocs and PhD students. She will send an email around to ask for volunteers within the Postdocs of the Department. W Ba
- 10 **Infrastructure and Facilities Committee**
No meetings. A Grob
- 11 **Health and Safety Committee update.**
K Witmer could not go to the last meeting of this Committee, because of illness. K Witmer
- 12 **Terms of Reference discussion**
All members present agree to extend the amount of time members can stay in the Committee. We suggest that recruitment of new members should be done at the Symposium. All members