

## PdOC Society

Minutes 15 October 2015

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Minutes of the meeting held at The Postdoc Centre, 16 Mill Lane at 6pm on Thursday 15 October

**Present:** Maya Ghossaini (President) **MG**, Joy Warde **JW** (Secretary), Paul Bennett **PB**, Nicky Blanning **NB**, Paul Marta Costa **MC**, Coxon **PC**, Alice Hutchings **AH**, Arne Jungwirth **AJ**, Antonis Kanellopoulos **AK**, Stephen Kell **SK**, Susanne Leger **SL**, Clare Simpson **CS**, Hannah West **HW**

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1. **Apologies:** Adina Feldman **AF** (Vice-President), Marko Tainio **MT**, Lori Turner **LT** (Treasurer), Aamir Mukadam **AM**, Tariq Masood **TM**, Severine Mollard **SM**
2. **Minutes** – minutes of the meeting held on 23 September (**2015\_09\_23 minutes**) were approved as an accurate record.
3. **Declarations of Interest** – none  
JW explained the concept of ‘Declarations of interest’ and how it relates to the PdOC Committee. Any committee member who holds a personal or material interest in any of the agenda items should declare it at the start of the meeting. This is part of PdOC’s transparency and openness of decision-making. Any committee member who is unsure of any potential declarations of interest should consult JW in advance of the meeting.
4. **Co-option of Hannah West as Social and Networking Events Officer**  
The second post of Social and Networking Events Officer was vacant after the 2015 AGM. The post was advertised in the PdOC newsletter. Hannah West was co-opted on to the PdOC committee. Proposed: SK, Seconded: AH. The members welcomed Hannah to the committee.
5. **President’s Report (MG)**
  - 5.1. MG congratulated the Ctte on highlighting the issue of postdoc inclusion in the Roll of Regent House. MG reported that University Council was establishing a working group to consider potential solutions to this issue. No further immediate actions are required from PdOC on this issue as the working group will take time to form and develop proposals for consideration.
  - 5.2. MG reported that AF had contributed to a recent discussion in the Senate House on the Annual Report from the Board of Scrutiny. A written report can be found in the reporter <http://www.admin.cam.ac.uk/reporter/2015-16/weekly/6400/section9.shtml#heading2-18>. It should be noted that AF was contributing in a personal capacity and not on behalf of PdOC.
  - 5.3. MG reported that she will be participating in a PostDoc@UC day at University of Coimbra, Portugal. PostDoc@UC is an initiative that aims to bring together all researchers holding both a PhD degree and an affiliation with University of Coimbra based on a temporary contract.
  - 5.4. MG reported that AF will be attending the EU ‘Voice of the Researchers’ conference in Brussels in November. AF will participate in a panel called *“Research careers: how bright is the future”*  
**Action: Ctte members with ideas to contribute to this discussion should contact AF.**
6. **Treasurer’s Report (LT)** - postponed until next meeting

## 7. PdOC – ctte transition and future vision – how to take this forward? (JW)

JW summarised 3 themes that emerged directly or indirectly from the PdOC ctte day on 26 Sept.

### 7.1. “How to manage a smooth transition to a new committee while not losing momentum”

Members reported that there was an overlap between this issue and the work of the communications strategy working group. Standard operating procedures will be drawn up over the next few months.

**Action: Ctte agreed to revisit this subject at the start of 2016 when the outcomes from the communications strategy working group are further developed**

### 7.2. Development of a Code of Conduct for the members of the PdOC committee.

JW reported that she had researched examples of Codes of Conduct from inside and outside the University.

**Action: MC (lead) and AJ both agreed to take this forward and bring proposals back to the committee for consideration.**

### 7.3. Future vision for PdOC

JW advised that is an appropriate time for PdOC to think strategically about it's mission, structure and committee over the longer term (e.g. 5 years). How does PdOC want to operate? How does PdOC cope with expanding demands on ctte member's time? How does PdOC engage with the wider University funding raising strategy? The ctte agreed to consider the development of PdOC.

**Action: SK & PC (joint leads), AK and MG to set up a working group to bring proposals to the ctte for consideration.**

## 8. Researcher Development Planning 2015/16

### 8.1. Masterclass Planning (JW)

JW reported on the proposed masterclass series planned and funded in collaboration with PPD (**PPD Masterclass Initiative Briefing Oct 2015**). Members suggested some additional speakers based on attendance at previous talks. Included Greg Wilson on innovative teaching, Simon Patten-Jones, “How to get your paper published” (MG to supply name), Michael Wakelam on ‘how to establish yourself as a PI.

**Action: ALL to send additional names/ideas to JW**

**Action: JW to liaise with PPD to refine the 3 topics and speakers**

### 8.2. Other RD events

AM was unable to attend the meeting but provided a brief written outline of a proposed RD plan.

The ctte concluded that the topic of ‘epigenetics’ was not sufficiently interdisciplinary for a single theme for the ‘Crossing the Barriers’ lecture series. Alternative suggestions of David J. Spiegelhalter on topic of ‘presentation of statistics’ was suggested.

**Action: PC/CS offered to help AM organize the next interdisciplinary lecture (Lent term)**

The ctte did not discuss the ‘Pizza and Beer’ sessions in detail. However it was felt that it would be simpler to repeat some of the themes from previous years.

**Action: PC/CS offered to help AM to organize individual Pizza and Beer sessions.**

### 8.3. Journal Club (AJ)

AJ reported on the plans for a new journal club. The first session, on the theme of ‘Interdisciplinarity’, is planned for mid-Nov. It will be advertised during last week in October.

**Action: AJ to liaise with JW on room booking etc.**

## 9. PdOC IT Consolidation (SK)

- 9.1. SK summarised the current IT systems used by PdOC, motivations for consolidation, and a possible solution using SRCF (<http://www.srcf.net>). Summary is available (**pdoc-it-consolidation.txt**). A member suggested other University based file sharing services are provided by UIS (<http://www.uis.cam.ac.uk>) (formerly UCS and MISD). Some ctte members shared concerns about the technical knowledge required to use the proposed system (limited knowledge of unix and html) and how event registration forms could be easily incorporated.

**Action: SK to further investigate alternative systems and report back to ctte**

## 10. Events report

- 10.1. SK provided written summary of the previous and upcoming PdOC events (**15\_09\_30 PdOC events minutes.txt**).

A xmas dinner has been provisionally booked at Selwyn College on 14 Sept (max number 190). Price of £31 (exc. VAT). NB, Senior Treasurer, agreed that the VAT exemption form could be signed as the PdOC events are providing education to PdOC members.

Ctte discussed that clarification of VAT exempt status of PdOC events (excluding the family events) is required.

**Action: NB and JW to raise this at Accommodation Syndicate with aim of taking paper to Bursar's ctte.**

## 11. AOB

- 11.1. JW reminded the committee that the DPCCN will meet on 22 October 6-8pm. All committee members are welcome to attend this meeting.

**Action: All ctte member who are planning to attend should rsvp to JW**

- 11.2. An OPdA focus group on College affiliations is planned for 4 Nov 12.30-2pm. Interested ctte members should email [Kristen.klebba@admin.cam.ac.uk](mailto:Kristen.klebba@admin.cam.ac.uk)

- 11.3. Kristen Klebba will join the next PdOC ctte meeting to meet the ctte and explain her new role.

- 11.4. JW to send round a doodle poll for meeting dates in 2016.

## 12. Date of future meetings – Thur 12 Nov