

PdOC Society

Minutes 13 July 2016

Minutes of the meeting held at The Postdoc Centre, 16 Mill Lane at 6pm on Wednesday 13 July

Present: Adina Feldman (President) **AF**, Paul Coxon **PC** (Vice-President), Paul Bennett **PB**, Alexia Cardona **AC**, Franck Courbon **FC**, Alice Hutchings **AH**, Arne Jungwirth **AJ**, Stephen Kell **SK**, Susanne Lager **SL**, Tariq Masood **TM**, Alessandro Rossi **AR**, Sarah Steimer **SS**, Lori Turner **LT** (Treasurer), Joy Warde **JW** (Secretary).

In attendance: Maya Ghossaini (retiring President)

1. **Apologies:** Nicky Blanning **NB**, Marta Costa **MC**, Ghina Halabi **GH**, Antonis Kanellopoulos **AK**, Clare Simpson **CS**, Laura Fachal **LF**, Severine Mollard **SM**.
2. **Minutes**

The minutes of the meeting held on 25 May (**2016_05_25 minutes**) were approved as an accurate record.
3. **Declarations of Interest**

None
4. **President's Report (MG/AF)**
 - 4.1. AF welcomed and introduced the new 2016/17 PdOC committee.
 - 4.2. AF explained the links between the 'Departmental Postdoc Committee Chairs' Network' (DPCCN) and PdOC (<http://www.pdoc.cam.ac.uk/dpccn>). All PdOC committee members are invited to the termly DPCCN meetings. AF hopes for a close collaboration between PdOC and DPCCN this year. It was proposed that Tariq Masood, DPCCN Chair, be co-opted to the PdOC committee. Proposed by AF, seconded by AH, all in agreement.
 - 4.3. AF outlined the remit/membership of the OPdA Management Committee (termly) and OPdA Steering Committee (annual). It was agreed that AF and PC would represent PdOC at the Management committee and AF would represent PdOC at the Steering Committee.
 - 4.4. AF proposed having a committee away day on Sat 17 September (lunch + afternoon). The purpose of the away day is to set practical plans in place for the year ahead (including a budget) and team building.

Action: AJ to provide a team building exercise.

Action: AF to lead on plans for structure of day

Action: JW/AC to investigate venue options.
5. **Treasurer's Report (LT)**
 - 5.1. LT provided a written summary of the PdOC accounts (**PdOC_main_accounts_20160710.pdf**). The current effective balance currently stands at £5839.10. LT has updated the accounts format to ease end of year preparations.
 - 5.2. LT aims to work with the ctte to draft a budget for 2016/17.

TM left the meeting

5.3. JW reported that the Insurance office have confirmed again that the PdOC Society is not covered under the University's public liability insurance.

Action: JW to obtain a quote for PdOC public liability insurance from Endsleigh (current providers).

6. PdOC working group on GU draft constitution (AH)

6.1. AH reported on the detailed recommendations of the PdOC working group (**PdOC_report_GU Constitution.docx**). The working group considers that the GU is not the correct body to represent postdocs. Postdocs and graduate students have different needs and the GU should focus on graduate student needs. Full details and recommendations are included in the written report. Discussion followed to clarify whether JRFs are explicitly included and clarity of 'research staff' was sought. It was agreed to amend the recommendations to explicitly include staff affiliated with the University, Colleges and UPis. The general principles of the recommendations were agreed.

Action: AH to update the recommendations and circulate to all ctte members for approval via email.

Action: JW to circulate links to the PdOC document that summarises Postdocs and Regent House membership.

A ctte member raised the issue of how/if College teaching officers (CTOs) and University teaching officers (UTOs) were included in the membership of the PdOC Society and remit of the OPdA.

Action: PdOC membership to be revisited at a later date (JW)

Action: JW to enquire with OPdA about UTO and CTO status within OPdA

7. Researcher Development Funding (JW)

7.1. JW reported that there was a potential underspend of £843 largely due to the postponement of the next lecture to the new academic year. This fund is swept back at end September so there was potential for one or more PdOC RD events. It was agreed to hold a further early evening networking session on 'Organisation and history of the university' and a PdOC ctte away day in September (see item 4.4).

7.2. JW reported that all RD provision in the University would be subject to a Quality Management Plan from October 2016. PdOC's draft plan was circulated (**PdOC RD QMP July 2016.docx**). In addition to the number of attendees, the names of all participants will also be required from October 2016. PdOC already produces attendance registers and so these should be completed accurately for next year.

8. Events Report (SK/SS)

8.1. SK reported on the activities of the PdOC events sub-committee (**2016_06_07 PdOC events minutes.txt, 2016_07_07 PdOC events minutes.txt**). The events team are working with LT to buy some signs/flags for use at PdOC events. These can be stored in the Postdoc Centre. SS is working to find a venue for the Christmas dinner.

8.2. SL reported on the family garden party planned for Murray Edwards on Sunday 21 August. SL needs 4 volunteers (complimentary tickets) to run the event.

Action: All interested ctte members to contact SL.

9. AOB

9.1. A list of updated PdOC committee contacts was circulated. This is for ctte use only and is stored in the PdOC drop box. (**PdOC committee Contact Details 2016_17 v1.pdf**)

9.2. JW reported that the PdOC new starters guide needs updating. (**PdOC_newstarters_April2015.docx**)

Action: JW to request volunteers from the ctte before the August meeting.

9.3. A ctte member raised issue of communication of GU events to postdocs and vice-versa. AH/AF reported that this was under discussion.

9.4. PC gave a brief update on the breakdown of the PdOC mailing list

Action: PC to send summary to JW for inclusion in the meeting papers.

10. Date of future meetings – to be confirmed by email. JW expressed thanks to everyone for completing the doodle poll for remainder of 2016.