

MINUTES, 22 NOVEMBER 2016

Present: Adina Feldman (President) **AF**, Paul Coxon **PC** (Vice-President), Lori Turner **LT** (Treasurer), Paul Bennett **PB**, Alexia Cardona **AC**, Marta Costa **MC**, Laura Fachal **LF**, Alice Hutchings **AH**, Stephen Kell **SK**, Susanne Lager **SL**, Carl Spickett **CS**, Joy Warde **JW** (Secretary).

Apologies: Nicky Blanning **NB**, Ghina Halabi **GH**, Arne Jungwirth **AJ**, Tariq Masood **TM**, Alessandro Rossi **AR**, Sarah Steimer **SS**,

Invited: Jenny Hayward, OPdA Communications Officer (items 1-4)

Meeting chaired by: AF, minutes taken by: JW.

1. Minutes

The minutes of the meeting held on 19 October (**2016_10_19 minutes.docx**) were approved as an accurate record.

2. Declarations of Interest

None

3. Introduction of new OPdA Communications Officer (Jenny Hayward)

AF welcomed Jenny (JH) to the meeting. JH gave a brief overview of her priorities for the role. The OPdA newsletter has been redesigned and JH is overhauling the OPdA website to make it more functional. The OPdA twitter name is now 'Postdoc Matters'. JH intends to update the OPdA events listings with filters. JH is also working on a career development map for researchers (RA/SRA/PRA) employed by the University and UPIs. Issues were raised about the confusion of PdOC and OPdA identity.

Action: JH to organise a meeting of OPdA and PdOC communications teams.

4. President's Report (AF)

4.1. AF reported that the Commons Science and Technology Select Committee report on Brexit is now published. Awaiting response from government.

(<http://www.publications.parliament.uk/pa/cm201617/cmselect/cmsctech/502/50202.htm>).

4.2. The ctte agreed by circulation

PdOC committee nominates Paul Coxon and Tariq Masood to the Postdoctoral Matters Committee in membership category (g), for appointment by the General Board. The term of service is January 2017 - December 2018.

PdOC committee decides that the postdoc representatives to the Postdoctoral Matters Committee should report to the PdOC committee and the PdOC Policy and Representation Subcommittee.

Action: PC/TM to report to PdOC ctte and PdOC policy and representation sub-ctte

4.3. Update from OPdA.

NWC progress: New OPdA operations manager (Start Jan 2017) will be responsible for the NWC fit out including furniture. Once in post the OPdA will be able to consult more fully with PdOC. Walls are now fixed.

Non-EU visa and NHS costs: No clear response to this issue. The HR people strategy review may address this issue.

Action: GH and PdOC Policy and representation sub-ctte to compile different examples of postdocs from non-EU countries that have and have not received support with visa and NHS (and relocation) costs from their departments, including estimates of actual costs

4.4. AF and PC reported on a productive meeting with the VC (Nov 8). VC has asked for a report on the postdoc experience. This report should be addressed directly to him.

Action: PC leading on report production in early 2017

VC to arrange a meeting with new VC (Stephen Toope) before he takes up new post in Oct 2017.

VC keen to hold open forum with postdocs.

VC issued invitation to VC's lodge for garden party

Action: AF to arrange date for 2017 garden party and VC garden party

Action: JW to put these actions on agenda for upcoming ctte meeting

4.5. Use of BMC: Ctte discussed ideas for having additional events or relocating events to the BMC.

5. Secretary Report (JW)

5.1. JW informed the ctte that she has resigned her post from end Jan 2017. NB will be overseeing replacement of post in collaboration with OPdA.

5.2. The EGM agenda was agreed.

PdOC constitution update proposal_20161116

PdOC_GU_statement_EGM

5.3. JW informed the ctte that SK, SL and JW had attended University Risk assessment training. A log of risk assessments and training is on the g drive.

6. Treasurer's Report (LT)

6.1. A written treasurer's report will be provided in December.

LT presented an annual budget for 2016/17 based on the activities presented at the away day in September. (**PdOC_AnnualPlan_budgetsummaryNov2016.pdf**)

7. Membership report (AR)

Data taken on Nov 10th 2016:

Twitter Followers: 1363 (+17 wrt data on Oct 19th)

FB like: 2071 (+31 wrt data on Oct 19th)

Newsletter subscriptions: 2176 (+43 wrt data on Oct 19th)

8. Events report (SK)

Action: SK to advertise in newsletter for more help in events sub-ctte

9. Researcher Development (MC)

9.1. MC reported on the recent Leckhampton dinner (70 guests and 2 postdoc talks). PdOC has been offered a termly dinner at the College. This could be another dinner with postdoc talks.

Action: MC to follow up with College

Speakers for the next PdOC interdisciplinary lecture have been identified, Nicky Clayton and Clive Wilkins around a theme of 'memory'.

9.2. RD working group has been formed with postdoc consultants from PPD.

Action: Anyone interested in joining should contact MC

10. Marketing and Communications Update (PB/LF/CS)

10.1. Minutes of the Communications sub-ctte were circulated.

(PdOC_Comms_SubComms_Minutes_Nov2016.pdf)

See minutes for report on twitter, facebook, blog. Note: CS is curating the g drive photos.

10.2. CS reported on the creation of new templates for PdOC publications and papers. CS has emailed all for opinions on the new poster/presentations/flyer templates.

Action: all to respond to CS email

10.3. **Action: Any contributions to the blog should be sent to CS/PB**

10.4. AC left the meeting

11. DPCCN report (TM)

11.1. TM reported in writing the discussion during the termly DPCCN meeting.

Postdoc committee member recruitment and postdoc engagement - a case study from Engineering Department;

Postdoc needs status based upon a new needs register which has been built upon initial 13-needs model;

Priorities for 2016/17 which are:

Researcher development

People management

Research funding;

Discussion on research funding in
preparation for next quarterly meeting which Prof Chris Abell will attend;

Discussion and feedback on 15-point development framework presented by PPD;

Updates from OPDA by Rob and Karina; and

Updates from PdOC by Paul Coxon.

12. Policy and Representation Sub-ctte (GH/AF)

AF circulated the P&R sub-ctte minutes (**PdOC_PR_subcttee_minutes_20161109.docx**). AF would like to highlight item 4.1 'Council Governance Review'. The research phase is due to commence in 2017 with the review phase after the new VC is in post (Oct 2017).

13. Welfare (SL) – no items

14. College affiliation (AC) – no items

15. AOB

15.1. Action: PC to monitor scarf stock and scarf sales

15.2. Ctte member report a member's complaint about the X5 research grant costing system. JW reported that the OPdA are working with the Research Office to design some training about research grant management for postdocs.

Action: JW to email all for any experience of research grant costings.

15.3. There will be a Christmas mingle and 'white elephant' game after the December ctte meeting

Action: all to read and respond to email from Adina

16. Date of future meetings –Wed 14 December (EPoC president), Thur 19 January (EGM), Wed 15 February, Wed 22 March, Thur 27 April, Wed 24 May, Wed 14 June

Summary of required actions:

	Action	Due date
Jenny Hayward	JH to organise a meeting of OPdA and PdOC communications teams	
PC/TM	PC/TM (PMC members) to report to PdOC ctte and PdOC policy and representation sub-ctte	on-going
GH	PdOC Policy and representation sub-ctte to compile different examples of postdocs from non-EU countries that have and have not received support with visa and NHS (and relocation) costs from their departments, including	Jan 2017

	estimates of actual costs	
PC	PC leading on production of report to VC in early 2017	Feb 2017
AF	AF to arrange date for 2017 garden party and VC garden party	Early 2017
JW	JW to add follow up on VC actions to agenda for upcoming ctte meeting	December 2017
SK	SK to advertise in newsletter for more help in events sub-ctte	on-going
MC	MC to follow up with Leckhampton re. dinner	
All	Anyone interested in joining RD working group should contact MC	on-going
All	respond to CS email re. templates	immediate
All	Any contributions to the blog should be sent to CS/PB	on-going
PC	PC to monitor scarf stock and scarf sales	on-going
JW	JW to email all for any experience of research grant costings.	immediate
All	All to respond to Christmas Mingle email from Adina	immediate