

## PdOC Society

Minutes 25 May 2016

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Minutes of the meeting held at The Postdoc Centre, 16 Mill Lane at 6pm on Wednesday 25 May

**Present:** Maya Ghossaini (President) **MG**, Adina Feldman **AF** (Vice-President), Nicky Blanning **NB**, Paul Bennett **PB**, Marta Costa **MC**, Arne Jungwirth **AJ**, Alice Hutchings **AH**, Antonis Kanellopoulos **AK**, Stephen Kell **SK**, Susanne Lager SL, Tariq Masood **TM**, Lori Turner **LT** (Treasurer), Joy Warde **JW** (Secretary).

**In attendance:** Rob Wallach (ERW), Director of Postdoctoral Affairs

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1. **Apologies:** Paul Coxon **PC**, Hannah West **HW**, Ghina Halabi **GH**, Ewa Marek **EM**, Clare Simpson **CS**, Severine Mollard **SM**

2. **Minutes**

The minutes of the meeting held on 21 April (**2016\_04\_21 minutes**) were approved as an accurate record.

3. **Declarations of Interest**

None

4. **President's Report (MG/AF)**

4.1. MG reported on the progress of the Postdoc Centre at Biomedical Campus. A number of postdocs have visited the site and provided feedback on layout. The official opening of the centre will be on 13 September.

4.2. MG, AH and AF attended the termly OPdA management committee. It was noted that University is due to submit a review for the HR Excellence award in November 2016. The OPdA will be recruiting a consultative postdoc group to contribute to the submission, which will include members of the DPCCN and PdOC committee.

4.3. MG reported on the potential European COST bid from the joint network of European postdoctoral associations. The first stage is a Europe wide survey of postdocs.

**Action: Ctte members who are interested in contributing to this proposal should contact MG.**

4.4. ERW reported that the Concordat is now 10 yrs old. Reserachers'14, of which Cambridge is a founding member, are proposing an updated Concordat with an additional principle of PI responsibility. This will be drafted in July 2016 and will then be circulated more widely for comment (this will include to the PdOC committee). AF proposed a working group to consult on the proposed updated Concordat.

4.5. ERW reported that membership of Vitae has been renewed for a further year. In addition the University will trial the use of the Vitae RDF on-line app for 50 postdocs for up to 6 months (September 2016).

5. **Departmental Postdoc Committee Chairs' Network (TM)**

5.1. TM reported that the DPCCN focus for 2015/16 was on 3 main areas: access to PPD opportunities, support for career planning and leadership opportunities. The DPCCN met on 18 May, with a leadership training session preceding the main meeting. The DPCCN is in the process of updating the register of postdoc needs (originally produced in May 2014), with a specific focus on how progress/success against each need

could be measured. The DPCCN concluded that all 13 needs are still relevant. In addition a 14<sup>th</sup> need relating to well-being should be added.

**6. Rob Wallach, Director of Postdoctoral Affairs provided an overview of the current work of the OPdA.**

ERW reported on the proposal to create a 'Postdoctoral Committee' of the General Board and University Council based on an existing model for other committees.

ERW reported on the progress of NWC; 73 tenants due to move in from January 2017, supermarket to open in summer 2017 with a pop up shop from Jan 2016. There would be a limited evening and weekend bus service.

Cttee members have asked ERW to report back to the cttee with further details of the bus service.

A new internship scheme has been launched for EPSRC funded postdocs. Funding is available for postdocs to undertake a short-term internship related to their research area.

A paper on postdoc destination data collection will be presented at the next Researchers' 14 meeting.

OPdA mentoring scheme is now live for postdocs across all departments.

The new College affiliations funding scheme has been launched with applications received from 17 Colleges. A meeting with representatives from each College is scheduled for September. Cttee members raised issues around the minimum contract required for eligibility to these schemes.

Fundraising for the OPdA activities is underway.

Several members of the cttee raised the issue of how long term postdocs could be recognized and supported with both longer-term contracts and in writing their own research grant proposals. ERW was supportive of postdocs, with sufficient experience, being able to initiate their own grants, with suitable support from a permanent member of staff. The cttee discussed the merits of long term postdocs from both the individual and institutional point of view.

**Action: JW to collate a working group of postdocs with a focus on longer term postdocs.**

**7. Treasurer's Report (LT)**

7.1. LT provided a written summary of the PdOC accounts (**2016\_05\_23 PdOC Accounts Statement.pdf**). The current effective balance currently stands at £6814.17.

The recent dinner at Clare College was attended by 105 guests, requiring a subsidy of £345.79 from PdOC. All payments have been received for the upcoming hike (excess income of £487.60). LT will refund the excess either through meals/drinks on the hike or via a cash refund.

**8. Postdoc Representation Vacancies (JW)**

8.1. JW reported that 3 spaces have now been filled on the RDC. A fourth space is reserved for a postdoc from AHSS.

8.2. Two nominations have been received for the Humanities and Social Sciences Research Committee. Lucy van der Wiel from Sociology will take up this post.

**9. 2016 AGM planning (JW)**

Deadline for nominations to the PdOC committee is 5pm 31 May 2016. Cttee members to continue to contact potential new committee members to encourage nominations before the deadline.

The AGM agenda and annual report content were discussed.

**Actions: JW to send out draft annual report. All cttee members to respond to the call for updates to the annual report.**

**Action: AF to arrange a social outing after the AGM for old and new committee members**

## 10. PdOC communications update (AF)

AF gave a brief update on the work of the PdOC communications working group. The group has reviewed all of the PdOC communication channels and has drafted an account and password policy.

### 10.1. Newsletter

Newsletter format has been updated. Submission guidelines will be published on the website including possibly a google form with the aim of easing the workload for the communications officers. Analysis of sign up over time for the Clare lecture shows very clear spikes after each newsletter ad. In the "where did you hear about this", no one said OPDA email ad. Further analysis of event sign ups is planned.

### 10.2. Facebook

Aim to transition from one designated person inviting their friends to our events, to encouraging our members to like and actively subscribe the page so that events show up on their wall – this is more equal as it does not depend on people knowing someone in PdOC personally, and there is less risk that individuals become "the face of PdOC" on Facebook. This will need a push and clear communications and instructions to work.

### 10.3. Templates

Progress is underway

## 11. Events Report (SK)

SK reported on the activities of the PdOC events sub-committee (2016\_05\_10 PdOC events minutes.txt). SK reported a number of successful events, particularly the pub night. A garden party has been planned for Emmanuel College on 21 June.

### **Action: JW to contact St. Catharine's about the next interdisciplinary lecture and dinner**

JW reminded committee members to complete the planning form for all PdOC events and store on the google drive.

## 12. AOB

12.1. Postdoc Centre at Biomedical Campus will be officially opened on 13 September.

12.2. A PdOC EU themed event will not take place.

12.3. AH reported that Chad Allen (GU president) is rewriting the GU constitution and will be requesting feedback from PdOC. A PdOC working group will be established to liaise with the GU president. AF and SK expressed an interest.

### **Action: AH to form the working group and liaise with GU president.**

12.4. AF reported that the PdOC code of conduct was still in draft form and has not been agreed by the ctte. An EGM can be called during 2016/17 to update the PdOC constitution to include reference to the Code of Conduct.

12.5. The final OPdA induction event for new postdocs is on 14 July. AJ volunteered to lead the PdOC section of the induction.

12.6. JW reported that the PdOC new starters guide needs updating.

### **Action: JW to send my email to the new committee for comments and updates.**

## 13. Date of future meetings – to be confirmed