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**DoLS POSTDOC COMMITTEE**

Wednesday 23rd May 2018

12:30 – 2:00pm

121 Sir Alexander Flemming Building

**Minutes**

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| **Present:** | | Aldersley, Andy; Angrisano, Fiona; Aulino Campos de Lima, Melina; Aw, Rochelle; Estacio Gomez, Alicia; Marbiah, Masue; Nowell, Reuben; Vincent, Crystal | |
| **Apologies:** | |  | |
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|  | Agenda Item | | **Action** |
| 1 | **Apologies** | |  |
| 2 | **Minutes of the last meeting**  No issues | |  |
| 3 | **Membership updates**  D.0 Briggs, P-C Pang and M. Storch have left the Committee. R. Aw to step down as Chair. Nominations (including self-nominations) for the position of Chair and Co-Chair to be emailed to R. Aw. A vote will be taken at the next meeting. PFDC agreed that the new-Chair will hold an additional position on the PDFC Reps network for 3 months before R. Aw steps down as Rep.  Two open positions on the Committee. Decided that an Open Call should be put out to postdocs at South Ken with a two week deadline. | | All  R. Aw |
| 4 | **Equality Diversity and Inclusion Committee update**  M. Marbiah provided updated on latest meeting. Athena Swan proposal evaluated based on our current progress. Speed mentoring was not worth the investment of time due to lack of interest; however an alternative mentoring programme was discussed. This included having a list of mentors with different skills (i.e. fellowship, industry). The DoLS PDC would host a list on our website for Postdocs to contact.  Postdoc Fellowship and Action plan in the Athena Swan application, but there is a lack of knowledge regarding this. Committee proposed that our feedback system may be beneficial, including evidence of growth (Symposium figures). A. Aldersley to provide M Panopto numbers. M. Aulino Campos to provide feedback numbers and attendance numbers from Symposiums. (Further information was covered under point 6 – Future events).  Agreed that the DoLS PDC are not responsible for promoting Fellows to other Postdocs, but would in principle host a list of Fellows on our website.  Queried whether PIs are promoting fellowships during the PRDP. R. Aw commented that a new form for Postdocs is to be released and this should help encourage this conversation.  Reminded that there is an existing list of former Postdocs who would be willing to come back to SK for talks at our disposal. | | 1. Alderlsey   M. Aulino Campos |
| 5 | **Silwood Park update**  Poor turnout at events; however may be that only 12 Postdocs are regularly on site. Have tried to switch to coffee but still a mixed response. Suggsted by R. Nowell to try to catch postdocs early. Investigate the possibility of being notified by new postdocs. Draft a welcome email to send to new Postdocs, but to be sent by SP Rep as more relatable. Suggested to try to schedule an event with already co-existing Departmental event (i.e. Thursday symposium).  Silwood Park event to be scheduled for Wednesday 11th July with PFDC inviting Postdocs from SK to attend. Fellowship targeted session. Include one-to-ones with Postdocs from SP beforehand. Check with Rebecca Stiffell that we are allowed to attend on the bus and for the BBQ in the afternoon. Include a walk around SP Campus to encourage SK postdocs to attend. C. Vincent to design marketing flyers | | A. Aldersley  R. Aw  C. Vincent |
| 6 | **Future Events**  Speed Collaboration/Ideas event to be put on hold until October. Utilise as a welcome event for new Postdocs.  Open Forum Discussion to be held once a year, to get feedback from Postdocs (this may satisfy the Athena Swan Feedback Action plan discussed in 3). Planned for September. Afternoon session with tea and biscuits. Organise to be advertised in the DoLS Newsletter | | C. Vincent  R. Aw |
| 7 | **Beer & Pizza Session**  F. Angrisano organised May speaker, and will organise both a June and July speaker before A. Grob returns. Discussed possibility of summer break, but no discussion reached. | | F. Angrisano |
| 8 | **PDC Reps Network update**  Meeting with the Provost, awaiting minutes from PFDC before being circulated to all Postdocs.  Require a replacement for P-C. Pang to sit on the Reps Network, to be decided at the next meeting based on the decision of Chair. | | R. Aw |
| 9 | **Health & safety update**  Require a new Health & Safety Rep. Agreed that one of the new Committee members will fill the role. | |  |
| 10 | **Postdoc Handbook update**  A. Estacio Gomez has started working on but is unsure about the current structure of some Committees. Follow up with Rebecca Stiffell to confirm DoLS PDC attendance. Update of handbook due by October for start of new term. | | R. Aw  A. Estacio Gomez |
| 11 | **AOB**  Decided that with P-C. Pang and D. Briggs absence would require someone to maintain Facebook group. Was suggested that a “Social” Rep be utilised (Update: suggested that a Twitter account will reach more people and has been proven to increase Postdoc interaction, therefore should be included in the Social role, as well as updating the Committee website). All members to consider whether they have an interest in the Social Rep and report back at the next meeting.  DoLS Postdoc Committee meetings not to be held on Wednesday lunchtimes to prevent a clash with DoLS Seminars. | | R. Aw, M. Aulino Campos  All |