A meeting of the Steering Group was held on 4th April 2017

Present: Professor Tim Newman (Convener), Mrs Alison Cartwright, Professor Wendy Moncur, Dr Lynsay Pickering, Dr Clive Randall, Dr Sam Swift, Mr Ajit Trivedi

Apologies: Dr Lisa Anderson, Dr Shona Johnston, Mrs Gillian Jones, Dr Sandra Oza, Dr Laure Verrier (SLSRSA Chair)

In Attendance: Miss Nicky Millar

Convener’s Comments
Members were welcomed by the Convener who confirmed that this was the last meeting of the academic year. The next meeting would take place after the summer, the date of which was yet to be set but would be circulated in due course, once the Academic Calendar had been confirmed.

1. Minutes of the meeting held on 31st January 2017
   The Steering Group approved the minutes of the meeting held on 31st January 2017.

2. Matters Arising:
   a) CDRS Membership (Item 2b)
      Professor Wendy Moncur notified members that she had circulated information on the Steering Group to post-docs within the School of Art and Design, inviting nominations to join the group to represent their fellow post-docs from the ‘arts’. It was reported that the response was not positive with no uptake received, mainly due to post-docs not being on permanent contracts and as a result, not viewing themselves as tied to the University. Professor Moncur brought this back to the group for discussion on how to move forward, and crucially, advice on how to engage post-docs with the Steering Group. This discussion continued under Agenda Item 2e.

   b) OSaR (Item 3)
      The Convener reported that he was yet to receive any further comments on the OSaR process, but would be happy for members to feed in by email in due course.

   c) REF (Item 4)
      The Convener noted that, as institutions are still awaiting the REF 2021 guidelines, the question of whether post-docs could be a corresponding author on a paper, if the output is to be considered for REF, would be better

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Minutes subject to approval at the next meeting of the Career Development for Research Staff Steering Group.
addressed once the official REF documentation is available.

A discussion took place regarding the cultural and discipline variance with regards to post-docs being acknowledged as corresponding authors on papers. It was suggested that a guidance document may be helpful to address any queries, whilst also highlighting the University’s ethos of research integrity and inclusivity. Members suggested first consulting Research Council guidelines in order to consider and take account of all disciplines. It was also noted that the online research integrity resource included a video on authorship.

d) Vitae Concordat Discussion Paper (Item 6)

With regards to the consideration of terminology for staff engaged in research, it was noted that this item was ongoing and would be covered by the Committee during future discussions.

e) AOB (Item 7b)

A discussion took place with regards to the set-up of the CDRS Steering Group. The Convener reported that he had met with the Head of Organisational and Professional Development (OPD) and the Researcher Development and Projects Officer ahead of the Steering Group and had noted at this meeting that he was keen for the Steering Group to get to the heart of research staff issues, and not just be a tick box exercise for the HR Excellence in Research award. As such, in order to address the wide ranging issues, it was suggested that the group consider splitting the agenda; have one Steering Group for post-docs who in general move between institutions, and one Steering Group for technicians who in general have a permanent/long-term relationship with an institution. These two groups would then meet once per year to compare notes and engage in discussions on issues that concern both groups of research staff.

Members discussed and considered this suggestion. It was commented that it is productive to have smaller groups at such meetings, in order to encourage discussion and decision making. However, it is also good to have a wide mix of staff from varying directorates and disciplines to ensure coverage, which tends to mean a larger group.

It was noted that the present composition of the CDRS Steering Group provides an opportunity for both post-docs and technicians to feed into discussions which could ultimately have an impact on both communities at the University. It was highlighted that the OPD ‘Have your say’ events coming up would be the perfect opportunity for research staff to feed in their points of view and thereby help to set the agenda for the CDRS Steering Group.

3. HR Excellence in Research Award – 6 year review

With regards to the HR Excellence in Research Award action plan (Paper B), it was
confirmed that OPD would be chasing up actions on behalf of the CDRS Steering Group, summarising and updating the Action Plan ahead of the 6 year review submission in August 2017. The relevant stakeholders present at the meeting confirmed that they have been updating OPD as their actions have been moving along.

4. **AOB**  
   No other business was raised.