UNIVERSITY OF DUNDEE
CAREER DEVELOPMENT FOR RESEARCH STAFF STEERING GROUP

A meeting of the Steering Group was held on Thursday 29 August 2019

Present: Professor John Rowan (Convenor), Dr Shona Johnston, Dr Lisa Anderson, Mrs Wendy Marlow, Mrs Gillian Jones, Dr Jennifer Rao-Williams, Dr Christopher Henstridge, Dr Maithili Shroff

Apologies: Dr Clive Randall, Dr Sandra Oza, Mr Ajit Trivedi

In attendance: Miss Julie Begg

1. Welcome
The Convenor welcomed members to the Steering Group meeting. Christopher Henstridge, a recently appointed Principal Investigator (PI) in the School of Medicine, was welcomed to the group as a representative for Early Career Researchers.

2. Minutes of the meeting held on 16th April 2019
The Steering Group approved the minutes of the meeting held on 16th April 2019.

3. Matters Arising

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Action by</th>
<th>Status</th>
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<tbody>
<tr>
<td>Convenor to re-visit Terms of Reference of the CDRS Steering Group and its position in Governance.</td>
<td>16.04.2019</td>
<td>Convenor/Jennifer Rao-Williams</td>
<td>Ongoing – Jennifer Rao-Williams to produce a one page document outlining Terms of Reference for confirmation at November meeting.</td>
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<td>Convenor to distribute REF briefing note produced for UEG.</td>
<td>16.04.2019</td>
<td>Convenor</td>
<td>Completed</td>
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<td>There should be a communique to postdoc community, with the suggestion to append CDRS messaging to newsletter circulated.</td>
<td>16.04.2019</td>
<td>Amended to Jennifer Rao-Williams</td>
<td>Ongoing Discussion below</td>
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<td>Liaise with Andrew Millar on whether HR Excellence in Research Award and Teaching Excellence Framework can be added to landing page.</td>
<td>16.04.2019</td>
<td>Convenor</td>
<td>Ongoing</td>
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<td>To raise question of whether students should be required to complete ED&amp;I training at the next ED&amp;I meeting.</td>
<td>16.04.2019</td>
<td>Joan Robertson</td>
<td>Ongoing – next ED&amp;I meeting scheduled for 9th September 19.</td>
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<td>Convenor to follow up on Athena Swan concerns with REF EDIG Steering Group.</td>
<td>16.04.2019</td>
<td>Convenor</td>
<td>Ongoing</td>
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<td>Second Post-Doctoral coffee morning to be arranged.</td>
<td>16.04.2019</td>
<td>Amended to Jennifer Rao-Williams</td>
<td>Completed – Postdoc Breakfast series took place on morning of 29th August with increased number of attendees.</td>
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<tr>
<td>Written summary of US RKEC sub-group meeting to be shared with Steering Group.</td>
<td>16.04.2019</td>
<td>Sandra Oza</td>
<td>Completed</td>
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Through discussion, it became apparent there is a need for a research staff newsletter. However, it is important to ensure staff are not overloaded with information. It is vital to have a newsletter that is relevant to its audience, and clear on how it wants to interact with readers.

**Action:** Jennifer Rao-Williams to produce a newsletter with the assistance of Christopher Henstridge and Maithili Shroff.

Christopher Henstridge described his experience about arriving in the School of Medicine and the absence of any formal induction or the provision of a welcome pack on his first day at the University. Through discussion, HR noted that all staff should receive an induction check list and an invite to the All Staff Welcome.

**Action:** HR to produce a brief review on the levels of support that is provided to new post docs and PIs. A poll will also be distributed to ask staff if they have received a formal induction. (Gillian Boyd and Wendy Marlow).

Maithili Shroff informed the Steering Group that she will shortly be leaving the University of Dundee to start a new post in New Hampshire. Members congratulated Maithili and wish her every success in her new post.

**Action:** Maithili Shroff to liaise with Jennifer Rao-Williams to discuss a succession of work plan.

4. **Update on HR Excellence in Research Award submission**
   Jennifer Rao-Williams updated members that the draft application was sent to Vitae on Wednesday 28th August for comment. Lisa Anderson noted that Jennifer Rao-Williams post of Researcher Enhancement Officer has enabled great progress in the application and requirements of the accreditation.

5. **Review of CDRS Group**
   **Action:** Jennifer Rao-Williams has agreed to revise the Terms of Reference, working with the Convenor.

6. **HR Excellence in Research Beneficiaries**
   The question of widening the demographic to staff on Teaching & Research (T&R) contracts was raised. Following discussion, it was suggested to avoid stretching our resources, it would be best to focus on the post-doctoral research community as our prime directive.
7. **Research Staff forum**
   The idea of a Research Staff Forum was to create a space to bring a diverse group of people together, and facilitate a two way dialogue between researchers and the CDRS Steering Group. The forum would enable post-docs to meet colleagues from beyond their host academic Schools, so they can network, discuss ideas and interdisciplinary perspectives or share any problems they are facing. All emergent opportunities or problems can as required be fed through to the CDRS Steering Group, who will disseminate them to relevant colleagues. It was agreed that there is both symbolic and practical benefits from showing research staff that the Steering Group is engaged and seeking to support the development of this key academic community.

8. **University Research Office**
   **Action:** Convenor to inform Jennifer Rao-Williams of the University Research Office and its purpose.

9. **AOB**
   **Action:** Joan Robertson and the Convenor will meet to discuss training on Equality Impact Assessments, as outlined in the Code of Practice for REF 2021.

*Date of the next meeting:* Wednesday 13th November 2019, Executive Meeting Room, 4.00-5.00pm.