

IMPERIAL

DoLS PDC meeting minutes

Friday 28th June 2024

13:00-14:00

SAFB 6th Floor Meeting Area/ MS Teams

Invited: Julia Sanchez Garrido (JS), Alex Cocker (AC), Satya Prakash (SP), Katie Willis (KW), Smitha Maretvadakethope (SM), Anna Bajur (AB), Hannah Jagoe (HJ), Valentina Carannante (VC)

1. **Apologies for absence:** Smitha Maretvadakethope
2. **PDC membership**
 - a. Departmental committee membership
3. **Committee updates/new members:** *new members have been allocated to different committees: we need to contact committees to let them know once we ask Smitha if she is interested in any*
 - a. Equality, Diversity & Inclusion (AC, *HJ&VC*)
 - i. Promotion guidelines/requirements (research associate to fellow)
 - ii. Mentorship: between postdocs, peer mentoring
 - b. Health & Safety (SP)
 - c. Research Strategy & Fellowships (JS&*KW*)
 - d. Space, Infrastructure & Facilities (AC&*KW*)
 - e. Postdoc & Fellows Development Centre (JS&*AB*)
 - f. FoNS Reps Network (JS&AC)
 - g. Update website (JS)
4. **Update on Head of Department meeting:**
 - a. Network/engagement: *see point below, also change to Pizza & Drinks and try to coordinate with Silwood to do online at the same time. To restart in October.*
 - b. Seed funding: *we will put together proposal*

- c. Promotion: please check website (<https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/promotions/research-staff-promotion-and-progression-review/>)
- d. Teaching opportunities: very useful meeting with Huw Williams
 - i. Huw will email all postdocs to inform them of the routes by which they can get involved in UG teaching, that is (i) by responding to an invitation from me to sign up to a spreadsheet indicating their areas of expertise, (ii) directly approaching module convenors, and (iii) approaching their lab heads about contributing to their teaching.
 - ii. Huw will send UG teaching grids to postdocs so they are aware of the modules taught.
 - iii. Events that Postdocs might like to be involved in including 'Meet the Researchers' (we just need a poster we have used previously and present to 1st year UGs during a lunchtime, both for postdocs and PhDs) and 'Science Fridays' (postdocs to give talk about what they do and how they got there for 20 mins over lunchtime)
 - iv. Regarding UG projects it would be helpful to provide postdocs with information about the project timetable and to run an information session for all potential Postdoc/PdD day to day project supervisors.
- 5. **Survey asking departmental postdocs what they would like from us:** try to send this week via a googleform; we could also put up posters with QR code? Have made googledoc with options for now, please delete and add as you see fit.
- 6. **Board game evening July open to all postdocs:** we will see what postdocs want and act accordingly
- 7. **DoLS Staff Away Day 25th July in Silwood:** we still have to see who can go, but it would be a good opportunity to ask other postdocs. We should at least give Robert Endres (Postdoc Champion) a slide with our faces and where we are
- 8. **We should prepare a Welcome booklet with how to join the postdoc mailing list and important contacts:** I have uploaded my centre's welcome pack and the one we made in the dept of infectious diseases to use as inspiration
- 9. **Next PDC meeting:** Alex to send a meet2meet