

Minutes from the Athena SWAN Committee Meeting Thursday 10th July 2014

Medical Resource Room on level 0 of the Children's Hospital from 1500-1600.

Present: Prof. Peter Sullivan
Prof . Georg Holländer
Prof. Irene Roberts
Dr . Rebecca Slater
Alex Holmes
Sarah Jones
Tessa John
Mary Deadman
Chris Dold
Jennifer Anderson
Johannes Truck

Apologies: Emily Adland

1. Confirmation of minutes from last meeting.

2. Action plan: Point 4.4-Increase application rates for personal fellowships and grants
 - A) Chris Dold has volunteered to gather information together on a central space to help people see what others in the Department have for applied before and what funding is available. Update from Chris.
 - CD explained that it would be useful to have an Excel spread sheet with details of successful grant applications, with granting possibilities and to indicate who it may be helpful to talk to for advice.
 - GH concerned that it would need permission from group heads to produce this list.
 - GH said that is probably better addressed at individual PDR's
 - Senior staff in specific areas can advice/mentor individuals with fellowships and grant submissions.
 - Would discuss at Faculty meeting
 - Broad areas where we want to be serviced by the University, granting bodies or the faculty.
 - MSD already has grant information, this link can go on Website
 - Resources available in the Department for Continuing Education and Development
 - Details of available University courses to be regularly provided by HR

 - B) On this same point, Kate O'Neill had agreed to host a lunch for early year researchers. Irene and Rebecca have agreed that that are happy to step in to do this. Update from Irene and/or Rebecca.
 - SJ to help IR and RS to organise this.

3. Silver application: Case studies for the application.-Update
Rebecca is going to co-ordinate this.
 - RS had received information from Morag Andrew and is herself going to provide a case study.
4. Staff days: plans for the Social event 2014 Christmas Party-Update
What plans have been made or need to be made for this event? Help required?
 - AH confirmed that a date had been set for a Departmental Family Christmas event, this will take place on 19th December.
5. Newsletter- Sarah Jones is trying to pull together a newsletter for the Department- Update
Help required? Content?
 - SJ said that she had started on a newsletter, one due to go out in July and then monthly.
 - Help or content would be gratefully received; no one had yet sent any contributions.
6. Departmental Website- any more information about when this will be ready?
 - AH said that the new website was currently being built, things were currently being entered onto it. It would have a place for news items and achievements.
 - There would be a staff page section, accessed through the single sign on system.
 - Photographers would be going around the department to get individual photos and “action shots” for the website.
 - Going live at the end of September
7. AOB
 - Do we need to address the makeup of the committee, whether we needed a research assistant rep?
 - Decided that this role was covered.
 - AH said that Kate O’Neill could be invited back to join the committee, as she was now a member of the Department again.
 - IR mentioned that there is WIMM committee for a post-doc representative and a Early Career committee, we could mirror some of these activities

 - PS confirmed that he would be leaving the committee as he was stepping down as HOD, and GH would become HOD from 1st Sept.
8. Date for next meeting
 - TBC