

## **Minutes of the ICCS/HCRC Staff Meeting 09 March 2005**

Present: Mark Steedman (Chair), Johan Bos, Jean Carletta, Gordon Duckett, Claire Grover, Caroline Hastings, Frank Keller, Ewan Klein, Mirella Lapata, Alex Lascarides, John Lee, Fiona McGregor, Malvina Nissim, Jon Oberlander, Steve Renals, Hiroshi Shimodaira, Bonnie Webber, David Dougal (minutes)

Apologies: Oliver Lemon, Johanna Moore, Helen Pain, Keith Stenning

### **1. Minutes of the previous meeting ([27 October 2004](#))**

There were no corrections to the previous minutes

### **2. FEC and Time Allocation Sheets**

G Duckett reported to the meeting regarding the move to Full Economic Costings (FEC). This is being done as part of the University's sustainability agenda and involves taking into account the full costs of research projects. Other than the staff costs of a research project, the next largest cost is the estate cost. In FEC this cost will be accounted for. Additionally, the cost associated with the amount of time the PI devotes to the project will also be accounted for, e.g. 6 hours per week.

In order for the time that staff spend working on research to be fully accounted for, the University requires staff to complete a Time Allocation Survey (TAS). The issue of the TAS was discussed in some detail with the following key points:

- Staff would only be asked to complete the TAS three times per year
- Completion of the TAS for staff in Informatics is of particular importance as there is a tendency for staff in Informatics to spend a higher percentage of their time on research activities, possibly around 50%, rather than the typical 33% research/teaching/admin split of many other academics.
- There is a need to reach a response rate of 80%, or the Treasury may decide to set a standard rate.
- Once you have completed the first survey, it was thought that the survey would be easier to complete as you will be able to access your previous submissions.
- It was not thought that this would lead to a reduction of funding for teaching purposes as this is calculated differently and it was noted that one of the reasons that the percentage time that staff spent on teaching was lower, is that Informatics has an efficient teaching system.

- FEC will change the way the University distributes/allocates funds.

Concerns were raised about the difficulty currently being experienced by a high percentage of staff in getting access to the TAS system, as it was thought that this could prohibit reaching the required 80% response rate. It was also noted that a number of members of staff did not get the initial email that was sent out by the central University

### **ACTIONS**

- G Duckett to inform staff of the deadline for the completion of the TAS and may circulate some examples of completed surveys.

### **3. Revamping ICCS/HCRC Webpages**

J Carletta brought it to the attention of the meeting that a web developer was currently being employed and that part of the web developer's remit would be to update the current ICCS/HCRC web pages which are quite out of date. It is important that all the appropriate information is included in the new site and so any input/suggestions are welcome. It was thought that the pages were currently used by both the research community, interested in the research that is/has been carried out at the HCRC/ICCS and by postgraduate students.

It was thought that the same mechanism would be adopted for both HCRC and ICCS pages and that there would also be some restricted pages which would form the ICCS intranet.

It was thought that the public web pages would contain information about:

- Publications
- List of current and past projects, including PI information and abstracts
- List of who are the major funders of current projects
- Staff lists
- Datasets e.g. Maptask
- On-line demonstrations
- Software distribution
- Set up Wikis
- Search Facility
- Newsflash as per Informatics home page (this would be good as long as the news remained current)

and the intranet would contain information about:

- Room Bookings
- Labspace
- Useful sources of information, such as sites for natural language processing

It was suggested that there should be some information about ICCS for postgraduate students and links to the appropriate Informatics/University pages. It was also suggested that the HCRC site should have links to the participating Schools and possibly to the Language at Edinburgh site.

J Oberlander raised the issue of the University of Edinburgh Web Development Project. It was noted that Management Information Systems (MIS) and Edinburgh University Computing Services (EUCS) were jointly working on this project and are looking to install a Content Management System (Polopoly) which may supercede School Pages. This issue was discussed in some depth as there were concerns about how this would affect the web presence of schools and the ability to have fixed URL's. It was generally agreed that it was important to be involved at the early stages of this project so that Informatics can try to ensure that it's requirements are met by the new system, rather than trying to opt out. At the moment A Tate and N Brown are involved with this issue and are looking to liaise with the consultants at every opportunity in order to feed in the requirements of Informatics. At this stage, however, it was thought that it was important to proceed with the current problem of updating the ICCS/HCRC web pages.

People who want to help shape the new pages or who have suggestions or ideas should contact [Jean](#), who will give them access to the Wiki that she has set up.

#### **4. Research Funding**

F McGregor circulated a list of recent [grant submissions and awards](#) which was briefly discussed.

B Webber noted that the Wellcome Trust VIP Grants currently had a call out for bridging funds (R Shillcock had a successful application last year). The deadline for applications is Monday 14 March 2005 and the award has to be spent before September 2005.

It was noted that some of this year's Edinburgh conferences were starting to look for Student volunteers. One of these is IJCAI who are looking for approx 40 students to help and in return they will receive free conference/tutorial/workshop registration and a free T-shirt. Supervisors

were asked to encourage students to volunteer for these if they were interested in attending the conference. More information can be found at the [IJCAI website](#).

## **5. New Staff/Visitors**

Upcoming Visitors:

- Prof Shuichi Yatabe (University of Tokyo) from 23-Mar-05 to 22-Mar-06 (Steedman)
- Verena Rieser (Saarland University) from 17-Mar-05 to 23-Mar-05 (Moore)
- Jan Peter de Ruiter (Max Planck Institute for Psycholinguistics) from 21-Mar-05 to 27-Mar-05 (Carletta)
- Sebastian Pado (Saarland University) May for two weeks, dates tbc (Lapata)
- Ulrike Pado (Saarland University) from 01-Apr-05 to 30-Jun-05 (Keller)
- Olga Uryupina (Saarland University) from 17-Apr-05 to 30-Apr-05 (Lapata)
- Ingmar Steiner (Saarland University) from 01-Jun-05 to 01-Oct-06 (Clark)
- Matthew Stone (Rutgers, the State University of New Jersey) from 18-Jul-05 to 31-May-06 (Webber)

New Staff:

- Mirella Lapata started on 01-Feb-05 (Lecturer) 4BP/G09
- Philipp Koehn started on 01-Feb-05 (Lecturer) 5BP/2L02
- Bartosz Dobrzalcki started on 01-Feb-05 (p/t Web Developer) 5BP/2R12
- Catherine Mayo started on 01-Jan-05 (CSTR Research Fellow) 5BP/2R09
- Volker Strom started on 24-Jan-05 (CSTR Research Fellow) 5BP/2L01
- Simone Ashby started on 10-Jan-05 (CSTR Research Associate) 5BP/3R11
- Robin Hill from 01-Apr-05 (Jast Research Fellow) 3BP/B05

## **6. AOB**

The issue of having a HCRC/ICCS Jamboree was revisited.

## **ACTIONS**

- J Lee to consult on the HCRC/Jamboree and to organise it, if it is thought that it should go ahead.

### **6. Date of next meeting**

The next ICCS/HCRC staff meeting will take place on Wednesday 6th April at 12:30pm. Note that meetings will take place on a monthly basis unless it is felt that insufficient items on the agenda, although they are likely to be less frequent over the summer period. More information about past and future meetings can be found [here](#).

Minutes by David Dougal

Last update 15/03/2004