

## **Minutes of the ICCS/HCRC Staff Meeting 28 September 2005**

Present: Mark Steedman (Chair), Frank Keller, Simon King, Ewan Klein, Mirella Lapata, Alex Lascarides, Oliver Lemon, Maria Milosavljevic, Fiona McGregor, Johanna Moore, Helen Pain, Kaska Porayska-Pomsta, John Lee, Jon Oberlander, Miles Osborne, Steve Renals, Hiroshi Shimodaira, Keith Stenning, Henry Thomson, Steven Wan, Bonnie Webber, David Dougal (minutes)

Apologies: Jean Carletta, Rob Procter.

### **1. Minutes of the previous meeting ([08 June 2005](#))**

**ACTION** - Miles Osborne to speak to Nick Wright regarding Case Awards

**ACTION** - David Dougal to update links to staff homepages.

### **2. Working Practices**

The meeting discussed the issues relating to the proposal to claim VAT exemption on the Forum as a research building, which was discussed at the recent Planning and Resources Committee meeting. A number of concerns were raised regarding how the limit on commercial activities in the new building would be achieved. It was thought in practice it would be quite difficult to police but the meeting wanted to know more about if and how this is going to be monitored and enforced. Some of the major concerns revolved around restricting student access to the building.

It was proposed that the decision to try and obtain a VAT exemption status should be opened up for discussion once more, before Informatics goes down this route and has to cope with the restrictions that it would entail, although it was noted that the restrictions would only last for a 10-year period and that it may be possible to buy out of the exemption status at an earlier stage.

**ACTION** - Frank Keller to summarise ICCS/HCRC concerns to go to the next PRC meeting.

### **3. Full Economic Costing**

It was brought to the attention of the meeting that ERI will have to be used to produce the budget figures for grant proposals. Previously figures could be calculated within Informatics and then ERI would check them but with

the introduction of FEC, ERI are insisting that they produce the figures and this is likely to increase the length of time it will take to complete a grant proposal. PI's should allow 1 week for ERI to produce the budget figures, although it is thought that ERI will devolve this to the Schools after a few months.

With the start of FEC, figures have to be included for Estates and Buildings costs, recruitment costs and to cover the cost of the PI's time working on the project. It is thought that recruitment costs should include the cost of advertising, work permits and interview expenses, including potential travel from U.S. or other worldwide locations. ERI suggests that a proposal should include between 5-20% of the PI's time. If a number of proposals are successful and the overall amount of the PI's time exceeds 100% then it is possible for the PI to renegotiate how much time they will spend on each project.

It was thought that the funding councils should provide guidelines for what to include as it can be very difficult to predict what costs a project is likely to have in relation to recruitment, etc. In the meantime, Fiona will advise what should be included and provide justifications that should be incorporated into the proposal. It was noted that there are a number of issues which are yet to be fully resolved and so interim solutions will have to be found.

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

A list of proposals submitted since the last staff meeting can be found [here](#).

#### **5. ICCS Web Pages**

Mark Steedman and Mirella Lapata are currently working on writing appropriate text for the webpages which will then be circulated to staff.

It was noted that the web developer has now left but that there is funding left to make changes to the webpages once the content has been completed.

The meeting discussed having information on current projects on the webpages. The web developer made progress on a system which would extract information on research projects from the Informatics database and would therefore be automatically updated as updates are made to the database. This system is currently being examined to see what stage it is at. In the interim, it was agreed that details of some current research should be made available on the ICCS and HCRC webpages. This should be done before Christmas to attract prospective PhD students.

**ACTION** - Oliver Lemon to compile a list of links for current research and then pass to David Dougal to be added to the webpages.

## **6. New Visitors/Staff**

Upcoming Visitors:

- Nynke van der Vliet (University of Twente) from 01-Oct-05 to 30-Apr-06 (Carletta)
- Manuel Alcantara (Universidad Autonoma de Madrid) from 01-Oct-05 to 31-Dec-05 (Steedman)
- Verena Rieser (Saarland University) from 01-Dec-05 to 30-Nov-06 (Lemon)
- Andy Lucking (Saarland University) from 01-Jan-06 to 30-Jun-06 (Lascarides)
- Michael Vigand from 01-Jan-06 to 28-Feb-06 (Steedman)
- Kevin Kwiat (Air Force Research Lab, USA) from 01-Feb-06 to 31-Mar-06 (Carletta)
- Akira Ohtani (Osaka Gakuin University) from 01-Apr-06 to 31-Mar-07 (Steedman)
- Mounia Lalmas (Queen Mary University in London) from 01-May-06 to 31-May-07 (Webber)

The meeting was also made aware of staff who have started since the last ICCS/HCRC staff meeting.

## **7. Date of Next Meeting**

The next ICCS/HCRC staff meeting will take place on Wednesday 2nd November at 12pm. More information about past and future meetings can be found [here](#).

Minutes by David Dougal

Last update 20/10/2005