

## **Minutes of ILCC/HCRC Staff Meeting**

**Wednesday 2<sup>nd</sup> November 2016, 1pm**

### **In Attendance**

Jon Oberlander (Chair), Ulrich Germann, Caroline Hastings, Kenneth Heafield, Robin Hill, Frank Keller, Alex Lascarides, Adam Lopez, Steve Renals and Seona Wharrie (Minutes)

#### **1. Apologies**

Apologies were received from Elaine Farrow, Sharon Goldwater, Henry Thompson and Kami Vaniea.

#### **2. Minutes and Matters Arising**

Minutes approved.

#### **Matters arising from previous meeting**

1. JO reported that the teaching loads had been taken on board. Frank will mention ‘teaching loads’ under AOB when he attends the Board of Studies meeting.
- 1.2 Teaching Fellows. JO outlined the definition of ‘Teaching Fellow’.
- 1.3 ML had organised an Institute research meeting. There would be no change to the Director of the Research Committee in the short term.

**Action: JO to find out if a two year fixed term TF contract can be extended/renewed after it ends.**

**Action: FK reported that staff are now submitting full grant applications, but there is a need to chase up mentors for first grants especially.**

#### **3. REF Update – Steve Renals**

SR reported that the School now has a webpage on the REF -

<http://web.inf.ed.ac.uk/infweb/research/ref>

SR reported on the main changes and spoke on the recommendations from the Stern Report, July 2016 - see <http://drip.inf.ed.ac.uk/sites/default/files/atoms/files/ref-oct2016.pdf>

SR reported on the Informatics Impact Plan. This would involve collating data through interviews, having to identify an “impact champion” per Institute who would also work closely with the REF Coordinator, to collect potential impact case studies and identify and find gaps in the current list. Collecting information would involve compiling a single page (maximum) with a single short sentence that succinctly states the impact, together with an outline including evidence and links to papers/people/projects.

SR asked for a volunteer to be “impact champion” in the Institute. After discussion JO agreed that the volunteer could start from existing ILCC impact cases, but would have to identify any missing potential impact cases.

JO thanked SR for his report.

#### **4. Funding – Caroline Hastings**

CH reported on her circulated ‘grant applications’ document. CH reported on submissions and reported that awards had been granted this time.

CH reported that Simon King had received an EPSRC award, but that the final cost may change. KH had also been granted Ebay funding.

CH reported that more proposals had been submitted, and grants awarded had increased on last year. However, CH encouraged staff to submit more applications for funding.

CH reported on the new expenses policy email sent from the School. CH highlighted the main points and reminded staff to go through the correct channels if they were travelling abroad or ordering computing equipment.

#### **5. Research Day Report**

JO outlined a brief update on what was discussed at the Research Day.

The consensus on “new appointments” was that if there were more funds permitted, to invest in more PhD students.

The consensus for staff was to engage and support the posts for human-robot interaction and human-centred computing. It was agreed that there needs to be more awareness in cross Institute representation across the School. The three other possible areas identified for funding were Machine Translation, Language and Vision, and Computational Social Science. FK proposed that Language and Vision should be top of the list for funding.

JO will include the ideas discussed and the outcome from the meeting into the School research plan for next year.

**Action: Frank to create a business case for Language & Vision.**

#### **6. Director’s Report**

JO outlined what had been discussed at the Strategic Committee meeting. JO reported that, given feedback, the proposal for Research Associates to take on more teaching had been reviewed. JO reported that there had been no change, but there would be a further review on what ‘encourage’ meant and it would be incorporated in the next review.

JO outlined the main highlights from the meeting:

- Encouragement to share anything in their last year
- Mark Parsons of EPCC to introduce its activities at Research Lunch on 28<sup>th</sup> November. To be followed by ‘Speed dating’ session for EPCC and Informatics staff, to allow further exchange of information on what each area does. Staff were asked to inform JO if there was anyone that they’d like to be matched up with.

**Action: JO to send Jane Hilston a list of possible attendees.**

JO reported that the School would be instituting a mechanism to make it easy to submit good news announcements for best paper/poster awards, “big” papers, and fellowships.

## **7. AOCB/DONM**

### Fellowships

- JO reported that all portfolio managers should be notified of any new grant applications in good time. All grant applications should be peer reviewed, time permitting, and it is a good idea to offer to peer review another person's grant application. Volunteers were sought to enable cross Institute reviewing.

SR reported that he could be contacted if anyone was interested in applying for the EPSRC call - New Approaches to Data Science.

Date of next meeting –20<sup>th</sup> January 2017 at 12.30pm in room 4.31/4.33.