

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

**Wednesday 7<sup>th</sup> June 2016, 12.30pm**

### **In Attendance**

Jon Oberlander, Antonio Miceli Barone, Ulrich Germann, Sharon Goldwater, Kenneth Heafield, Robin Hill, Chris Lucas, Carrie McNamee, Mirella Lapata, Alex Lascarides, Adam Lopez, Helen Pain Steve Renals, Korin Richmond, Michael Roth, Hiroshi Shimodaira, Rico Sennrich, Mark Steedman, Kami Vaniea, Bonnie Webber, Seona Wharrie and Maria Wolters

### **1. Apologies**

Apologies were received from Caroline Hastings, Frank Keller, Henry Thompson and John Lee.

### **2. Minutes**

Amend tier 5 to tier 4 in Item 7 from the previous Minutes. Otherwise approved.

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

1.1 Pim reported that some progress had been made on the ‘Alumni tracking’ and he would provide a report at the next meeting after he had met with Development and Alumni.

1.2 JO outlined the ‘alumni destinations on ILCC graduated students’ from 2013/14, but Henry would discuss the item in more detail at the next meeting.

1.3 It was reported that the GPU servers had been ordered. JO thanked all staff involved in organising the order.

### **Action: Mirella to submit a report at the next meeting on the usage of the GPU servers.**

1.4 JO reported that many members of staff had attended an EPSRC Grant Writing workshop organised by Frank Keller on 17th May. JO suggested that it should become a regular item and was looking for volunteers for organising a future workshop.

### **Action: Frank to collect and share slides from the ‘human-like computing’ workshop on the staff intranet.**

JO reported that the ‘Human-Like Computing’ Chancellors Fellowship talks would be held on 16th/17th June.

### **Action: JO to ask HR that details on speakers and ‘save the dates’ for job posts be advertised to staff well in advance.**

### **3. Directors Report**

- Research Committee

JO reported on the Research Committee meeting. Staff were reminded to enter their publications for the REF within 3 months of acceptance. This can be done directly on

PURE, emailing the Knowledge Management team with their publication details or submitting their publications using the web form. The KM team would also be happy to accept an email, even if the paper has been accepted subject to corrections.

**Action: Dols to ensure that all staff in their Institute are aware that paper acceptances can be emailed to: [infkm+publications@inf.ed.ac.uk](mailto:infkm+publications@inf.ed.ac.uk)**

- Research Day  
JO reported on the Research Day many members of staff had attended on 19<sup>th</sup> April. He thought it was interesting event and proposed that it was something that ILCC could follow up with a more focussed activity. After discussion it was agreed that a meeting would be held in late August to discuss the following:
  - A summary of last year's "Institute PDR"
  - Updates on new staffing
  - Pitches for planned projects
  - Plans to fill the gaps

**Action: ML to organise a meeting in late August.**

- REF Impact Studies  
JO reported on Impact Studies. He reported that there were 10 cases last REF, with 2 good ones associated with ILCC planned.
- REF Steering Group  
JO reported the formation of a steering group to start advanced planning for REF202X, with the group to initially comprise of Director of Research, REF Co-ordinator, Director of Professional Services and Knowledge Manager. The remit would include advance REF planning initially looking at staff selection, monitoring of REF Open Access, REF impact planning. Development of longer term REF plan as and when rules and timings of the next REF become clear.

Staff selection is likely to be the first priority particularly for staff who are currently on the cusp of eligibility, or who look like having fewer than the required number of papers. To work to include those staff, they should be approached sooner than later.

- Strategy Committee  
JO reported on the process of teaching allocations discussed at the Strategy Committee meeting in May. Discussion took place on teaching loads and the workload models. JO reported that there were plans to change the system. ML proposed to have a meeting to plan teaching loads in ILCC. SG reported that further discussions would be held regarding the proposed 3 year system.

It was proposed to start the review at the start of semester 1 and submit proposals to the Board of Studies later in semester 1.

SG reported on the new visa requirements and regulations that had been discussed at the Strategy Group meeting.

**Action: ML to organise a meeting to plan teaching loads.**

- Research Committee

JO reported that RCUK funding had effectively been cut, but replacement funding was available for Global Challenges, currently in a start up phase: the University were allocating internal funding for seeding new funding applications. Staff should contact Nigel Goddard for more details. JO reported that a call for funding would be advertised later this year.

#### **4. Finance and funding proposals**

JO reported on all the successful applications and awards on behalf of Caroline Hastings. JO expressed his congratulations to Kenneth, Claire, Shay, Simon and Stuart who had received awards. JO noted in particular that EPSRC grants for Shay and Matt had been successful, and urged staff to apply for more EPSRC awards.

#### **5. Recruitment**

JO reported that 2 offers had been accepted, but 2 more were awaiting decision: 4 positions had been offered in total – 2 NLP, 1 in MIR, 1 in DIV.

JO thanked all the hosts and to those on the selection panel for all their input.

JO reminded staff to attend the presentation talks for the position of Chancellor's Fellow in Human-like Computing and/or Software Engineering on the 16th/17th June.

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

HP reported a potential future source of PhD funding, currently at the proposal stage, where students would pay no fees and work contribute to teaching or other services in Informatics. AL discussed the new College proposal for changing the postgraduate applications, where the student doesn't pay fees, but works to finance them.

**Action: JO to meet with AL regarding the PhD completions in 2011-12.**

ML reported that the Athena SWAN information had been submitted with the results to be published in September. ML reported that the Implementation Group would take actions forward on students and staff.

JO would be checking with HR following the meeting regarding job presentation details.

AL reported that the current system for recording annual reports for students was unreliable and there was confusion on completing the forms online and on paper. AL reported that Webmark was back online, but staff were told to email IGS if they had any problems.

#### **Date of next meetings**

Research Planning meeting – to be scheduled for the end of August.

ILCC meeting - Wednesday, 14<sup>th</sup> September at 1pm in room 4.31/4.33