MINUTES OF MEETING
of the
PLANNING AND RESOURCES COMMITTEE
held on
Wednesday, 11 November 2009
2:00 pm – 4:00 pm
Turing Room

Present:

Dave Robertson (Chair), Colin Adams, Stuart Anderson, Alan Bundy, Gordon Duckett, Mike Fourman, Johanna Moore, Jon Oberlander, Mike O'Boyle, Don Sannella, Alan Smaill, Mark Steedman, Perdita Stevens, Sethu Vijayakumar, Phil Wadler, Bonnie Webber, Chris Williams, Marjorie Dunlop (Secretary)

Apologies: Jon Oberlander, Stuart Anderson

Approval of Minutes
The Minutes of Meeting of 16 September 2009 were approved.

Outstanding Actions from Notes of Meeting of 7 October 2009
Item 1 (Research Recruitment Strategies) – Gordon expects the PRAF next week. Gordon will redraft the Neuroinformatics Readership ad and send it to Phil. It is anticipated that the ad will be on the web the week after next.
Item 7 (Admin Restructuring) – The PRAF is in and we are awaiting the result. College has given welcome support.
Item 4 (SFC Teaching Funding) – Following discussion it was suggested that Dave should go to SFC meeting.

Action
Dave will attend the SFC meeting

Item 6 – HR has guidelines on this matter

Item 3 – REF and Impact (Papers C and D)
It was suggested that nominations for the REF panel should be given sooner rather than later. There was discussion about possible representatives for the REF panel.

Some of the initial responses to the REF consultation from the six Schools were discussed. It was suggested that we produce some prototype impact plans, case studies and short term input indicators.

Action
Jon will find some volunteers to work on this

Item 1 – Research Opportunities (Papers A and B)

There was discussion about how the EPSRC "International Research Stars" scheme might be operated (Paper B).

Action
Dave will talk to EPSRC as to a time frame and procedure

Item 2 – Spending plans from College Sustainability Fund

There was general discussion about the contribution of Informatics to the College and the types of items on people's wish lists. Among items suggested were: equipment for Inspace, oscilloscope for ICSA, motion capture system in the Robotic Lab, change screens on desks, sound studios and perception labs, backup for Macs, recording of seminars and talks, improved facility for telephone and remote video. Alastair Scobie has suggested that we run a trial in which students are hired for routine tasks, freeing CO time for some of the more specialised but timely work they need to do to support our computing needs.

Action

All to suggest present and future ideas

Dave will speak with Bob Fisher about recording of seminars/talks

Mike O'Boyle will speak with Mahesh about remote video

Item 4 – PI time on research grants (Paper E)

The portfolio managers will look after the grants. It was indicated that 20% is a realistic amount with respect to a PI per grant. If a PI intends to do something that would take him/her over 50%, the PI should speak with Dave, having consulted with the appropriate Director of Institute.

Item 5 – Proposal for a small grant scheme for publicity demonstrations

The aim is to have one or two each year and the cost would be about £35K per year for one (including teaching). The grant could consist of six months of RA to do the work, six months of TA not to teach one class, and a little money for equipment. Inspace could feature some of the research.

Action

Phil will write an advert

Item 6 – Head of School's business

Euclid

Deep concern was expressed about the availability of interfaces to University databases. Failure of the post-Euclid effort on this item would jeopardise the School's plan to cope with teaching administration in the coming academic year.

Action

Dave will raise this at CSMC and with others if necessary

Honorary Fellows

A list of honorary fellowships due for renewal was presented. We now need to decide which of these we wish to renew via College committee.

Action

Marjorie will check sponsors

Another other business

The ESRC proposal for training pathways was discussed.

Action

Johanna will email the Directors of Institutes re Informatics' approach

The Ceilidh is scheduled for Friday, 18 December 2009.

The School web site is in need of attention. We need to stabilise the process within the School for maintaining it and synchronise this with the Web Development Project.

Action

Dave and Perdita will initiate action on the top level by Christmas

Snagging of the building is not yet finished. We need a commitment from Estates and Buildings.

Action

Dave to discuss this with E&B

Item 8 – Date of next meeting

The next meeting will be held on Wednesday, 16 December 2009.