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MINUTES OF MEETING
of the
PLANNING AND RESOURCES COMMITTEE
held on
Wednesday, 16 December 2009
2:00 pm – 4:00 pm
Turing Room

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Present:

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

Attending: Gordon Duckett

Apologies: Stuart Anderson, Mark Steedman, Bonnie Webber

Approval of Minutes
The Minutes of Meeting of 11 November 2009 were approved.

Outstanding Actions from Notes of Meeting of 7 October 2009
Item 1 - discussion about the Computer Security/Algorithms advert and subsequent interviews. The advert for these posts is out. Directors of Institute were encouraged to make potential candidates aware of the opportunity.
Item 4 (SFC Teaching Funding) – Dave attended the meeting; leave in abeyance for now.

Outstanding Actions from Notes of Meeting of 11 November 2009
Item 1 (research opportunities) – Dave had discussed with Annette Bramley the EPSRC "International Research Stars" scheme. Informatics needs to find a strategic area that is important for us and for the UK and then involve EPSRC (and the University) from an early stage in pursuit of a stellar candidate.

Item 3 (REF and Impact) – There was discussion about what needs to be included in an impact statement. It was suggested that we develop a repository of "model" impact statements to be shared across Informatics researchers.

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Action
Dave to consult with Julie Young

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Item 2 (Spending plans from College Sustainability Fund) – All our bids against the Sustainability Fund in this round were successful. This means we can go ahead with our plans for video capture in main Forum seminar rooms; instrumenting Inspace and developing support for self-managed and distributed computing (among other things). We also have a healthy initial group of Idea Lab proposals ready to go, and the expectation is that these will stimulate future grant application activity.

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Action
Gordon will make sure that we spend the committed funds
Dave will to talk to Bob Fisher about video capture

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Item 5 (Proposal for a small grant scheme) – completed.

Item 6 (Euclid) – There still is great concern about this. Our plan is to continue with the programme of re-factoring and automation anchored by Tim Colles while also doing as much as we can (by planning ahead in our administration) to reduce the potential for damage that might be caused by failure of automation. Our automated systems rely on centrally-supplied data feeds that are expected to be in place in time for the coming academic year but there remains a worry that they may not be available. This places us in a position where we cannot accurately assess the risk to our teaching admin processes and we therefore are having to shoulder the cost of adaptation. Our concerns appear to be shared across Schools.

Action

Dave to interact with CSMC on this and feed back to PRC

Item 6 (School web site) – We intend to conform to the University's Polopoly-based method of maintaining the top level of the School site but this depends on prototyping being done over January/February to see whether this approach works well for us. There was discussion on the skill sets of individuals needed to support the web site. (*e.g*, content versus design). Someone needs to be responsible for publicity. There was also a discussion about the need for a dedicated AV person.

Action

Phil, Mike, Jon, Colin, Perdita and Don will form a small group to determine the requirements

Item 6 (Snagging)

The Works Department intends to act as a single point of contact for resolving building problems and there is an extension of one year for large items. There was discussion about ongoing Forum issues and how best to communicate these to staff and students. It was suggested that a new committee should be formed to look at these issues and the balance between individual and communal aspects of the building. The group would need the support of PRC with respect to their remit.

Action

Dave will form a building committee

AGENDA ITEMS

Item 1 - Research Opportunities

Stuart is presently in Budapest for the final hearing of the first KIC (Knowledge Innovation Community) initiative. We are one of only two proposals in the hearing and face stiff competition from a longer established consortium but reaching the hearing is itself significant.

ERI wants to know whether we will use actual salaries or continue using salary bands for Grade 10 staff. It was decided to continue with bands.

There was discussion about a call on data intensive computing.

Action

Mike O'Boyle will find a suitable link within biology.

Item 2 - Recruitment Strategy

Following on from the Computer Security and Algorithms positions, new top priorities are needed.

All – start preparing suggestions for a future meeting
Phil will send out his strategy for the algorithms case

Item 3 - Preparing the School Strategic Plan for 2010/11 (Paper A)

The deadline is early January.

Action

Everyone will work on it off line and ratify it at a special meeting in January when it is the only item on the agenda.

Item 7 – Date of next meeting

The next (special) meeting will be held on Friday, 8th January 2010.