

**MINUTES OF MEETING**  
**of the**  
**PLANNING AND RESOURCES COMMITTEE**  
**held on**  
**Wednesday, 22 September 2010**  
**2:00 pm – 4:00 pm**  
**Room 5.42**

**Present:**

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

**Apologies:** Stuart Anderson

**Approval of Minutes**

The Minutes of Meeting of 25 August 2010 were approved subject to the correction to the spelling of the name Dyan.

**Outstanding Action from Notes of meeting of 26 May 2010**

Item 6 (Report on School Web site development)

Dave will follow up with the Library as to their timeline.

**Action**

Dave will report back to the next meeting

**Carry Forward to Agenda Item, #3**

**Outstanding Action from Notes of meeting of 30 June 2010**

Item 1 – (Research Opportunities)

Energy Networks Grand Challenge

Nigel Goddard has been contacted and may be interested.

Item 2 – (Completing School Synopsis for International Review)

Dave will contact those who have not yet sent their contributions.

**Action**

Dave to email DoS who have not submitted their contributions.

**Actioned**

### Item 3 – (Staff Professional Development and Review process)

Bonnie has been trying to find suitable dates for training. The review process will soon be initiated for RAs (who are last in line because we need to train their appraisers first).

#### **Action**

Bonnie to give an update at the next meeting.

### **Carry Forward**

### **Outstanding Action from Notes of Meeting of 25 August 2010**

### **Item 5 – Completing School synopsis for International Review**

The International Review will be on 14 and 15 October 2010. Moshe Vardi is the chair and the panel will consist of Peter Dayan, Sofie Cluet, Fausto Giunchiglia, and possibly Mark Lieberman. Andy Herbert and Steve Furber are not available. If Mark Lieberman is not available the suggestion is to try an alternative.

#### **Action**

Dave will find an alternative if needed

**Actioned – Kathy McKeown has accepted the invitation to be a member of the panel**

### **Item 1 – Research Opportunities**

It appears that people are getting duplications with respect to postings of research opportunities, from School, ERI, Institutes, research blog. There should be due diligence as to what is submitted. There was a suggestion that the link from Informatics Web pages to the research blog had been taken away.

#### **Action**

Liz to ask Julie to put the link back in.

### **Actioned**

Stuart reviewed the School Strategy for end FP7 and FP8. There are four main points to consider:

1. Review good previous proposals and learn from them; also encourage research staff to register as reviewers, as a way of becoming familiar with the funding system. Dave noted that existing reviewers were being asked to re-register and the same portal could be used for new registrations.
2. Review successful grants. It was suggested successful proposals should be put on a blog. At this stage we do not know the affordability of getting EU grants?

3. How do we handle an increase in the volume of grants? Make admin more efficient? Who will be on the admin side and who will lead them? Who will be on the academic side and who will lead them? Max has worked in ERI and would be able to contribute to this.
4. Take a longer term view.

It was agreed to set up a working group focusing on EU funding. The academic staff will consist of Steve (Chair), Stuart, Philipp Koehn, Michael Rovatsos, Bjorn Franke and Johanna Moore

**Action**

Liz to arrange for group to convene.

**Actioned**

**Action**

Group to report back to next PRC with overall plan.

**Carry Forward**

**EU ICT Work Programme 2011 (Paper A)**

This programme (and others like it) may become important if EPSRC pulls away funding from some areas of research.

**European Research Council grant schemes (Paper B)**

This is for a post PhD, less than 10 years, with a deadline of 14 October 2010.

**Action**

Johanna will speak with Sharon Goldwater and Victor Lavrenko  
Chris Williams will speak with Charles Sutton  
Sethu will speak with Ram

**Actioned (Sharon has a new grant; Victor will try; 'no' for Charles but 'yes' for Guido; Ram will attempt later)**

**EU ICT Bridging the Urban and Rural Divide workshop (Paper D)**

This call is for India. Dave has a contact in the AI area should it be needed. Stuart has a list of contacts in India.

**Action**

Stuart will circulate the document.

**Carry Forward**

Mike O'Boyle will contact Mahesh, Vijay and Hugh Leather with respect to this call.

**Actioned**

### **Item 3 – Informatics-Design activity**

The final details are being finalised and the case for the merger soon will be complete. In advance of the merger, two new joint lectureships (Grade 8) will be funded – one from the University, the other from ECA. Our immediate concern is to produce an advert for the University lectureship. This should align with the strategic priorities we set at an earlier PRC. Dave asked those who had authored descriptions of those strategic areas to send him descriptions of areas relevant to design that could contribute to those areas.

#### **Action**

All to send the required information to Dave within a week

#### **Actioned**

### **Item 4 – School financial position**

Dave explained broadly the School's financial position for the year ahead. It will be necessary to work more tightly within budgets than in previous years. Liz and Julie will prepare a draft budget for the next PRC.

#### **Action**

Liz to report to next PRC meeting

#### **Actioned**

### **Item 8 – Any other business**

A draft brochure created for Informatics by Commercialisation was circulated. An electronic version will be circulated for review.

#### **Action**

Colin to arrange for an electronic version to be circulated

#### **Carry Forward**

## **AGENDA ITEMS**

### **Item 1 – Research Opportunities**

- The Leverhulme launch is next week
- Phil has an EPSRC meeting
- Dave has been approved and accepted an invitation to EPSRC ICT 'The Next Decade'
- Dave is going to the UK CRC conference on 20 and 21 October 2010.

## Item 2 – School Budget

Liz reviewed the draft Budget. Over the next two to four weeks we will develop this in more detail. Liz should receive updated NPRAS figures on Monday at which time she will send an updated draft budget to the committee.

### **Action**

Liz will update the budget spreadsheet with details of last year's figures and percentage change.

### **Action**

PRC members will give thought to their individual budgets in preparation for another budget meeting two weeks hence.

## Item 3 – Recruitment update

Two of the candidates (in Security and Algorithms) have accepted. The third candidate (in Neuroinformatics) has accepted a Chair position elsewhere.

It was decided that the Neuroinformatics post will be added to our list of key areas for future hiring.

## Item 4 – International Review

The Agenda was reviewed and accepted with minor changes.

It was decided that the activities of 14 October would take place in the Turing Room and that there would be a maximum of five people per institute (in addition to the lead presenter) at each institute presentation.

### **Action**

Dave to provide a house style for the presentation slides

### **Action**

Dave to email the students with a request to provide posters

## Item 5 – Impact Statements

College has asked for examples of impact case studies as preparation for our REF efforts. It was agreed that DoIs would each provide a statement (delegating if appropriate to some member of the appropriate institute).

### **Action**

Dave to email requesting statements

## **Item 6 – Head of School’s Business**

The draft advertisement for the position of Lecturer for Design Informatics was discussed and it was suggested that ‘animation’ should be included in the wording.

### **Action**

All to send any amendments to Dave before Monday.

## **Item 8 – Date of next meeting**

The date of the next meeting is Wednesday, 6 October 2010, 11:00 am to 1:00 pm in Room 3.02 (the Turing Room has already been booked at this time). This meeting is to further discuss the budget.