

MINUTES OF MEETING
of the
PLANNING AND RESOURCES COMMITTEE
held on
Wednesday, 15 December 2010
2:00 pm – 4:00 pm
Room 5.42

Present:

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

Apologies: Johanna Moore, Perdita Stevens

Approval of Minutes

The Minutes of Meeting of 22 September 2010 were approved subject to the correction to the spelling of Leverhulme.

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

Actioned (Dave reported that the Library is presently working on this)

Outstanding Action from Notes of meeting of 30 June 2010

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

Actioned (this has been completed)

Outstanding Action from Notes of meeting of 25 August 2010

Item 1 - (Research Opportunities)

The Group (Steve (Chair), Stuart, Philipp Koehn, Michael Rovatsos, Bjorn Franke and Johanna Moore) involved with EU funding is to report back to next PRC with overall plan.

Carry Forward (Group to report to PRC with overall plan)

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

Actioned (an expression of interest was submitted by Stuart)

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 (Colin to check and advise group)

Outstanding Action from Notes of meeting of 22 September 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.

Actioned

Action

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

Actioned

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

Actioned

Action

Dave to email the students with a request to provide posters

Actioned

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

Actioned

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.

Actioned

AGENDA ITEMS

Item 1 – Research Opportunities

Stuart gave an update on KICs. The timeline for the Strategic Innovation Agenda is draft in June, presentation to Parliament in October/November, competition in three years. We need to work on positioning for this.

TICs (Technology Innovation Centres). Six to eight should be forthcoming; 240 million of new money; to be founded on industrial international excellence; to start at beginning of 2012.

The CDT in core computer science proposal failed; it was one of four shortlisted proposals.

Item 2 – Recruitment update

Candidates are being invited to interview for the Design Informatics position.

Item 3 – School budget

Liz reviewed the School's First Quarter Budget. This is on target. Dave asked for a vote of thanks to all in the School who have worked hard to keep us on even keel. There was discussion about allocation of funding to institutes on the basis of directly allocated and indirectly allocated costs. Various models were discussed and a working group formed to develop a financial model for allocation. The group will consist of: Mike O'Boyle, Chris Williams, Mark Steedman and Liz.

The School's draft Contingency Plan, required by College for planning, was reviewed.

Item 4 - Preparations for College REF practice exercise

Six to ten impact statements are needed per School. Informatics need to supply impact statements so it would be useful to identify people who can get practice doing impact statements. Statistics indicate that levels of papers increase with improved impact statements. It was suggested that we should invite college people to give a talk on impact statements.

Action

Dave Robertson

The REF census date is 2013. Another meeting for REF preparation should be scheduled for January.

Action

Dave Robertson

Item 9 – Any other business

The International Review panel have asked for a response to the Review for 31 December 2010.

Item 10 – Date of next meeting

The date of the next meeting is Wednesday, 26 January 2011, 2:00 pm to 4:00 pm in the Turing Room.