MINUTES OF MEETING
of the
PLANNING AND RESOURCES COMMITTEE
held on
Wednesday, 26 January 2011
2:00 pm – 4:00 pm
Room 5.42

Present:

Dave Robertson (Chair), Colin Adams, Stuart Anderson, Mike Fourman, Johanna Moore, Jon Oberlander, Don Sannella, Alan Smaill, Perdita Stevens, Stratis Viglas, Sethu Vijayakumar, Bonnie Webber, Chris Williams, Marjorie Dunlop (Secretary)

Attending: Elizabeth Elliot

Apologies: Mike O'Boyle, Phil Wadler

Approval of Minutes
The Minutes of Meeting of 26 January 2011 were approved.

Outstanding Action from Minutes of Meeting of 25 August 2010

<u>Item 8 – Any other business</u>
A draft brochure created for Informatics by Commercialisation was circulated. An electronic version will be circulated for review.

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Action
Colin to arrange for an electronic version to be circulated

Carry Forward (Colin to check and advise group)
Actioned

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Outstanding Actions from Minutes of Meeting of 15 December 2010

Item 4 - Preparations for College REF practice exercise

About twelve impact statements are needed per School. This is a new component of the REF so it would be useful to identify now a group of people who can develop expertise in writing impact statements and feed into our REF preparations.

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Action
Dave Robertson
Carry Forward to Agenda Item 4

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AGENDA ITEMS

Item 1 – Research Opportunities

Mike spoke of his meeting with Maurizio Pilu of TSB. It is anticipated that there will be two possible calls in the areas of community scale/smart environment demonstrators and assisted living. There should be opportunities for links with local industry and possibility of matching funding and leveraging.

Item 2 – Recruitment update

Andy Gordon has accepted a Chair in Security and will be with us full-time in the next academic year.

The recruitment for the lectureship in Design Informatics continues with four candidates having presented and been interviewed and two still to present and be interviewed.

The proposal that ECA and the University of Edinburgh should merge has been approved by the Cabinet Secretary and will now go before the Scottish Parliament. We are hopeful that the merger arrangements will provide a significant boost for design and informatics; Richard Coyne (ACE), Alan Murray (ECA), Jon Oberlander, John Lee and Dave Robertson will write a proposal that fits the core activities of design informatics.

Item 3 – School Budget

Informatics has accepted its first voluntary severance for 2011.

Liz explained the possible risk and solutions with respect to Informatics Ventures, an ERDF Grant and Match Funding from the ProspeKT programme.

The NPRAS figures came in at £894K, net £777K, and this has had a positive effect on the School's present financial situation.

The research figures are holding up well, compared to last year.

Item 4 – Preparations for College REF practice exercise

Dave would like someone to volunteer to be the REF coordinator. The impact statements are an important new component of the REF and need attention soon. We believe that one impact statement per six to ten staff members submitted to the REF.

If College does not hold a writers' workshop, Dave will organise a workshop where those who have already been taught how to write impact statements will coach Informatics' writers. Steve McLaughlin should have examples of positive and negative impact statements.

Action
Dave to organise a writers' workshop

Suggestions of those who could write impact statements included: Mike O'Boyle, Nigel Topham, Sethu, Douglas Armstrong, Steve Renals, Simon King, Mahesh, Austin Tate, Don Sannella, Philip Koehn. Other areas could be students' grad work that has resulted in the forming of companies; Wenfei, Igor, Knoidart/Digital Scotland.

Action

Dave will contact individuals and ask them for impact statements

Other suggestions were to take Idea Lab projects, start with outputs and work back; use groups of people to brainstorm, circulate examples of write/wrong outcomes.

Item 5 – Mentoring and PDR processes in the School

College is encouraging the mentoring and PDR processes. It is a College expectation that those who are up for promotion would have had a recent appraisal and that they would have completed the PDR process for those they line manage. It is anticipated that the PDR process for Research Staff will commence shortly. The focus should be on their career rather than their performance on a specific grant. Time incurred appears to be approximate two hours (one hour to prepare for the meeting and up to one hour for the meeting).

Item 6 – Input to College annual strategic plan 2011/12

College is engaging now with our Contingency Plan; and College Research Committee now has discussed our (separate) Strategic Plan for 2011/12 drafted as Paper B.

Item 7 – Head of School's business

There was none.

Item 8 - Any other business

a) Colin gave an overview of the Technology and Innovation Centres (TICs), potential funding connected with them, various areas of research, strengths of University of Edinburgh and possible competition. A four page document of ideas has to be submitted on 18 February followed by the first call in April. Colin will send out a draft document and would like feedback.

Action

Colin to produce draft four page document.
All - to provide Colin with feedback.

b) Mike had met David Willetts and spoken of the visa problem. Indications are that Theresa May and Damian Green are in support.

Action

All - send individual stories to Mike
All - write letters if appropriate to May, Green and David Willetts

c) Liz spoke about VAT and how it impacts the Forum. She mentioned that the critical timing is the first three to four years after opening. Certain individuals in Informatics and Dugald Stewart will be given swipe access. She explained about the unique VAT situation at QMRI.

d) Following discussion about opening hours for the Forum and the various cost implications, it was decided to keep the same hours (ie., 8:30 am to 6:00 pm).

e) Dave mentioned that College would like nominations for Honorary Degrees and Honorary Fellowships to be awarded in 2012.

Action
All – submit names to Dave by the morning of Friday, 11 April 2011.

f) Johanna asked for approval of Steve Renals as new Head of ILCC in place of Mark Steedman who is on a fellowship. This was granted.

g) There was discussion about the outsourcing of email and the legal and jurisdiction of the mail.

h) Bonnie had asked for promotions/discretionary points from the Researchers and was waiting to hear from them.

i) Colin thanked those who had responded with edits for the brochure.

Item 9 - Date of next meeting

The date of the next meeting will be Wednesday, 23 March 2011 at 2:00 pm in the Turing Room.