

UNIVERSITY OF WARWICK CDT MANAGEMENT COMMITTEE OPEN MINUTES OF THE MEETING HELD 11:00 – 13:00 11 JANUARY 2022, MICROSOFT TEAMS			
<b>Present</b>	Caroline Meyer	CM	PVC-Research (Chair)
	Nicola Attridge	NA	PGR Funding Manager, Doctoral College
	Dan Branch	DB	Academic Director of Graduate Studies
	Jennifer Burns	JB	Director of M4C
	Nikki Glover	NG	Administrator of SynBio & NERC CENTA
	Helen Knight	HK	CDT Administrative Officer, Physics (EPSRC)
	Jonathan Millar	JM	Director of MRC DTP
	Vardis Ntoukakis	VN	Director of BBSRC MIBTP
	Jose Rodrigo	JR	Co-Director of Warwick FMS CDT
	Ashleigh Skelhorn	AS	Consortium Manager of ESRC MGS
	Michael Tildesley	MT	Director of EPSRC MathSys
	Rebecca Vipond	RV	CDT Coordination Manager (Secretary)
	Sharon Wilson	SW	Administrator of M4C
<b>In attendance</b>	Steven Brown	SB	Director of Analytical Sciences
	Mehrdad Dianati	MD	Co-director of Future Mobility Technology
	Matt Ferguson	MF	Director of Development, DARO
	Julie Macpherson	JM	Director of Diamond Science Technology
	Rachel Mason	RM	Administrator, Warwick FMS CDT
	Philip Mawby	PM	Co-director of Future Mobility Technology
	Mark Steel	MS	Co-Director of Warwick FMS CDT
Ref	Item		
080	<b>Apologies for absence</b> <ul style="list-style-type: none"> <li>Tomo Kimura and Ian Hamilton sent their apologies</li> </ul>		
081	<b>Declarations of Interest</b> No new declarations were made.		
082	<b>Minutes of last meeting on 8 October 2021</b> The minutes of the meeting held on 8 October 2021 were received and approved.		
083	<b>Matters arising from last meeting on 8 October 2021</b> <ul style="list-style-type: none"> <li>The CDT blueprint project is ongoing.</li> <li>The MIBTP programme manager as not yet been recruited.</li> <li>PGR Funding best practice guidelines project is ongoing.</li> <li>Doctoral College is lobbying to bring a delayed SITs EDI data collection project back online to provide robust aggregate EDI data to underpin any new initiatives.</li> </ul> <p><b>ACTION:</b> RV to share CDT Blueprint paper at the next meeting</p> <p><b>ACTION:</b> CM to request an update from Life Sciences colleagues on the recruitment of the MIBTP programme manager</p> <p><b>ACTION:</b> RV, NA, TK to share PGR Funding Best Practice paper at the next meeting</p>		
Chair's Update			
084	<b>Chair's Business</b> Welcome to the new member of CDTMC – Ian Hamilton, student representative.		
Governance			
085	The Chair confirmed that the <a href="#">Terms of Reference</a> are prevailing.		
Finance and Resources			

086	<p><b>CDT Funding Horizon Scanning</b></p> <p>The Committee received a verbal report. Key points and discussion were as follows:</p> <ul style="list-style-type: none"> <li>• CDT programme funding is cyclical, with regular review and renewal.</li> <li>• The call to renew ESRC MGS will be summer 2022, with the deadline for applications in early 2023.</li> <li>• There is an open call for ERC Marie-Curie COFUND applications, deadline February 2022. There has been interest from CDT programmes. However, increased central understanding and support of the financial and research value of such calls is necessary.</li> <li>• No other open funding calls from the major PGR programme funders were reported.</li> <li>• The internally funded CDTs final recruitment is October 2023 entry and so renewed consideration of their funding strategies is required.</li> <li>• MF provided an overview of the work with philanthropic donors that takes place in DARO, with a view to being able to present new CDT packages to possible donors. Currently philanthropic donations support 50-60 PhD studentships.</li> <li>• Donors, particularly alumni, usually aim to underpin Warwick’s world-level ambitions and bold, novel programmes which support those aims.</li> <li>• Hybrid funding structures, which utilises internal, external and research council co-funding are usually seen as beneficial by all parties.</li> </ul> <p><b>ACTION: CM to follow up with Finance &amp; University Executive to discuss the process and criteria for assessing bids to externally funded PGR training calls.</b></p>
087	<p><b>Internally Funded CDT Annual Reports</b></p> <p>The Committee received the report (087-CDTMC). Key points and discussion were as follows:</p> <ul style="list-style-type: none"> <li>• Each of the four internally funded CDTs presented an annual report on their recruitment, financial position, and future. <ol style="list-style-type: none"> <li>1. Analytical Sciences CDT</li> <li>2. Diamond Science Technology CDT</li> <li>3. Future Mobility Technologies CDT</li> <li>4. Maths &amp; Stats CDT</li> </ol> </li> <li>• These internally funded programmes are often used to maximise industrial and other external financial support through co-funded initiatives.</li> <li>• The CDT model is seen as beneficial by applicants, who wish to join an active cohort of peers.</li> <li>• The cohort structure has enabled CDT students to withstand pandemic disruptions more robustly than in non-CDT programmes.</li> <li>• There is anecdotal evidence that CDT programmes enable increased recruitment of students from underrepresented groups.</li> <li>• While each CDT has fully recruited to all cohorts, the recruitment of home-fees students can be very difficult due to sector-wide external factors, though there are sufficient interested excellent overseas-fees students.</li> <li>• A centralised policy to enable the recruitment of overseas-fee talent would be valued, for example by establishing a centralised practice to grant fee waivers when dictated by funding requirements.</li> <li>• Each of the four CDTs is now looking to future financial planning, for example the next EPSRC CDT call.</li> <li>• Following the recent Doctoral Review, it is anticipated that future EPSRC CDT calls will be more responsive and thematic, which will dictate the strategy required to secure funding.</li> <li>• Continued internal funding would enable these programmes to leverage significant co-funding from industrial and other external partners.</li> <li>• A more systematic marketing strategy and campaign would help all CDT programmes, though directly corresponding with targeted UG societies in other institutions has been fruitful.</li> </ul> <p><b>ACTION: CM &amp; DB to consider a centralised system and policy for granting fee waivers to recruit excellent overseas-fee talent while circumnavigating departmental ARC-budget concerns about fee income.</b></p>

	<b>ACTION: RV to liaise with CDT administrators and Marketing to provide a centralised CDT marketing campaign and student examples.</b>
088	<p><b>1+3 Programme Issues</b></p> <p>The Committee received the report (088-CDTMC). Key points and discussion were as follows:</p> <ul style="list-style-type: none"> <li>• CDTs provide an enriched cohort experience with bespoke training.</li> <li>• There are several approaches to this including: a formal 1+3 programme, an integrated training qualification (PGDip), integrated level 9 taught courses (leading to no additional qualification), and an informal complimentary training programme.</li> <li>• In a 1+3 programme, students undertake a separate PGT course prior to commencing the PGR course.</li> <li>• 1+3 programmes benefit students by providing two degree-level qualifications and by making the enriched taught element explicit. They can be seen to be particularly attractive to students from underrepresented groups.</li> <li>• They often encounter the following problems: <ul style="list-style-type: none"> <li>○ 1+3 students require two separate visas.</li> <li>○ 1+3 programmes can cause confusion for students with complimentary external funding.</li> <li>○ 1+3 students require two university cards, which can disrupt access.</li> <li>○ 1+3 students and other stakeholders can be confused about their changing status &amp; identity.</li> <li>○ 1+3 taught cross-faculty courses that piggyback existing departmental courses can experience difficulties in prioritisation, communication, and timetabling.</li> <li>○ 1+3 students worry about self-plagiarism between the two courses of the programme.</li> <li>○ 1+3 students have a shorter funded period on the PGR course than other students.</li> <li>○ Where 1+3 programmes span multiple departments, administration communication can be missed, relying on colleagues to pass messages as opposed to receiving them directly.</li> </ul> </li> </ul> <p><b>ACTION: RV to identify and liaise with stakeholders about each matter raised, reporting to the next meeting</b></p>
089	<p><b>Equality, Diversity &amp; Inclusion</b></p> <p>The Committee received the report (089-CDTMC). Key points and discussion were as follows:</p> <ul style="list-style-type: none"> <li>• UKRI recently surveyed its training programmes about EDI. The list of questions gives a more concrete indication of UKRI's targets and priorities on this wide subject.</li> <li>• The survey questions and several responses from CDTs were circulated.</li> <li>• To be equipped to bid for future training grant funding, an institutional PGR EDI strategy, including ringfenced studentship funding will be necessary.</li> <li>• A Board of Graduate Studies EDI working group has formed and will be able to aid in the creation of strategy and supporting actions.</li> </ul> <p><b>ACTION: RV to contact Carole Harris on how the Research Culture Forum can support the creation of an institutional PGR EDI strategy and funding.</b></p> <p><b>ACTION: DB to share past and future BGS EDI-WG minutes with CDTMC</b></p>
090	<p><b>Funded Covid Extensions</b></p> <p>The Committee received a verbal report. Key points and discussion were as follows:</p> <ul style="list-style-type: none"> <li>• The final deadline for applications from all eligible students is 30 January 2022.</li> <li>• The deadline for allocating costs to the UKRI central block grant is March 2022.</li> <li>• After the final deadline, any future decisions will be made by either UKRI training programme grant holders (by generating underspend) or by the Doctoral College (for students funded by central/department scholarships and EPSRC DTP).</li> <li>• Cases for support after the final deadline will need to be increasingly exceptional, unless the student was withdrawn at the time of the final deadline.</li> </ul>
<b>Items below this line were for receipt and/or approval, without discussion</b>	
<b>Subsidiary and Sub-Committee Reports</b>	

091	<p><b>CDT Administrators Forum Report</b></p> <p>The CDT Administrator forum met on 1 December 2021. No matters were raised to this committee.</p>
<b>Other</b>	
092	<p><b>Any other business</b></p> <p>The following business was raised:</p> <p><b>FCCG Report</b></p> <ul style="list-style-type: none"> <li>• In general, all doctoral training grants are operating as expected with any credit balances resulting from set advanced payment schedules or partner organisations invoicing in arrears.</li> <li>• Currently the UKRI Covid block grant is underspent, though this will be better understood after the final funded Covid extension application deadline.</li> <li>• The following grant underspends will result in funding being returned to the relevant council <ul style="list-style-type: none"> <li>○ Several unfilled EPSRC iCASE awards</li> <li>○ An ESRC DTC grant for international industry collaborations that did not occur</li> <li>○ An EPSRC NPIF grant with a very limited recruitment window</li> </ul> </li> </ul> <p><b>ACTION: RV to schedule FCCG Report as a standing item in all future CDTMC meetings</b></p>
<b>Next meeting: 5 April 2022 11:00 – 13:00 (Microsoft Teams)</b>	