

UNIVERSITY OF WARWICK CDT MANAGEMENT COMMITTEE OPEN MINUTES OF THE MEETING HELD 10:00, 19 January 2023, Microsoft Teams		
Present	David Leadley	Deputy Pro Vice Chancellor, Research (Chair)
	Robin Allaby	NERC Centa Academic Director
	Nicola Attridge	PGR Finance Manager
	Pierre Botcherby	Midlands4Cities Administrator
	Daniel Branch	Academic Director of Graduate Studies
	Steven Brown	Analytical Sciences Director
	Anton Cleverly	PGR Representative
	Jon Coaffee	Midlands Graduate School Director, TRANSFORM lead
	Claire Edwards	Research Strategy & Development Manager
	Tomomi Kimura	Research Strategy & Development Manager
	Helen Knight	Hetsys & Diamond Science Technologies Administrator
	Jonathan Millar	MRC DTP in IBR Academic Director
	Vardis Ntoukakis	MIBTP Academic Director
	Ashleigh Skelhorn	Midlands Graduate School Consortium Manager
	Mike Tildesley	Mathsys & IGPP Academic Director, CDTMC BGS Rep
Rebecca Vipond	CDT & PGR Scholarship Manager (Secretary)	
Attending	Emilie Day	Analytical Sciences Administrator
	Mehrdad Dianati	Future Mobility Technology Director
	Bertram During	Frontiers in Maths and Stats Co-Director
	Andrew Lake	Management Accountant (PGR Funding)
	Rebekah Luck-Owen	PG Admission Officer
	Julie Macpherson	Diamond Science Technologies Director
	Rachel Mason	Frontiers in Maths and Stats Administrator
	Rachel Millichap	Doctoral Programmes Manager, Maths
	Anastasia Papavasileiou	Frontiers in Maths and Stats Co-Director
Ref	Item	
125	Apologies for absence Apologies were received from Lara Barzon, Nicola Glover and David Lambert.	
126	Declarations of Interest No new declarations were made.	
127	Minutes of last meeting on 10 October 2022 The minutes of the meeting held on 5 April 2022 (127-CDTMC, Public) were approved .	
128	Matters arising from last meeting on 10 October 2022 <ul style="list-style-type: none"> The procedure for accepting training grants published. The MRC DTP/PG Admissions/Immigration process to streamline 1+3 progression for visa holders has been agreed. The first EPSRC DTP Steering Group meeting is scheduled for 3 March 2023. The EPSRC DTP PGR survey created and launched. The new MIBTP programme manager has been recruited. 	
Chair's Update		
129	Chair's Business The Committee received and noted an update from the Chair (129-CDTMC, verbal) Three CDT call sifts are ongoing to meet funder demand management requirements for EPSRC CDTs, UKRI AI CDTs and Leverhulme CDTs. Successful bids will be supported by both R&IS and the Doctoral College as they progress to funder review stages.	

Governance	
130	<p>Membership and Terms of Reference 2022-23</p> <p>The Terms of Reference were upheld. The committee membership for 2022-23 changed as follows:</p> <ul style="list-style-type: none"> • Steven Brown (Analytical Sciences Academic Director) joins as internal CDT representative. • Lara Barzon and Anton Cleverly join as PGR representatives.
Finance & Resources	
131	<p>UKRI Training Grant Stipend Increase: Impact on Future Recruitment</p> <p>The Committee received a verbal report with key details and discussions as below:</p> <p>UKRI have announced that due to current and predicted future stipend rate increases, recruitment numbers of future PGRs may need to be adjusted. In the current year, CDTs are advised that recruitment can continue as normal, with 2024 entry recruitment possibly being adjusted due to budget constraints, in conversation with PGR Funding. The 2023-24 stipend rate is due to be announced in spring, later than usual.</p>
132	<p>Updates Covid Extension Report</p> <p>The Committee received the report (132-CDTMC, Restricted) and key points and discussions were as follows:</p> <p>An additional EDI analysis of decisions made has been included. Identified biases may be explained by the changing eligibility of certain scholarships, e.g. CSC scholarships were included much later in the process, leading to more applications being declined for individual eligibility reasons.</p> <p>Funding extensions will continue to be rare (covid extensions are now closed in the Doctoral College), with PGRs being advised to plan research and contingency in advance, and to seek support for unforeseen circumstances through other routes such as paid sick leave, PGR Hardship Fund.</p>
133	<p>FCCG Report</p> <p>The Committee received the report (133-CDTMC, Restricted) and key points and discussions were as follows:</p> <p>All current training grant extension requests have now been approved by research councils. Some funding on ending grants will be returned as it is not possible to fully spend within the parameters and timings dictated by research councils. To minimise the risk of funding being returned where there is a forecasted underspend on a live grant, the PGR Funding Team are liaising with CDT management teams to increase recruitment or other spending where appropriate.</p>
134	<p>Equality, Diversity, and Inclusion</p> <p>The Committee received a verbal report with key details and discussions as below:</p> <ul style="list-style-type: none"> • EPSRC have published a new EDI Action Plan • PGR representatives have now been recruited to BGS EDI Working Group • The first 2022-23 meeting of the PGR EDI WG Minutes were provided for reference (137-CDTMC)
135	<p>Internal CDT Annual Reports</p> <p>The Committee received the report (135-CDTMC, Restricted) and key points and discussions were as follows:</p> <p>a) Analytical Sciences CDT</p> <p>A new EPSRC bid is being developed, evolving from this and previous related CDTs. This CDT has been successful in leveraging significant industrial funding. Recruitment this year has been more difficult than in previous years, the reason is not immediately clear. PGRs are all on schedule to submit within their expected funding and registration period. Collecting data on alumni outcomes is commencing, most successfully through LinkedIn. Current PGRs develop their transferrable skills by undertaking PGCTSS and off-site residentials.</p> <p>b) Diamond Science Technologies CDT</p> <p>Significant industrial funding has been leveraged, which has contributed to a successful EPSRC Prosperity Partnership Grant (PGRs from this grant have already recruited to join the existing DST cohort). While there is no specific EPSRC CDT bid being prepared, three current CDT bids could lead to studentships in this area and</p>

	<p>further industrially funded studentships could be forthcoming. PGRs are going to increasing numbers of conferences following the pandemic. Current PGRs are encouraged to follow their home department's policy on transferrable skills training.</p> <p>c) Frontiers in Maths and Stats CDT</p> <p>i. Maths</p> <p>All PGRs in the department are included in the CDT, including those funded by external sources e.g. ERC, Halbron. PGRs undertake bespoke PhD level Maths training in the first year, with transferrable skills training in part through TCC, ongoing in further years. Recruitment is healthy, perhaps due to the unique CDT training environment provided. The CDT is looking to increase the percentage of female PGRs in future cohorts. Other than specific individual cases, all current students are on track to submit on time. A related EPSRC CDT bid being developed.</p> <p>ii. Stats</p> <p>All PGRs are included in the CDT as well with a similar unique training environment to Maths, but no external funding currently leveraged. An EPSRC CDT bid being developed.</p> <p>d) Future Mobility Technologies CDT</p> <p>Recruitment is currently healthy, mostly consisting of international students. Two new EPSRC CDT bids are being developed. Collaboration agreements still take too long to be agreed and signed, which slows down recruitment. Work has been ongoing to streamline Warwick's processes, but often delays come from partners.</p>
Items below this line were for receipt and/or approval, without discussion	
Subsidiary and Sub-Committee Reports	
136	<p>CDT Admin Forum Meeting Recording</p> <p>The Committee received and noted the recording (136-CDTMC, Restricted).</p>
137	<p>BGS EDI Working Group Minutes</p> <p>The Committee received and noted the report (137-CDTMC, Public).</p>
Other	
124	<p>Any other business</p> <ul style="list-style-type: none"> • It was agreed that an institutional PGR FEC/finance model would be beneficial. • A fee waiver process for PGRs who are recruited with home fee funding is in place, though there are impacts on department surplus and other income (e.g. HESA student grant). It is vital to articulate the non-financial impact of PGRs to all stakeholders as they are a financial loss-maker but imperative to the running of a productive research-intensive department/institution. • EDI data can be provided by the Doctoral College to colleagues writing bids. • Delays to the ethical approval process were reported. The ethics committee should be made aware of individual as the new light-touch process should minimise further delays.
Next meeting: 3 May 2023, 14:00-16:00, Microsoft Teams	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
[2022-2023]			
112- Matters Arising	ACTION: Doctoral College to publish procedure for accepting UKRI Training Grants	Secretariat, Oct 2022	Complete
	DECISION: The committee recommended Steven Brown (Analytical Sciences Academic Director) be invited join the committee.		

114 – Membership & TORs	ACTION: The committee will invite at least one student representative to join the committee	Secretariat, Jan 2023	Complete
115-7 – Verbal Updates	DECISION: The Committee recommended that 1+3 candidates be assigned a PhD project earlier than August in each year. PhD offers can remain conditional upon satisfactorily passing the pre-requisite Masters, which will not delay them in applying for ATAS clearance.		
	ACTION 1) The PG Admissions webpage will be amended to confirm applicants can apply for CAS from May each year.	Echo Zhou, Oct 2022	Complete
	ACTION 2) MRC DTP Director will interrogate their PhD project assignment timeline to ensure that OS students have sufficient time to apply for ATAS and visa to start the PhD in October.	Jonathan Millar, Jan 2023	Complete
	ACTION 3) Programmes will check in with industry and other external partners to ensure the increase to stipend has been understood and, where appropriate, to seek increased funding with R&IS.	Secretariat, Oct 2023	Ongoing
118 – EPSRC DTO SOI & Feedback	ACTION: 1) The Doctoral College will run an EPSRC DTP student experience survey to capture student voice.	Secretariat, Jan 2023	Complete
	ACTION 2) The Doctoral College will form a steering group consisting of representative from each academic department who benefits from EPSRC DTP funding to provide a more distinct governance structure.	Secretariat, November 2023	Complete
119 – FCCG Report	ACTION: MIBTP to report on recruitment of the programme manager at the next meeting	Vardis Ntoukakis, Nov 2022	Complete
120 – Internal CDT 2022 Report	DECISION: the committee recommended sections on training and EDI recruitment statistics be added to the pro forma.		
	ACTION: the internal CDT directors will be invited to attend the next meeting to present their reports.	Secretariat, Nov 2022	Complete
121- Equality, Diversity, and Inclusion	ACTION: Programme directors to seek new BGS EDI WG student representatives	Members, Nov 2022	Complete
122- Covid Extensions Report	ACTION: An EDI analysis of funded covid extension decisions, to be compared to applications, will be completed, and reported at the next meeting.	Secretariat, Jan 2023	Complete