

<b>UNIVERSITY OF WARWICK</b>		
<b>CDT MANAGEMENT COMMITTEE (CDTMC)</b>		
<b>OPEN MINUTES OF THE MEETING HELD 14:00, 3 May 2023, Microsoft Teams</b>		
<b>Present</b>	David Leadley	Deputy Pro Vice Chancellor, Research (Chair)
	Nicola Attridge	PGR Finance Manager (Doctoral College)
	Daniel Branch	Academic Director of Graduate Studies (Doctoral College)
	Steven Brown	Analytical Sciences Director
	Jon Coaffee	Midlands Graduate School (MGS) Director, TRANSFORM lead
	Claire Edwards	Research Strategy & Development Manager
	Nicola Glover	SynBio and NERC CENTA Administrator
	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 (MGS) Consortium Manager
	Rebecca Vipond	CDT & PGR Scholarship Manager (Doctoral College, Secretary)
<b>Ref</b>	<b>Item</b>	
139	<b>Apologies for absence</b> Apologies were received from Robin Allaby, Lara Barzon, Pierre Botcherby, Anton Cleverly, David Lambert and Mike Tildesley.	
140	<b>Declarations of Interest</b> No new declarations were made.	
141	<b>Minutes of last meeting on 19 January 2023</b> The minutes of the meeting held on 19 January 2023 (141-CDTMC, Public) were <b>approved</b> .	
142	<b>Matters arising from last meeting on 19 January 2023</b> <ul style="list-style-type: none"> <li>There were no matters arising from the previous minutes.</li> </ul>	
<b>Chair's Update</b>		
143	<b>Chair's Business</b> The Committee received and noted an update from the Chair (129-CDTMC, verbal) <ul style="list-style-type: none"> <li>EPSRC &amp; UKRI AI CDT first round results will be announced at the end of May (12 Warwick-led being considered, plus further Warwick-partnered). Full bids will be submitted by September, with the final outcome anticipated for December.</li> <li>Leverhulme bid deadline is June (1 being submitted), with the final outcome anticipated for November.</li> <li>NERC call is now open (currently none in preparation), first round bid deadline is June, with the full bids being submitted in October and the final outcome anticipated for November.</li> </ul>	
<b>Governance</b>		
144	<b>Membership and Terms of Reference 2022-23</b> The <a href="#">Terms of Reference</a> were upheld. The committee membership for 2022-23 changed as follows: <ul style="list-style-type: none"> <li>Helen Knight stepped down due to changing roles. Her successor will be invited to join this committee.</li> </ul>	
<b>Finance &amp; Resources</b>		
145	<b>FCCG Report</b> The Committee received the report (145-CDTMC, Restricted) and key points and discussions were as follows:	

	<ul style="list-style-type: none"> <li>• Molecular Analytical Sciences underspend (from RTSG) can be reallocated to RTP costs – this will have no impact on current budgets but will maximise use of the external budget.</li> <li>• Midlands Graduate School has increased recruitment in response to prior underspend.</li> <li>• The value of additional awards to grants in response to the stipend increase are still unknown. Councils are taking different approaches. This is of particular concern to programmes entering their final recruitment year. CDTs can via studentships between cohorts and can run multiple recruitment rounds in one academic year where flexibility to recruitment is required.</li> </ul> <p><b>ACTION 1:</b> Doctoral College to set out assumptions for increased stipend accommodations and put them to each research council, aiming to recruit fully as opposed to under-recruiting. Multi-partner consortia will need buy in from partners.</p> <p><b>ACTION 2:</b> Doctoral College to raise lack of information about additional awards in response to stipend increases with EPSRC.</p>
146	<p><b>Equality, Diversity, and Inclusion</b></p> <p>The Committee received a verbal report with key details and discussions as below:</p> <ul style="list-style-type: none"> <li>• Doctoral College is liaising with CDT bid writers about EDI strategies in PGR programmes.</li> <li>• Doctoral College is currently writing a PGR Strategy, attending various governance committees to discuss different aspects.</li> <li>• Current Doctoral College priorities are (1) training provision for PGRs – will come back to CDTMC later as much best practice captured here. (2) Supervision priority for 2023/24 (plans will be circulated).</li> <li>• Department consultations are happening now, looking at support and training for supervisors (while balancing funder and PGR expectations).</li> <li>• There is concern about a current lack of required supervisor training. Often supervisors feel/appear ill equipped to support diverse PGRs.</li> <li>• This will be tackled with a refreshed training cycle for supervisors (probation and CPD).</li> <li>• Alignment to a home department is not always obvious for PGRs (in part due to the CDT model).</li> </ul> <p><b>ACTION:</b> Doctoral College to circulate a PGR Supervision document by correspondence prior to next meeting, including the opportunity to go through this in more detail with CDTs in mind.</p>
147	<p><b>CDT Recruitment</b></p> <p>The Committee received a verbal report with key details and discussions as below:</p> <ul style="list-style-type: none"> <li>• Low MathSys recruitment of home-fees students to the 2023 cohort was reported to Doctoral College in March 2023. Following a drive between Doctoral College and MathSys-associated departments, this has improved, and the full cohort should now be successfully recruited on time.</li> <li>• Doctoral College noted that there is a strategic priority to fill UKRI-funded CDT places.</li> <li>• Analytical Sciences reported recruitment is also slow (reflected throughout Chemistry).</li> <li>• Other CDTs continue to report massively increased number of OS applications, with fewer home-fee applications. Changes to other demographics (e.g. gender) have also been observed, indicating that the PGR applicant pool is changing.</li> <li>• The current economic climate of recession with high employment rates mean PGR may be less appealing against graduate recruitment. High debt from UG/PGT plus the continued disparity between PGR stipend and graduate starting salary will be contributing factors.</li> <li>• CLL is currently not covered within the ESRC MGS envelope (the only department to not be covered by CDT provision). However, this may change with the possible future department changes in the Faculty of Social Sciences.</li> </ul> <p><b>ACTION:</b> Doctoral College to look into an institutional marketing piece for recruitment of home-fee PGRs. What is the appeal of PGR and what does it lead to as academic is looking less appealing?</p>
148	<p><b>PGR Stipend Rates</b></p> <p>The Committee received a verbal report with key details and discussions as below:</p>

	<ul style="list-style-type: none"> <li>The 2023/24 stipend rate is now confirmed at £18,622.00 pa. The requirement to reduce recruitment to accommodate stipend changes has been removed.</li> <li>There may be RTSG changes/increases coming through, but this is yet to be confirmed.</li> </ul>
<b>Items below this line were for receipt and/or approval, without discussion</b>	
<b>Subsidiary and Sub-Committee Reports</b>	
149	<b>BGS EDI Working Group Minutes</b> The Committee received and noted the report (149-CDTMC, Public).
<b>Other</b>	
150	<b>Any other business</b> <ul style="list-style-type: none"> <li>The committee was asked to reflect on the Terms of Reference. <ul style="list-style-type: none"> <li>Some individual CDTs feel there is no route to raise issues with senior committees (BGS, Research Committee, Education Committee) as CDTMC is too 'top down'. CDTs were reminded that they can raise any agenda items or AOB they wish with the secretariat ahead of meetings. Issues which arise between meetings can be, and are, raised at any time with the Doctoral College.</li> <li>BGS has noticed that PGR matters are often not addressed in faculty ECs as they appear too far down the agenda, behind taught student issues.</li> <li>Why was CDTMC not used as the review panel for the EPSRC bidding process? A separate institutional review panel was convened following R&amp;IS procedures. Several members of CDTMC were invited to sit on the institutional review panel, while avoiding any members who would have a conflict of interest as they are writing bids. The timing of CDTMC meetings was not compatible with the tight deadlines imposed by the funder, though verbal updates have been given by the chair throughout the process.</li> </ul> </li> <li>Sharing of practice between CDT directors needs to be stronger, especially at the bid writing stage. This is facilitated for administration through the CDT Admin forum and Teams space, which is a very active community of practice. Doctoral College and R&amp;IS meet with bid writers when calls are open to provide institutional support and guidance.</li> </ul> <p><b>ACTION 1:</b> Doctoral College to undertake a round of CDT-specific meetings.</p> <p><b>ACTION 2:</b> Doctoral College to contribute suggested time commitment for academic leaders of CDTs into ongoing University-wide workload project.</p> <p><b>ACTION 3:</b> Secretariat to introduce a new standing agenda item in CDTMC for matters to raise with BGS and/or Research Committee.</p>
<b>Next meeting: 4 July 2023, 13:00 – 15:00, (FAB2.43)</b>	

<b>DECISIONS AND ACTIONS</b>			
<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>
[2022-2023]			
112- Matters Arising	<b>ACTION:</b> Doctoral College to publish procedure for accepting UKRI Training Grants	Secretariat, Oct 2022	Complete
114 – Membership & TORs	<b>DECISION:</b> The committee <b>recommended</b> Steven Brown (Analytical Sciences Academic Director) be invited join the committee.		
	<b>ACTION:</b> The committee will invite at least one student representative to join the committee	Secretariat, Jan 2023	Complete
115-7 – Verbal Updates	<b>DECISION:</b> The Committee <b>recommended</b> 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.		

	<b>ACTION 1)</b> The PG Admissions webpage will be amended to confirm applicants can apply for CAS from May each year.	Echo Zhou, Oct 2022	Complete
	<b>ACTION 2)</b> 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
	<b>ACTION 3)</b> 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	<b>ACTION: 1)</b> The Doctoral College will run an EPSRC DTP student experience survey to capture student voice.	Secretariat, Jan 2023	Complete
	<b>ACTION 2)</b> 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 2022	Complete
119 – FCCG Report	<b>ACTION:</b> MIBTP to report on recruitment of the programme manager at the next meeting	Vardis Ntoukakis, Nov 2022	Complete
120 – Internal CDT 2022 Report	<b>DECISION:</b> the committee <b>recommended</b> sections on training and EDI recruitment statistics be added to the pro forma.		
	<b>ACTION:</b> 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	<b>ACTION:</b> Programme directors to seek new BGS EDI WG student representatives	Members, Nov 2022	Complete
122- Covid Extensions Report	<b>ACTION:</b> 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
145-FCCG Report	<b>ACTION 1)</b> Doctoral College to set out assumptions for increased stipend accommodations and put them to each research council, aiming to recruit fully as opposed to under-recruiting. Multi-partner consortia will need buy in from partners.	Secretariat, Jul 2023	On-going
	<b>ACTION 2)</b> Doctoral College to raise lack of information about additional awards in response to stipend increases with EPSRC.	Secretariat, Jul 2023	On-going
146-EDI	<b>ACTION:</b> Doctoral College to circulate a PGR Supervision document by correspondence prior to next meeting, including the opportunity to go through this in more detail with CDTs in mind.	Secretariat, Jul 2023	On-going
147-CDT Recruitment	<b>ACTION:</b> Doctoral College to look into an institutional marketing piece for recruitment of home-fee PGRs. What is the appeal of PGR and what does it lead to as academic is looking less appealing?	Secretariat, Jul 2023	On-going
150-AOB	<b>ACTION 1:</b> Doctoral College to undertake a round of CDT-specific meetings.	Secretariat, Oct 2023	On-going
	<b>ACTION 2:</b> Doctoral College to contribute suggested time commitment for academic leaders of CDTs into ongoing University-wide workload project.	Secretariat, Oct 2023	On-going

	<b>ACTION 3:</b> Secretariat to introduce a new standing agenda item in CDTMC for matters to raise with BGS and/or Research Committee.	Secretariat, Jul 2023	On-going
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