

UNIVERSITY OF WARWICK CDT MANAGEMENT COMMITTEE OPEN MINUTES OF THE MEETING HELD 10:00-12:00 8 OCTOBER 2021, 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
	Nikki Glover	NG	Administrator, SynBio & NERC CENTA
	Tomomi Kimura	TK	Research Strategy & Development Manager, RIS
	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	Director of Warwick FMS CDT
	Ashleigh Skelhorn	AS	Consortium Manager of ESRC MGS
	Jade Perkins	JP	Administrator of EPSRC MathSys
	Rebecca Vipond	RV	CDT Coordination Manager (Secretary)
Ref	Item		
064	<b>Apologies for absence</b> <ul style="list-style-type: none"> <li>Jenny Burns, Mike Tildesley and Sharon Wilson sent their apologies.</li> <li>Jade Perkins attended in Mike Tildesley's place.</li> </ul>		
065	<b>Declarations of Interest</b> No new declarations were made.		
066	<b>Minutes of last meeting on 2 June 2021</b> The minutes of the meeting held on 2 June 2021 were received and approved.		
067	<b>Matters arising from last meeting on 2 June 2021</b> The allocation of funded places to the internally funded CDTs was re-increased to pre-pandemic levels and funding for cohorts 4 and 5 (2022 and 2023 entry) has been confirmed in writing to CDT directors.		
Chair's Update			
068	<b>Chair's Business</b> Welcome to the new members of CDTMC – Dan Branch, Tomomi Kimura and Mike Tildesley		
Governance			
069	The Chair confirmed that the <a href="#">Terms of Reference</a> are prevailing.		
Finance and Resources			
070	<b>CDT Overview</b> A summary of the 18 active CDTs at Warwick was given, including research area, course structure and average cohort size. <a href="https://warwick.ac.uk/cdt/">https://warwick.ac.uk/cdt/</a>		
071	<b>Establishing a CDT Blueprint</b> The Doctoral College will systematically review the operation of all CDTs at Warwick to create a flexible CDT administration blueprint. This will be used to inform current and future programmes of the minimum and ideal level of administrative support required for different CDT structures and sizes. The Doctoral College will also work closely Research & Impact Services to centrally support the creation of new CDT bids and to advise about financial costings and consistency.  Currently the administrative support for the MIBTP programme is lower than for other similarly sized multi-partner CDTs and the level described in the original bid. A programme manager role has been created but not yet recruited.  <b>ACTION: RV to create an institutional CDT blueprint by the end of the 2021-22 academic year.</b>		

	<b>ACTION: MIBTP to recruit a programme manager as soon as possible and update CDTMC at the next meeting.</b>
072	<p><b>CDTs Reporting to CDTMC</b></p> <p>The four internally funded CDTs do not currently report to CDTMC on a regular basis. A proposed annual report structure was approved. Additionally, externally funded CDTs will be asked to share reports created for their funder with CDTMC for information purposes.</p> <p>The institution also needs to take a more joined up approach for funding CDT-type programmes, including maximising funding from research councils, industry and philanthropic donations.</p> <p>EPSRC will be conducting a light-touch portfolio check on the 2018 CDTs HetSys and Mathsys in November 2021.</p> <p><b>ACTION: RV to circulate the annual report to the four internally funded CDTs for completion and invite the directors to attend and report at the next CDTMC meeting.</b></p> <p><b>ACTION: RV to invite Matt Ferguson (DARO) to the next CDTMC meeting</b></p>
073	<p><b>FCCG Report 2021</b></p> <p>In 2021 £48.7 million of payments to PGR students were processed. The University currently holds £11.4 million from Councils and external partners, with match funding likely exceeding this value. No issues relating to current grants were raised.</p> <p>Raising the visibility of training grants to be equivalent to research grant income was discussed, particularly relating to institutional measurement of academic success, forecasting and target setting. PGR funding initiatives are not revenue generators for the institution but bring in vital support for PGRs who underpin the research effort. PGRs must therefore be considered part of Research, not only Education. A BGS priority for 2021-22 is to think strategically, set priorities and longer-term plans. These need to include exit strategies for internally funded initiatives, which are not necessarily dictated by profit margins.</p>
074	<p><b>International PGRs</b></p> <p>The 2021 change to UKRI student eligibility (30% quota for international students) has caused a significant increase in the number of applications to UKRI funded programmes and therefore the workload for CDT administration. There has also been an increase in the overall quality of applications.</p> <p>The physical arrival deadline for visa holders is 10 January 2022. Students who do not require a visa may continue to study remotely upon agreement with their department and supervisor, provided they continue to actively engage with their project and their supervisors and complete all required monitoring points.</p> <p>NHS surcharges and visa costs are a huge barrier to incoming international students. A central solution needs to be found and conversations are already ongoing.</p> <p>Students on 1+3 programmes currently need to reapply for a visa between the two courses, which increases costs.</p> <p><b>ACTION: CDTs to provide cases where a student has struggled with immigration costs to DB.</b></p> <p><b>ACTION: RV to create a paper for problems encountered by 1+3 programmes.</b></p>
075	<p><b>Funded COVID Extensions</b></p> <p>75 applications were received to the most recent deadline, with the panel convening on 13 October 2022. Currently there is adequate funding available to support requests and so review will concern application merit.</p> <p>The UKRI block grant (£450K) is currently underspent, and costs must be allocated by March 2022. A proposal to introduce a final central deadline for applications, removing the limit to applying within 12 months of the current end date, was suggested and supported. If, after maximising the number of extensions funded by the block grant, funding remains unallocated the University will charge fees to the grant; currently no fees are charged in order to maximise the amount of funding available to students for stipendiary support.</p>

	<p>Communications must be considered carefully as this proposed change in policy does not mean that the University considers that the pandemic and its ongoing impacts have ended.</p> <p><b>ACTION: RV to create and circulate a proposed final funded COVID extension deadline.</b></p>
076	<p><b>Equality, Diversity &amp; Inclusion</b></p> <p>A new BGS working group looking specifically at EDI matters has been created. EDI will remain a standing item on all agendas as it is a key focus of both BGS and UKRI. Data collection seems to be the biggest barrier to progress. UKLRI do not have a definition of EDI characteristics. Central sources of application data do not capture EDI statistics.</p> <p><b>ACTION: CDTs with existing EDI initiatives are invited to report to CDTMC</b></p> <p><b>ACTION: DB to provide reports from BGS relating to EDI</b></p> <p><b>ACTION: RV to ask CDTs to collect and report EDI application data</b></p>
077	<p><b>Use of UKRI, Industry and Warwick Funding for PGR studentships</b></p> <p>Where students are funded by multiple sources, e.g. UKRI Training Grant, Warwick and Industry, sometimes particular sources are depleted above others. Example: if a studentship has industry funding attached, individual supervisors can view the industry support as belonging to them and not put studentship costs towards this until other sources are depleted as they tend to be less restricted. This could be seen to disadvantage the student as they in effect have access to less funding than they should. However, flexibility can be very useful as UKRI funding rules are rigid and supervisors should not be discouraged from securing industry contributions.</p> <p>Consistent institutional guidance should be introduced, with named PIs for each funding being considered carefully.</p> <p><b>ACTION: RV, NA and TK to meet to discuss best practice guidelines for professional services and academic staff</b></p>
<b>Items below this line were for receipt and/or approval, without discussion</b>	
<b>Subsidiary and Sub-Committee Reports</b>	
078	<p><b>CDT Administrators Forum Report</b></p> <p>The CDT Administrator forum met on 23 September 2021. No matters were raised to this committee.</p>
<b>Other</b>	
063	<p><b>Any other business</b></p> <p>The following business was raised:</p> <p><b>EPSRC and ESRC have published Reviews of Doctoral Training Provision</b></p> <ul style="list-style-type: none"> <li>• EPSRC: <a href="https://epsrc.ukri.org/skills/students/review-of-epsrc-support-for-doctoral-education/">https://epsrc.ukri.org/skills/students/review-of-epsrc-support-for-doctoral-education/</a></li> <li>• ESRC: <a href="https://esrc.ukri.org/skills-and-careers/review-of-the-phd-in-the-social-sciences/">https://esrc.ukri.org/skills-and-careers/review-of-the-phd-in-the-social-sciences/</a></li> </ul>
<b>Next meeting: 11 January 2022 11:00 – 13:00 (Microsoft Teams)</b>	