

# RESEARCH STAFF FORUM (RSF)

Wednesday 25<sup>th</sup> November 2020, 13.00 –14.30

## MS Teams

Chair: Anna Chapman

## Meeting Notes

### 1. ATTENDEES:

Sul Ademi (WMG), Joao Baptista (WBS), Sandra Beaufoy (Wellbeing & Support Services), Anna Chapman (OD, Chair), Sam Cole (R&IS), Jane Cooper (OD), Ahmed Eissa (Chemistry), Aruni Fonseka (Physics), Thomas Grandjean (WMG), Corinna Grindle (CEDAR), Freya Harrison (Life Sciences), Erik Kampert (WMG), Katie Klaassen (R&IS), Deepak Parashar (WMS), Julie Robinson (Library), Hatef Sadeghi (Engineering), Lin Sullivan (HR/WBS), Michele Underwood (Student Administration Services)

### APOLOGIES:

Elisabeth Arweck (Education Studies), Gareth Johnson (IAS),

### 2. INTRODUCTION BY ANNA CHAPMAN

Anna Chapman opened the forum by introducing herself and welcoming attendees.

### 3. DEPARTMENTAL INTRODUCTIONS AND UPDATES

Each colleague introduced themselves and their area of work. There were some brief updates in regards to their areas. Key themes emerging were:

- Some colleagues are still finding difficulty conducting fieldwork and accessing equipment/labs etc. due to the continuation of the pandemic.
- Research active colleagues are very busy with much time dedicated to supporting PhD students and additional teaching responsibilities.

### 4. LIBRARY TRAINING – JULIE ROBINSON

Julie explained that the Library had developed shorter, more focused webinars and asynchronous sessions. She had developed a 'Planning Your Publication Strategy' webinar for mid-late career researchers but only one person had signed up, and she wanted to find out from the RSF what training colleagues would like, particularly for mid-late career researchers. RSF colleagues gave helpful suggestions including:

- Many staff are very busy at present and attending training is not a priority.
- There is a need to promote training particularly to new research active colleagues.
- Include the training in Insite so that Professional Services staff supporting research colleagues see the notices and can pass on the information to their research colleagues.
- Think about the titles of training sessions and what might appeal to mid-late career research colleagues.
- Seeking validation from others (e.g. supervisors and Heads of Department) will help to promote training.
- Evaluation and measuring impact in relation to interdisciplinary research is a topic of interest.

**Action:** Julie Robinson, Anna Chapman, Michelle Underwood and Katie Klaassen to meet to discuss ways of marketing and communicating training to the research community (Jane Cooper to set up the meeting).

## 5. UPDATE FROM SUPPORT REPS:

### OD – Anna Chapman

Anna gave an update on the new Organisational Development RAS webpages. The main landing page has had 1,174 hits and the Development Opportunities page has had 788 hits from its launch on 1<sup>st</sup> October until 23<sup>rd</sup> November. This is a big improvement on the old RAS webpages.

There are several courses coming up which Anna promoted:

- Finding a Career that Fits You – 15 Dec 2020
- Career Development Group Coaching – 6 January 2021
- Making an Impact in CVs and Applications – 14 January 2021
- Writing for Publication – 19 January 2021
- Making an Impact in Interviews – 11 Feb 2021

To book a place please visit <https://warwick.ac.uk/services/od/research-active-staff/ras-dev-opportunities/>

The next Covid Staff Survey will be live from 26<sup>th</sup> November – 13<sup>th</sup> December. Everyone is encouraged to take part to ensure that staff views are represented.

### HR – Lin Sullivan

Lin stressed the importance of staff wellbeing during the continued pandemic/remote working and encouraged colleagues to book time in their diaries to take a walk at lunchtime as the evenings are now dark.

The PDR Check-Ins should have taken place. These have a wellbeing focus as well as an opportunity to capture achievements and future priorities. One-to-ones should be happening as a matter of course.

Annual leave should now be recorded on Success Factors. Part-time staff will need to record bank holidays and customary days as well.

A Carers Policy will be coming out from HR soon.

The Working Remotely Policy has been extended to cover the current period.

Study Leave will be reinstated next year (it is currently on hold).

The University is looking for staff volunteers to support the student Covid testing project.

## 6. HR EXCELLENCE IN RESEARCH SUBMISSION – SANDRA BEAUFOY

Sandra explained that the revised Concordat to Support the Career Development of Researchers was published in 2019. A paper is going to UEB on Monday 30<sup>th</sup> November to formally sign up to the revised Concordat. The Concordat includes three key areas: Environment and Culture, Employment and Professional and Career Development. Within this there are four key stakeholder groups, each of which have clear responsibilities: researchers, managers of researchers, institutions and funding bodies.

A working group has been set up to deliver the University's HR Excellence in Research submission (due in May 2021), which sets out how the University will achieve the principles in the Concordat. The working group is chaired by Professor Pam Thomas, PVC (Research), and Sandra asked for two colleagues from the RSF to join the working group in a consultative capacity.

**Action:** Contact Sandra Beaufoy if you would like to be part of the HR Excellence in Research working group.

## 7. **REF UPDATE – SAM COLE**

Sam said the University's REF submission is complete. Impact and environment statements are being finalised. The submission deadline was extended to 31 March 2021.

100% of eligible staff will be submitted in the REF. From a population of around 2,500 colleagues (those on Teaching & Research and Research contracts), approximately 1,300 will be entered into the REF within Research England's definition of an 'independent researcher'. This had been thoroughly considered and the REF has a clear focus on equality and diversity.

The REF is likely to change again in the future; there will be more emphasis on impact on society and less on outputs.

Sam emphasised that whether a colleague is entered into the REF or not, there is a clear commitment from the highest level in the University to develop your career.

## 8. **DATE OF NEXT MEETING**

Wednesday 13 January 2021, 14.00 -15.30.