

RESEARCH STAFF FORUM (RSF) Notes 24th June 2021

THURSDAY 24 JUNE 2021, 13.00 TO 14.30, VIRTUAL MEETING

Attendees

Anna Chapman (OD, Chair), Chuan Cheng (WMG), Dan Fowler (WMG), Elisabeth Arweck (Department of Education Studies), Ishwar Kapoor (Library), Jane Cooper (OD), Julie Robinson (Library), Michele Underwood (Doctoral College), Serena Turton (OD), Sue Homer (HR), Thilani Babuji (Warwick Medical School), Thomas Grandjean (WMG).

Departmental Introductions and Updates

- Serena Turton introduced as the new research specialist consultant in OD for RAS.
- Ishwar Kapoor introduced as new member of the Library staff team, focussing on data management. This includes management and storing data; security information management (SIM).
- Welcomed new attendees of the forum, Thilani Babuji and Chuan Cheng.

WMG updates:

- New WMG departmental intranet set up. Dan Fowler has suggested linking out to the RAS website.
- Celebrating OBE in the Queen's Birthday Honours to Professor Margaret Low for services to Public Engagement and Widening Participation.
- Recruiting volunteers for Residential Life team, deadline 4th July.
- Staff are encouraged to take a PCR test if they have been on campus.

Department of Education Studies:

- Research events are beginning to start up again.
- Current Director of Research is leaving. This individual also led the Research and Scholarship Committee.
- Noted the changes to the funding landscape.

Doctoral College:

- The Covid-19 pandemic accelerated the move to online support offered to doctoral students, with a coaching approach.
- Anecdotally, engagement has increased via the online offering. A small task force will be running an evaluation of this.
- The College is seeking post docs to run sessions on developing writing, using a coaching-oriented form of teaching. Contact Michele Underwood for any enquiries.

HR Update – Sue Homer

- Hybrid working: pilot scheme for all staff, planned roll-out from September. FAQs are available on the HR website <https://warwick.ac.uk/services/od/hybrid-working/>, Sue is happy to take any queries not already covered on the site.
- Returning to campus: please see the links in the attached slides from Sue. Staff encouraged to follow process set out; wear a mask when moving around indoors; take a Covid-19 test twice weekly for those regularly attending campus. When returning for the first time, take care to plan journeys and organise a re-induction with your line manager. Re-usable masks are available from Senate House.
- Wellbeing hub: staff encouraged to utilise the resources here.
- International Working Policy: stressed that international fieldwork can still go ahead, but the new process must be followed. Most cases can be addresses in around a week, but this process may take longer for specialist cases.

OD Updates – Anna Chapman

- Review of programmes run in the past academic year:
 - Research Career 5 Series: a career development programme for early-career researchers (ECRs) made up of 5 modules. This has run twice with an average of 8 participants per module and has received good feedback.
 - Academic Writing Support: focussed on three areas, condensed from previous offerings due to budget constraints. An *Academic Development* 1-day online workshop replaced a 2-day 'bootcamp'. This ran twice with 13 participants this year. *Being a Prolific Writer*, a half-day workshop, ran twice with 11 participants. *Writing for Publication* has run twice with 10 participants in January's session.
 - Pilot 1, Mid-Career Research Programme: Three half-day workshops. 20 participants with very positive feedback to date.
 - Pilot 2, Two Project Management Programmes: *Project Management Essentials* (covering key tools and techniques for project management) and *Managing Complex Research Projects* (aimed at mid-career researchers). Each programme booked-up quickly, with 20 participants in each.
 - Leadership Essentials Programme: two cohorts run, with 20 participants across the cohorts. Great cohort who seem to have found the sessions valuable.
- Mentoring scheme: This has been separated out from the previous coaching and mentoring offering to be mentoring only. Anyone in the university can apply to be a mentor or to work with a mentor. To date, 20 requests for a mentor have been received and just over 20 volunteers to be a mentor. The scheme needs more mentors from the research community, as it has received several requests for mentors from researchers.

Library Updates – Julie Robinson

- Julie announced she will be leaving her post in August. The RSF wished her the best for the future and thanked her for all her work.
- Library refurbishments will be taking place July onwards. Floors 1-2 will be remodelled and consequently out-of-action. The front door will also be decommissioned: please check for signage to enter through Lib 2 staircase and see this link for full details:
<https://warwick.ac.uk/services/library/news/?newsItem=8a1785d77a0fe273017a14a1ee8124ea>
- A separate attachment detailing further updates from the Library will be circulated to the Forum.

Research Committee Updates – Elisabeth Arweck

- Elisabeth announced she will be leaving Warwick. The RSF wished her the best for the future and thanked her for all her work.
- The Research Culture Committee chair, Professor Matt Nudds, is stepping down. Professor Nick Vaughan-Williams is taking over. The Committee will be reaching out to the research community via a series of workshops for staff at different career stages.

HR Excellence in Research

The University's 8 Year Review submission was made on time and can be viewed here:

<https://warwick.ac.uk/services/equalops/learnmore/chartermarks/hrexcellence>

A panel interview will take place on 1st July 2021.

Research Committee Representative Opportunity

We are looking for volunteers to be the next RSF representative at the Research Committee. This position provides a voice for the RSF and the research community on the committee and a communication channel between the committee and the forum. It provides insight into Warwick's research priorities and governance and requires a time commitment of 2.5 hours per term for the committee meeting itself, in addition to time to prepare for the committee by reading the pre-committee notes and considering what to feedback to the RSF or what to feed from the RSF to the committee. There are two seats on the committee available, please contact Serena if you are interested in volunteering. Elisabeth Arweck is the outgoing representative and is happy to speak with anyone interested.

AOBs

- Focus group for research specific induction: 13th July at 3:15pm on MSTeams. Please contact Serena if you would like to attend, or send any thoughts to Serena.Turton@warwick.ac.uk
- Useful links shared during discussions included:
 - a URL link-shortening service available from Warwick:
<https://warwick.ac.uk/services/its/servicessupport/web/go/>
 - Contact details for library support staff for researchers:
<https://warwick.ac.uk/services/library/staff/research-support>

Date of next meeting: 12th October, 10:30 – 12:00, location TBC