

# Concordat Implementation Group

5 September 2018, 14:00–15:30  
H/G17 Heslington Hall

## MINUTES

**Attendees:** Deborah Smith (Chair), Nick Barraclough, Karen Clegg, Ana Duarte, Anna Reader, Liz Rylott, Helen Weatherly, Stephanie Prady

**Apologies:** Anna Grey, Alex Metcalf, Stephanie Prady, Paul Walton

### 1. Approve [minutes](#) from the last meeting held on 3 May 2018 (Encl.1)

The minutes from the last meeting were approved with no amendments.

### 2. Review outstanding actions from the minutes

All outstanding actions have now been completed.

**18/08 KC:** Discuss training for postdocs who teach. Is it mandatory across the University? If not, why not - where is the QA and parity with GTAs? Explore what can be done around setting guidelines for Depts (& Concordat action points). *KC has since raised this with John Robinson and an action for the Academic Practice Team to review the provision of training for postdocs who teach/demonstrate (or who wish to) has been included in the Concordat Action Plan 2018-2020.*

**New action:** Postdocs in Biology are not permitted to teach UGs (check with Liz); do postdocs who teach in chemistry receive training? *Postdocs in Biology can give tutorials but cannot contribute to anything that undergraduates might be assessed on. Paul Walton confirmed by email that Chemistry train all postdocs in advance of them teaching/demonstrating. This is led by Nick Wood.*

### 3. Review and sign off of the HR Excellence Documentation (submission deadline 21 September 2018)

#### **Concordat report 2014-2018**

KC has received very useful and constructive feedback from Jen Reynolds on our Concordat Report 2014-18. In summary, the report needs to be condensed into four pages and suggestions on how to do this have been provided with suggestions on where more detailed and specific data needs to be provided (i.e. positive staff survey data could be highlighted).

The following have also been suggested:

- Strategic objectives should be mapped to the principles
- Website hits could be included to show engagement with particular areas along with selective quotes. For example, we have been asked what have been the results of our dedicated careers section for researchers. The number of website hits could be used to demonstrate engagement and impact.

We need to ensure that staff are aware of the opportunities available to them via the Concordat so that they can

access them. These could be done via staff meetings and the new research staff liaison officers.

#### **Concordat Action Plan 2018-2020**

As with the report, the University has been asked to provide more SMART information.

**18/19-1 Action: KC to ensure that a Success Measure and KPIs column is added to the Plan.**

Discussion took place around the desired level of detail which is being asked for. It can be difficult to state this accurately and we want to make sure that we show flexibility and not limit ourselves but we also don't want to overstate things and leave ourselves open to failure. KC will speak to Edinburgh who are also due to submit to get their opinion, to Jen Reynolds to clarify some of the feedback and then to Corrine Howie from HR and to Anna Reader.

**18/19-2 Action: KC to redraft with the feedback she has received and will circulate a new version by Friday 14 September. Any new additions and comments will be highlighted in blue and feedback would be appreciated.**

**Update: Following consultation with members the documentation was submitted to Vitae on 20 September. All documents are available here:**

**<https://www.york.ac.uk/staff/research/training-forums/research-excellence-training-team/research-staff/concordat-to-support-the-career-dev-of-researchers/>**

To confirm, the report, the review and the action plan all need to be in by **21 September**. The external review phone call will take place on **22 November**, 2-3pm. Debbie Smith, Karen Clegg and Anna Reader will take part.

#### **4. Review the feedback from the Research Staff Conference, 15 June 2018**

Around 62 people booked tickets with 52 people attending. Pre- and post-event feedback was requested but the information cannot be correlated as more people responded to the pre-session questionnaire and we don't then know whether or not they attended the event itself. There was a roughly a 50/50 split of researchers and those who support research and attendees reported that useful discussions took place as a direct result of this mix of staff. 90% of those who completed the post-event feedback form recommended the Conference with 91% having a better understanding of the Concordat. 61% had a better understanding of Knowledge Exchange while 51% had a better idea of how to promote themselves.

Feedback reported that attendees found information around funding and research opportunities and the opportunity to network and share best practice particularly valuable, but thought more could have been provided around career and professional development.

It was felt by some CIG members that turnout was still disappointing and it was questioned whether faculty or department-specific events would be more popular. The target audience needs to be clear and there has to be added value for the attendees. Perhaps the title could be more helpful; the addition of the word 'career' might help to pique interest.

Agreed: Two faculty-based career-specific conferences will take place in 2018/19. A research showcase will be provided and there will be a focus on careers, academic citizenship and exposure to alternative careers and alumni. Both conferences will take place in Summer 2019.

**18/19-3: Action: KC to bring a more detailed plan to the January 2019 CIG meeting.**

#### **5. ToR and membership update: KC verbal report**

KC would like to thank Helen Selvidge and Katrin Besser who are no longer part of the CIG membership. Corrine

Howie will be the new representative from HR. We are currently in need of a PI for Arts and Humanities and Social Sciences. We are also still looking for a new Research Staff Liaison Officer who going forward will become a member of the CIG instead of the RET Ops Group. The group supported Karen's suggestion to mail the 100+ staff who have taken part in the Research Leaders programme to date and ask them to circulate the details and recommend researchers whom they would support in taking up the post. **Update October 2018:** There have been 4 expressions of interest for the Research Staff Liaison Officer role. Karen has requested CVs and is undertaking informal interviews with interested parties to ascertain what they would do in the role and to explore a role share between the 3 science candidates. CIG Membership. Helen Weatherly will become the PI rep for Social Science, Pep Mateos Gonzalez, newly elected Chair of the Early Career Researchers Forum in Education will become the Social Science Research Rep. Steve Ashby, Archeology will become the PI Rep for Arts and Humanities. The Research Staff Liaison Officer(s) will also join the CIG once appointed.

## **7. AOB**

### **Date of next meeting:**

17 January 2019, 15:00-16:30, H/G17 Heslington Hall