

**DoLS PDC meeting minutes**

Wednesday 6<sup>th</sup> March 2024  
11:00-12:00  
SEC 319 / MS Teams

**Invited: Alice Banks (AB), Julia Sanchez Garrido (JS), Alex Cocker (AC), Satya Prakash (SP), Katie Willis (KW)**

**1. Apologies for absence**

Katie Willis (KW)

**2. PDC membership**

**a. Election of Chair**

The Committee agreed that AB would continue in the role of Chair.

**b. Departmental committee membership**

Reps representing the PDC on Departmental committees will be discussed and the roles distributed when the full committee are present.

**Action:** JS to contact the PFDC for new committee members to be added to the PDFC Reps Network.

**3. Committee updates**

**a. Equality, Diversity & Inclusion (AB)**

Recent meetings have focussed on the upcoming Athena Swan submission. The provision of mentoring has been discussed, and one option was to establish peer-mentoring within the DoLS postdoc community. The PDC would like to gauge interest in this idea, and one suggestion was to run monthly mentoring sessions over lunchtime with a discussion theme each month. Potentially the second week of each month to space out events with the P&B seminars.

**b. Health & Safety (SP)**

Upcoming meeting on 12<sup>th</sup> March.

**c. Research Strategy & Fellowships (JS)**

No update

**d. Space, Infrastructure & Facilities (AC)**

Met on 22/11/23. The Department will contribute 20% towards equipment purchases. The Department will pay for servicing of communal equipment. Cold rooms throughout the Department require deep cleaning which will need to be carried out by lab users; PPE will be provided to staff/students, and fumigation will be carried out by an external contractor to address black mould. To reduce mould formation, lab users should store materials kept in cold rooms in plastic boxes, not cardboard.

**e. Postdoc & Fellows Development Centre (JS)**

To meet on 07/03/24.

**f. FoNS Reps Network (AB)**

To meet on 25/03/24.

**4. Agree revised DoLS PDC Terms of Reference**

Revised Terms of Reference were agreed by the committee.

**Action:** JS to fix link in document and upload ToR to PDC webpage.

**5. Pizza & Beer seminars**

SP volunteered to present on 21/03/24. This event will be held a week early due to the Easter College closure.

**Actions:** JS to send out meeting invite and email to postdoc mailing list.

AB to arrange VCC for drinks and pizza order.

AB to advertise P&B in slides for Staff Meeting on 20/03/24.

**6. DoLS Staff Away Day**

The Committee discussed using the event to promote the PDC, for example, having a place during the lunch/coffee breaks to meet with other postdocs.

**Action:** AB to email Dan, Daniel, and Tika to request a 1-slide slot before the lunch break to introduce the PDC and point out an area for postdocs to meet and network during the breaks.

**7. ECR Mentoring**

As discussed above in item 3.a.

**8. AOB**

Topics to raise with the HoD were discussed including, Departmental seed-funding for DoLS postdocs and promotion opportunities and clarity in the process.

## **9. Next PDC meeting**

TBC