



## Training Board Meeting, Friday July 31st 2020, 9 am (UTC + 1)

Held by Zoom video-conference

### Minutes

In attendance: John Wainwright (Chair of Training Board), Laura Turnbull-Lloyd (Coordinator), Demian Battaglia, Thomas Hein, Jennifer King (Project Manager).

Invited attendees: Vicky Papadopoulou, Andreas Efstatiou

Apologies received: Christina Prell

#### 1. Chair's Introduction

The Chair welcomed everyone to the meeting and explained the membership of the Training Board. As well as a subset of the academic i-CONN PIs, the membership includes Andy Ioannides as an end-user. At the next meeting there will be an ESR member. In addition to the core membership, other network members will be invited to meetings as necessary to discuss particular events or issues.

As not all of the ESRs are under contract yet, it would have been inappropriate to select an ESR representative at this stage. Ideas for how to elect a representative were discussed.

It was suggested that it would be useful to have some continuity in the ESR representatives on the various i-CONN committees. One option would be to ask for a representative and a deputy.

It was agreed that the Project Officer should arrange a Zoom meeting with all the ESRs as soon as possible and include a request for the ESRs to select representatives. LT and JW should also be present at this meeting.

**Action: JK to arrange a Zoom meeting with the ESRs as soon as possible.**

## 2. Confirmation of Procedures

### a) Training Board Remit and Responsibilities

The Training Board will be responsible for overseeing the i-CONN training activities, including network-wide training events, and overseeing individual ESR projects. The Training Board will be involved in identifying general gaps in the ESRs' training as well as identifying specific issues for individual ESRs. The Training Board will report to the Management Board.

Future Training Board Meetings will be split into sections – a Procedural Section that will be open to all members, an open session to discuss upcoming events and a section for discussing individual ESR projects and issues that will be closed to the ESR representative for reasons of confidentiality.

### b) Best-Practice Guide for Report and Comment

The Training Manager reminded the Board of the importance of the Training Best Practice Document. This document was submitted to the REA as a deliverable but is a living document that can evolve as required.

In particular, it should be remembered that ESRs should be meeting formally with their supervisors at least every other week, and a record of the meetings should be kept.

The ESRs will be using PebblePad to provide a common structure across the network. PebblePad allows the ESRs to reduce reports so it will be straightforward for reports to get submitted to the TB.

**Action: JK to set up PebblePad for the ESRs**

### c) Career Development Plans & Training Needs Analyses

The ESRs should complete Career Development Plans that allow strategic career thinking on a 5 – 10-year time scale. A template is included in the Training Best Practice Document.

ESRs will also need to complete a Training Needs Analysis (TNA) which will be on PebblePad. The Training Manager will introduce the ESRs to PebblePad and the TNA at the September training events.

**Action: JK to see that the Training Best Practice Document is uploaded to a private section of the website as soon as possible.**

d) Supervisory Teams

Full membership of each supervisory team needs to be finalised as soon as possible.

**Action: JK to obtain the membership of Supervisory teams from PIs**

e) Secondments

The REA has indicated that they will be flexible about secondments as a result of the impact of COVID-19. Secondments can be delayed, be undertaken online or could blend short visits with online aspects.

In addition, some of the ESRs are starting later than originally planned and the appropriateness of the original secondment timetable needs to be reconsidered for those ESRs.

It is critical that we get approval from the REA for any changes, so supervisors must inform the Project Manager of any changes, so that approval can be sought from the REA.

**Action: JW/JK to look at each secondment plan and communicate with supervisors.**

3. Upcoming Training Events

a) September Training – Durham/Windsor

The Training Manager explained that the September training events will now be online. This is because there are still restrictions at Durham University as well as current and potential restrictions in the UK and elsewhere but also because it is important that there is equality of experience for the ESRs and up to a third of the ESRs might still be outside Europe.

The training will be shortened to accommodate the difficulties of being online and will be concentrated during the middle of the day to facilitate the time zones of the users.

A series of weekly/bi-weekly seminars will be established to cover the training that should have occurred in these two weeks.

#### b) March Training – Cyprus

Vicky Papadopoulou presented her plans for the workshop and training event to be held in Cyprus in March 2021. VP requested feedback on her training proposal including the suitability of the suggested speakers and suggestions for any other speakers including network contributions.

i-CONN will cover travel expenses and there will be a small honorarium available for speakers from outside the network who are delivering training (not for Keynote talks)

**Action: VP/JK/JW to finalise timetable and speakers so that speakers can be invited as soon as possible**

#### c) Datathon

Demian Battaglia introduced this item. He is currently trying to arrange a booking for a University conference facility and will know by early September if this has been successful. If this can't be booked, the event will take place in Marseille at the University and separate accommodation will be booked.

The plan is that each ESR will arrive with a dataset (third party datasets will also be available) which they will present to the network. ESRS will then apply their own tools to each other's' datasets. This will encourage teamworking and research design. PIs will be present to assist.

#### 4. Date of next meeting

It was agreed to meet the week before the Durham event in order to feed into the Supervisory Board meeting.

**Action: JK to set up Doodle Poll**