



Training Board Meeting, Monday September 8th 2020, 1 pm (UTC + 1)

Held by Zoom video-conference

Minutes of the Meeting

In attendance: John Wainwright (Chair of Training Board), Laura Turnbull-Lloyd (Coordinator), Christina Prell, Andy Ioannides, Thomas Hein, Jennifer King (Project Manager), Selim Haj Ali (ESR Representative)

Invited attendees: Vicky Papadopoulou, Andreas Efstatiou

Apologies received: Demian Battaglia

1. Minutes of the Meeting held on July 31st 2020

The minutes of the last meeting were approved.

2. Matters Arising & Chair's Introduction

The Chair reported that he and the Project Manager held a Zoom Meeting with the ESRs. As a result of that meeting the ESRs have met further to discuss the ESR representation at the Training Board.

The Chair welcomed the ESR Representative, Selim Haj Ali, to the meeting.

Thomas Hein stated that it would be very helpful if i-CONN training courses could be allocated ECTS credits. Other Board members agreed that this would be beneficial as it would enable ESRs to be released from duplicate training within their own institutions.

It was acknowledged that ECTS accreditation usually requires an assessment element. This could be covered by asking ESRs to complete a reflexive review at the end of each training course (possibly using a Microsoft Form). This could be assessed with a pass/fail criterion based on a demonstration that the ESR had met the noted learning objective(s).

Action: All providers of training courses to investigate whether it is possible to get their course ECTS accredited. JW to investigate whether this can be coordinated through Durham.

3. Training Best Practice

a) Training Best Practice Document

The accessibility of the Training Best Practice document was discussed, particularly whether it is accessible to the ESRs. The Project Manager confirmed that the document would be available on the website before the end of the month.

Action: JK to update and upload Training Best Practice document to website.

b) Career Development Plans & Training Needs Analyses

The Chair reported that after further engagement with PebblePad experts at Durham University we had received the advice that it would be more appropriate to use Microsoft Forms. This will be simpler and require less bureaucracy.

4. 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

5. Secondments

The Board discussed the secondment plan and the need for amendments as a result of COVID-19. COVID may have implications for the secondment plan either because many of the ESRs started later than originally planned (the secondment timetable in the Grant Agreement assumed a start date of June 1st 2020 for all ESRs) or because some ESRs may still be working remotely outside Europe or because of physical distancing restrictions.

It was also acknowledged that the original secondment plan was designed on an individual ESR project basis and had not considered whether individual secondment events were consistent with each other (e.g. a visiting ESR might visit an institution at a time when the host ESR is away on a secondment somewhere else).

The Chair reiterated the importance of getting approval for changes to secondments from the Project Office in advance. Amendments need to be approved by the Supervisory Board first and it is therefore desirable that any amendments needed for the next three or four months be considered at the next Supervisory Board meeting on 18th September.

The ESR Representative enquired whether secondments needed to last for a full month (or multiple of whole months). The Coordinator stated that secondments had to be at least two weeks in duration but that a secondment that appeared as having a one-month duration in the Grant Agreement should aim to last for approximately a month. However, it was acknowledged that exact details for each secondment still need to be determined.

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

6. Upcoming Training Events

a) September Training – Durham/Windsor

The Training Manager confirmed that the September training events were now organised and final timetables would be released with Zoom links.

b) March Training – Cyprus

Vicky Papadopoulou presented her plans for the workshop and training event to be held in Cyprus in March 2021 and reported that she had been able to secure a good selection of invited speakers. The Board approved the proposed timetable and agreed that there were sufficient funds to invite all the proposed speakers.

It was agreed that a poster session for the ESRs would be a desirable addition to the programme and that this could take place in the early evening with an accompanying social event.

VP explained that she was in negotiation with an additional hotel in Limassol and that due to a Carnival it might not be possible to move to Limassol until Monday 15th March. On the assumption that COVID might still be an issue, VP has asked for single room accommodation for the ESRs.

The Board agreed that on this occasion single rooms might be the sensible option for the ESRs.

It will also be necessary to build a Supervisory Board meeting into the timetable.

Action: VP to continue to organise the speakers and accommodation for the training courses and workshop.

c) Datathon

Demian Battaglia reported in writing that he is waiting for confirmation of the venue for the Datathon. Once this has been confirmed further planning will be possible

d) Brno Meeting

This will be discussed at the next Training Board meeting and Christian Kimmich will be invited to attend.

7. Date of next meeting

It was agreed to meet in early December

Action: JK to set up Doodle Poll