



# Supervisory Board Meeting, September 18th 2020, 1 pm (UTC + 1)

Held by Zoom video-conference

## Minutes of the Meeting

In attendance: Tony Parsons (Chair), Laura Turnbull-Lloyd (Coordinator and Chair of the Management Board), Andy Ioannides, Vicky Papadopoulou, Brian Fath, Marc Hütt, John Wainwright (Chair of the Training Board), Louise Bracken, Deborah Priß (ESR Representative), Jacky Croke (Chair of the Advisory Board), Christian Kimmich, Jennifer King (Project Manager)

### 1. To note the minutes of the meeting held on 27/05/20

The minutes of the previous meeting of the Supervisory Board were noted.

### 2. Matters Arising

Most matters arising from the minutes were covered during the subsequent agenda items. The following items were discussed during Matters Arising:

*Minute 2: John Wainwright reported that he had not received any input into the options for ownership and accessibility of data sets and policies on authorship of publications. It was agreed that he would present a policy paper to the next meeting for approval after a new request for input with a set deadline.*

**Action: JW and JK to request contributions from the network and draft a policy document.**

**Due date: 31.10.20**

*Minute 4.3: Jennifer King reported that the composition of the Supervisory Teams was largely finalised and would be complete by the end of September. John Wainwright emphasised the need for each Supervisory team to have a supervisor from one of i-CONN's 'non-academic' partners.*

**Action: JK to finalise details of the Supervisory Teams and update the website.**

**Due date: 30.09.20**

*Minute 4.3: Laura Turnbull-Lloyd confirmed that the next stage of updates to the website is close to completion and should be live by the end of September.*

*Minute 5.2: Jennifer King reported that the Training Best Practice Document will be added to the website once the updates to the website are finalised by the website designers.*

**Action: JK to add the Training Best Practice document to a password protected section of the website.**

### 3. To receive the Chair's Update

3.1 The Chair welcomed Jacky Croke and Deborah Priß to the meeting. Deborah Priß is the ESR representative and Jacky Croke is the Chair of the Advisory Board.

3.2 The Chair confirmed that anyone in the network is welcome to attend Supervisory Board Meetings, but that only Supervisory Board members are eligible to vote.

3.3 The Chair asked the Board to approve an extension of a week for production of the meeting minutes on this occasion due to annual leave.

**The Supervisory Board agreed to an extension for the production of the meeting minutes and the minutes will be distributed by October 5<sup>th</sup>.**

### 4. To receive a report from the Management Board

4.1 Laura Turnbull-Lloyd delivered a report on the activities of the Management Board, which met on July 3<sup>rd</sup> and September 8<sup>th</sup>. She reported that ESR recruitment is largely completed and that the final two ESRs are expected to be under contract by the end of September.

4.2 LT also reported that the Management Board had discussed a change to the Mid-Term Review process that had been proposed by the Project Officer in Brussels. Instead of the usual in-person meeting that follows the Progress Report submission, the Project Officer has suggested that the Mid-Term Review be delayed until after the submission of the Periodic Report (due in October 2021). The meeting would then be attended by a technical expert as well as the Project Officer. The Management Board had agreed that this seemed a sensible option and the Supervisory Board was asked to approve the change.

**The Supervisory Board formally agreed that the Mid-Term Review should be postponed until late 2021 as proposed by the Project Officer.**

**Action: JK to contact the Project Officer.**

4.3 LT reported that the Milestones and Deliverables are up-to-date. Several of the upcoming milestones and deliverables are in the planning stages or already nearly achieved (the September training, the recruitment of the ESRs and the website). Louise Bracken is leading the Transdisciplinary Management Group and is drafting a Transdisciplinary Protocol. These need to be in place by 1st December. 2020

## 5. To receive a report from the Training Board

5.1 John Wainwright reported on the Training Board meetings of July 31<sup>st</sup> and September 7<sup>th</sup>. The ESRs had selected a representative to sit on the Training Board, Selim Haj Ali. He attended the meeting in September.

5.2 JW reported that training had been delivered on 14<sup>th</sup> and 15<sup>th</sup> September to the ESRs by Zoom. The course had covered sessions on 'Managing the Student-Supervisory Relationship', CV Development, Research Ethics and Open Access/Data Management.

Deborah Priß reported that the training had been well received by the ESRs.

5.3 JW reported that the online training to replace the training originally due to take place in Windsor would take place by Zoom during the following week (week starting 21/9/20).

5.4 Vicky Papadopoulou reported that the planning for the training in Cyprus is well underway. She shared a draft timetable and explained that many of the invited speakers have confirmed attendance. She explained that she is still in negotiation with hotels. There are some difficulties with the plan to hold the second week of the event in Limassol due to a Carnival. It was agreed that another venue could be used.

LT explained that event organisers would be able to have access to their event page on the i-CONN website.

5.5 JW reported that progress in planning the Datathon was awaiting confirmation of availability from the venue. Once this is finalised it will be possible to plan the event in more detail and also to start planning for the Advanced Course that is due to be held in Brno in 2021.

5.6 JW also reported that the Training Board had agreed that it would be desirable to assign ECTS credits to i-CONN advanced courses and training where possible. It had been agreed that the hosts of each event should investigate the possibility of assigning credits to their course.

5.7 JW reported that the Training Needs Analysis, Career Development Plan and ESR reports would now be in the format of Microsoft Forms rather than using PebblePad. This will be a simpler process for the ESRs and their supervisors and also facilitate management of the responses.

5.8 The Training Board Manager presented the secondment amendment plans to the Board for approval. The secondment amendments have been caused by the effect of the pandemic whether directly, or indirectly due to the delayed start dates of many ESRs. As presented in the amendments, Brian Fath explained that he will need to conduct his secondments online as he is currently in the US.

The Supervisory Board agreed that secondments in person would always be preferable but that it would be necessary to conduct some online either to facilitate the optimum timing for a particular secondment during an ESR's training or due to the impossibility of deferring all of the secondments.

The Coordinator re-iterated that the current amendments only covered secondments due in the next 6 – 8 months, but that it would be good to overview the whole secondment plan for the network before the end of 2020. This should include assessing the consistency of the secondment

plan between institutions (i.e. ensuring that a critical host ESR was not themselves on secondment at the time of an ESR visit from another institution).

**Apart from one modification (ESR4's secondment to Jacob's University which will take place either virtually or in person in February 2021 rather than December 2020), the amendments were approved by the Supervisory Board.**

**Action: JK to amend the document and submit to the Project Officer for approval.**

## 6. To receive a report from the Advisory Board

6.1 The Chair of the Advisory Board reported that she had talked to all the members of the Advisory Board online over the course of the summer but had been unable to meet with any of them during the course of the current Workshop. Jacky Croke reported that she had been sent draft 'terms of reference' for the Advisory Board and that while she was happy with them, she wished to discuss the document with the other Advisory Board members.

**Action: Jacky Croke to discuss the terms of reference with the Advisory Board.**

6.2 Jacky Croke said that she was impressed with the range of projects that had been showcased at the workshop. She opined that, given the multiple disciplinary nature of the network, effective communication would be a huge influence in determining the success of i-CONN. In particular it would require an effort to effectively link the connectivity experts with the connectivity newcomers.

6.3 The Chair of the Supervisory Board acknowledged the difficulty of being able to collate the views of the Advisory Board under the current circumstances and clarified that when meetings are held in person the oral report of the Advisory Board Chair at the concurrent Supervisory Board meeting would only be a preliminary report that would be formalised by the Advisory Board in the weeks following each workshop event.

**Action: Jacky Croke to talk to the Advisory Board members and send a report via email.**

6.4 Laura Turnbull-Lloyd thanked the Advisory Board Chair for her input to the meeting and for spending so much time with the i-CONN Network during the workshop.

## 7. To receive a report from the ESR Representative

7.1 The ESR representative, Deborah Priß, introduced herself to the Board and explained that the ESRs had also elected Mel Guirro to act as her deputy. She reported that the ESRs had met online and had established an online notepad and Teams page to communicate with each other.

It was noted that the deputy could attend the Board meetings as an observer.

The Board discussed whether there should be a rotation of the ESR representative.

**The Board agreed that to optimise the benefits of consistency with maximising the ESRs' opportunities it would be sensible for the ESRs to reconsider their representative mid-term.**

## 8. To discuss planning for the Mid-term Review

8.1 As discussed under the Management Board Report the Board approved the deferral of the 'Mid-Term Review' as proposed by the Project Officer.

## 9. To agree the date of next meeting

It was noted that the next meeting would be held during the workshop in Cyprus on either the 11<sup>th</sup> or 12<sup>th</sup> of March 2021.

## 10. Any Other Business

10.1 Laura Turnbull-Lloyd suggested that the ESRs should be asked to provide anonymised feedback after each training event. The Board agreed that this would be a sensible idea.

10.2 John Wainwright gave a formal vote of thanks to the Project Manager for organising the training and workshop events.

**Action: JK to produce a feedback form and an anonymised delivery mechanism.**