Minutes of Meeting 1/03 held at 12:30pm on Thursday, 13 March 2003 on the Deanery Balcony.

PRESENT:  Professor J Hill (Chair), Dr S Gower (Deputy Chair), Mr S Antoun, Professor J Cooper, Professor P Croll, Professor J Fulcher, Associate Professor T Marchant, Dr S Perera, Associate Professor J Rayner, Professor F Safaei, Professor R Safavi-Naini, Associate Professor T Wysocki.

IN ATTENDANCE:  Ms K Sheridan

1. PRELIMINARY BUSINESS

1.1 Apologies/Leave of Absence

Apologies were received from: Professor J Seberry.
Associate Professor F Naghdy is on leave.

1.2 Minutes of Previous Meeting, held 19 November, 2002

The minutes were not discussed nor confirmed.

2. FUTURE RESEARCH DIRECTION

The Chair and Deputy Chair tabled a document outlining a proposed position description for a Faculty Research Office Administrative Assistant. The Chair noted that a Faculty Research Office is required to deal with issues that are not dealt with sufficiently at the University level or under the current structure at Faculty level.

The Dean noted that the Pro Vice-Chancellor (Research) intends to ensure that the Office of Research (OoR) assists Faculties better and members of the OoR will visit the faculties during the year to enquire as to what assistance is required.

Members raised the following issues:

- The FRC needs to become far more proactive – it is currently only reactive.
- The role of the FRC and FRC Chair and possible changes needs to be considered first before deciding what kind of administrative assistance is required.
- Schools should be asked what support they are currently providing to researchers and research students, what support they actually need and what their opinion is on the introduction of extra assistance in this area.
- A mentoring scheme is required to assist less experienced staff – an administrative assistant cannot not address this problem, this is the responsibility of the FRC and senior research staff.

It was agreed that Steve Gower would provide further justification for a Faculty Research Office Administrative Assistant for consideration by the Dean. It was noted that no changes would be considered until John Hughes report on the Faculty restructure is received.
3. **FACULTY RESEARCH TRAINING MANAGEMENT PLAN**

The Faculty Research Training Management Plan was briefly discussed under Item 2.

4. **NEXT MEETING**

Thursday 1 May 2003  Faculty Meeting Room 39/150A.