

Meeting of UKFN Executive Committee

14:45, Friday 9 September 2016
Imperial College, London

AGENDA

1. Note and discuss the *****Website** (<https://www.ukfluids.net>):
 - a. current status;
 - b. next steps;
 - c. linking with konfer (<https://konfer.online>).
2. Discuss *****Operational principles** ("set of values").
3. Note and discuss *****SIGs**:
 - a. Current status
 - b. Actions and Timetable
 - c. Selection criteria
4. Note that a call for **SRVs** has been issued.
5. Discuss the *****Division of responsibilities**.
6. Choose, or suggest changes to, a **logo**.
7. Any other business
8. Next meeting
 - week of 14th to 18th November (via webex or in person) to discuss provisional SIG allocation to recommend to AB
 - AB meeting to be shortly afterwards to review proposed SIG list

***There are additional notes for these items below.

MPJ/NCD, 5/9/16

Current Status

Developers - The developers work at the Isaac Newton Institute and are writing the website part time. This allows us to keep continuity of personnel without paying for a full time salary.

The current version (Beta version) contains news, SIG call for proposals, SRV call for proposals, an RSS feed for talks, a contact form, and a sign-up form.

Next Steps

Admin page (Q1), containing links to Grants on the Web, the initial proposal, and minutes of Executive Committee meetings. See separate page below for further details. [*Do we want to put the agenda online and invite people to suggest items for the agenda?*]

Registration page (Q1); this is where members will register their name, affiliation, research areas, application areas, and type of research (experimental, theoretical, numerical). This generates a searchable database.

Talks (Q1) We will feed in RSS streams from other institutional seminar series, where available. The Facilitator will pursue this with individual institutions. We will live-stream the Cambridge DAMTP seminars from October, and would like to make recorded versions available for a short period. We will live-stream other institutions' talks where they are available.

Researcher Resources. (Q2) We will migrate existing researcher resources to the website. We will find fluids outreach resources, link to them from website, and create new resources.

Discussion Board. (Q2) We have specified the requirements of the discussion board (modelled on stackoverflow.com). When it is available, we will advertise it and encourage people to use it.

Twitter feed Encourage all to contribute; it is an easy way to share news

Linking with konfer

See separate note (below) of a meeting between UKFN and konfer.

Admin [website page]

This is the proposed content for the administration page of the UKFN website.

Grants on the Web

- Cambridge: <http://gow.epsrc.ac.uk/NGBOViewGrant.aspx?GrantRef=EP/N032861/1>
- ICL: <http://gow.epsrc.ac.uk/NGBOViewGrant.aspx?GrantRef=EP/N032934/1>
- Leeds: <http://gow.epsrc.ac.uk/NGBOViewGrant.aspx?GrantRef=EP/P000851/1>
- Manchester: <http://gow.epsrc.ac.uk/NGBOViewGrant.aspx?GrantRef=EP/N032411/1>
- Southampton: <http://gow.epsrc.ac.uk/NGBOViewGrant.aspx?GrantRef=EP/N032152/1>

Proposal documents

- Case for Support
- Workplan
- Pathways to Impact
- Justification of Resources

Minutes of meetings

- Executive Committee meeting, 09/09/2016 (pending)

Institutional points of contact

- List of points of contact

Communications

- User guide to communications via the UKFN website

Records of emails sent to mailing list

- [Date] [Subject] (click on link to read email)

Records of emails sent to all points of contact

- [Date] [Subject] (click on link to read email)

Notes of a meeting between Nick Daish & Matthew Juniper (UKFN) and Ben Showers & Joe Marshall (konfer)

Broadly speaking, konfer does: (i) People (ii) Collaboration opportunities (iii) News stories and case studies on LHS of the konfer web page (iv) Offers from universities on the RHS.

People

We can see how people feed into konfer from the UKFN. We will encourage people to use ORCID. For those who do not, we will be able to send you a database with names and research areas.

We have a taxonomy for research areas (e.g. acoustics) and techniques (e.g. experimental). We need to make a taxonomy for applications too, and possibly for facilities.

The discipline fields we use at the UKFN are here:

<http://journals.cambridge.org/data/relatedlink/jfm-keywords.pdf>

For the UKFN to do:

- have an ORCID field within the sign-up
- encourage people to populate their ORCID profile
- have a sign up field for 'what applications are you currently working in' and 'in what applications could your research be applicable'
- have a sign up field for 'what facilities are you PI for'?
- Nick Daish to publicise konfer with the UKFN

Collaboration Opportunities

- e.g. JLR is proposing to work in the area of [particulates]
- This provides a way for industry to engage with the UKFN, but through konfer, not just directly through the UKFN (industry may not be aware of the UKFN initially)
- the UKFN will launch a 2nd round for special interest groups (SIGs) in mid-2018. We would love some of these to be proactively suggested by industry. The UKFN could announce the 2nd set of SIGs via konfer. (and even the first set of SIGs, if appropriate.)

Could people proposing a collaboration be able to tick a box such as 'does this involve fluid mechanics' and then to automatically send the request to the UKFN, or to people within a certain discipline within the UKFN?

LHS of the konfer web page

- konfer will have case studies etc. on the left
- The UKFN could present the SIGs as examples of the community self-organising such that they can appear on the LHS of konfer web page. (Each SIG will provide a 50 word summary and an image anyway)
- the UKFN will have news stories, which could feed through to konfer.

To do

- make sure that each SIG provides 50 words summary and an image (in process)
- Ask Ben about the best way to feed this information, and news stories, to konfer (e.g. RSS feed, Twitter feed + link)?

Operational Principles 'Set of values' – Item 2

CfS: "*The advisory board will be tasked with drawing up a set of values, taking advice from network members, to ensure that the network is run impartially and transparently, in the interests of and with the support of the entire UK fluid mechanics community*"

We, the EC, should suggest these values, or present them as a range of options for the AB to choose from. The document 'Principles for UKFN', below, was compiled from various emails sent during the proposal writing stage.

Principles for UKFN

1/9/2015

Tim Pedley (Cambridge):

I think there should be an explicit mechanism by which the Executive Committee exerts strong leadership in quality control, and only puts resources (of time even more than money) into supporting activities and proposals that it is satisfied are of the highest quality, both (or either) scientifically and/or in industrial impact and involvement.

Peter Haynes (Cambridge):

If the Advisory Board are going to draw up a set of values then my opinion is that the Advisory Board should include at least a couple of UK academic representatives -- it seems odd to me if defining the operating principles is assigned to a set of people who are all external. (Perhaps there could be a member who is a very senior and trusted academic who is not in fluid dynamics?)

Tim's message contains the starting point of a set of operating principles: "The Executive Committee will exert strong leadership in quality control and will ensure that resources (of time even more than money) are allocated to activities and proposals where input from the network will be most effective and which it is satisfied are of the highest quality, both (or either) scientifically and/or in industrial impact and involvement." (or something like that).

Simone Hochgreb (Cambridge):

Promote the maximum generation and dissemination of knowledge in fluid mechanics throughout the community.

Richard Green (Glasgow):

Impartiality and transparency are critical to the success of any network, especially one that is as large as this. There's risk that this kind of venture could be exploited to further personal careers at the expense of the well-being of the network. I'd be more comfortable dealing with this kind of matter by a phone call, but I am not in the UK at the moment. For starters I think there needs to be a fair distribution of heads of SIGs among the partner universities. Each university will have different organisational set ups, so it might be difficult to gauge how even the distribution is. Perhaps there should be a quota per university or group, certainly a maximum per investigator? I don't know what the workload of an SIG head would be, possibly higher than might be thought, so people could be over-stretched, and delegation might not work. As for transparency, I can only think of the usual things, such as rapid publication of minutes of meetings, publication on a central web page, consistent e-mail habits (comprehensive cc lists, with every single e-mail also copied to a central address). That will help with impartiality also.

Rebecca Lingwood (QMUL):

Suggestions for values:

- socially responsible with high ethical standards and a tolerant, open-minded community.
- highest standards of professional and research integrity
- governance and decision-making processes to be informed by appropriate consideration of their ethical, social and environmental impacts.”

Lorenzo Botto (QMUL):

I personally believe the "set of values" list should include:

i) career progression of young researchers and members of small fluid mechanics groups should be protected:

a role of the UK Fluids network will be the identification of mechanisms by which young researchers can gain visibility based on science achievement and respect from the community only. In this way, small but scientifically solid groups/individuals will have a chance to thrive and steer the directions of the network

ii) periodic rotation of the committee/board members based on consultation of the community, with of course possibility for "re-election", should be considered

iii) promotion of fluid mechanics as "enabling technology" among industrial partners/private stakeholders should be a priority of the network: more funding UK-wide for fluid mechanics will mean less funding polarisation and a healthier more lively community. (In this respect Prof. Toropov has suggested that the division between industrial and non-industrial SIGs may not be ideal, because it suggest a separation between two rather intertwined realities.)

[Later email]I have already sent my comments on the “set of values”: essentially, every good researcher should be able to gain visibility in spite of the ranking or size of the institution he/she belongs to; promotion of fluid mechanics technologies among industrial practitioners – fluid mechanics is a difficult subject, we should strive to make it accessible and usable by providing training and examples of what can be achieved if fluid dynamics is understood beyond the level of plain CFD.

Vassili Toropov (QMUL):

- The network should provide UK industry with a mechanism for making an informed choice of a research partner and become the first port of call when a new challenge arises.
- The network will help academics identify industrial research challenges and focus, engage with industry and obtain industrial funding for PhD projects.
- It will address industry’s need for best practice guides.
- The activities of the network will lead to the improvement of the industry’s expertise in selection and use of appropriate techniques, software and experimental facilities.
- Provision of high impact cases for the academic partners.
- The network will provide companies with domestic opportunities for CPD and training that is often important for the UK-based businesses.

Jan Wissink (UCL):

To ensure that the network is run impartially and transparently it would be good to have a maximum on the number of SIGs that are can be run from people working in one University.

That maximum could be calculated, for instance, by taking the ratio of the number of fluids researchers in that institution to the total number of fluids researchers in the UK Fluids Network

times the total number of SIGS times 2 (rounded up to the nearest integer). I know this factor 2 is a bit arbitrary but using such a simple formula is better than having an absolute maximum.

The aim of this item is to open a discussion on a set of values, drawing to close on actions and, by circulation, a document for the Advisory Board meeting (via Webex) on 21st Sept.

Current status

The draft call for SIG proposals was circulated to the Executive Committee and the Advisory Board. The draft was circulated amongst Institutional Points of Contact over the summer, with a note that the call would go live on 1st September. After comments, the final call for proposals was posted on the website on 1st September and an email sent to all points of contact.

Actions and Timetable

The deadline for SIG proposals is 31st October and we will announce decisions at the end of November. We (the EC) will therefore need to review SIGs in the first two weeks of November, meet in mid-November to form a provisional list to go to the Advisory Board, and approve the final list by email circulation by 30th November.

Selection Criteria

Relevant passages from the proposal are:

CfS: *"The first task of the executive committee, overseen by the advisory board, will be to build consortia where there are overlaps, identify SIGs that best complement existing networks, and prioritize SIGs that have the highest potential to achieve the aims of the network."*

CfS: *"Each SIG will be focused on an industrial or societal challenge, an interdisciplinary problem, or a theoretical, experimental or numerical method."*

CfS: *"The advisory board will maintain oversight of the allocation of SIGs and short research visits, ensuring a healthy coverage of scientific, societal, and industrial challenges and a healthy distribution of SIGs across the UK community."*

P2I: *"A major goal of the network is to bring about research and applications of knowledge in fluid mechanics that would not otherwise occur. The network will facilitate the initiation and growth of new research areas in fluid mechanics, new developments and advances in new and existing experimental and numerical methodologies, and their application to real-world problems"*

We do not yet know the quantity or quality of SIGs that will be proposed. We assume around 50 proposals will be received, each with a 50 word overview and 500 word description. The Facilitator will arrange them by subject, application area, and technique. Then we could group similar proposals and divide them amongst the Co-Is for ranking. The PI and Facilitator will also produce ranked order.

If there are 40 SIGs of sufficient quality, then we might award all in one go. If there are not a sufficient number, then we may award fewer than 40 initially. In this case, we could give feedback on some or all of the unsuccessful candidates and invite them to re-apply, suggesting how to use best practice from the successful SIGs. The second round of SIG proposals could follow soon after the first.

We need to discuss the selection process and the selection criteria, with reference to a draft set of values. Please could you (the EC) reserve some time in the first two weeks of November to review SIG proposals.

Division of responsibilities – Item 5

The activities of the UKFN are:

- UKFN Website, and communication and dissemination strategy
- Special Interest Groups
- Short Research Visits
- Researcher Resources
- Public Engagement and Outreach

The Co-Is of the proposal are:

- Anne Juel
- Paul Linden
- Neil Sandham
- Steve Tobias
- Berend van Wachem

In the proposal, we wrote that '*each member will be responsible for one activity and the PI will have overall responsibility for delivery of the network*'. With 5 Co-Is and 5 activities, each Co-I could share responsibility with the PI and Facilitator for the delivery of each activity. This would be useful so that (i) some of the load is taken off the PI and Facilitator and (ii) the EC collectively keeps pressure on the PI and Facilitator to deliver on every activity.

Will the EC discuss this proposal and, if accepted, allocate duties either during or shortly after the meeting.