

Meeting of UKFN Executive Committee

14:45, Friday 9 September 2016

Imperial College, London

MINUTES

Present:

Matthew Juniper (Chair)

Nick Daish

Anne Juel

Paul Linden

Neil Sandham

Steve Tobias

Berend van Wachem

1. Website and communications

(a) MJ presented the beta (basic) version of the UKFN website, which has been live since 1/9/16. It consists of SIG and SRV pages (containing the respective calls for proposals), a Talks page and a Contact page, plus a Sign-up form for the mailing list at the bottom of every page. Additionally,

- SIG page: MJ noted that the list of SIG suggestions is now editable by website Administrators, in particular entries can be deleted and contact names updated.
- Talks page: two main aspects were discussed here, namely the list of talks and the streaming of talks. MJ noted that the use of RSS feeds was the most convenient way to include lists of talks on this page, and ND agreed to investigate their availability at other institutions. If feeds are not available, talks will need to be added manually, so ND agreed additionally to begin compiling information on seminar series. Regarding the streaming of talks on the website, it was agreed there was a need to identify any other fluids seminar series that are broadcast via the Internet and the methods used. ND agreed to publicize the broadcast method used for the DAMTP Fluid Mechanics¹ seminars (which displays slides accompanied by the speaker's commentary) around the network as a simple method that works well. It was agreed that any recordings of talks would be made available online for no more than 24-48 hours.

(b) It was agreed it was desirable to publicize the network to as many fluids researchers as possible at an early stage, and that a single email would be sent to all people on the lists developed during the proposal stage, as well as other subject-specific mailing lists known to the EC.

Action: ND to liaise with NS and ST on posting to their respective mailing lists (Turbulence, MHD); identify and request forwarding by other mailing lists; and email all proposal-stage contacts.

(c) It was agreed that the agenda for future EC meetings would be put online, and UKFN members would be invited to suggest items for inclusion.

¹ Held at 4pm on Friday at the Department of Applied Mathematics and Theoretical Physics, Cambridge.

(d) MJ and ND presented an outline of earlier discussions with konfer² concerning linking their website and database with those of UKFN and the mutual benefits that could result. MJ and ND will continue to follow up with konfer.

2. Operational principles/set of values

For background, MJ presented the relevant section of the proposal concerning the set of values: *"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"*.

MJ also presented suggestions received from the fluids community during the writing of the proposal, which are reproduced in the Agenda.

It was agreed that the EC should present the AB with a draft set of values for the forthcoming AB meeting on 21st September. After discussion, the committee found it useful to distinguish between two aspects of the term "set of values": (i) the aims of the network and (ii) the running of the network.

Regarding (i), it was agreed that the aims of the network are satisfactorily expressed in the Case for Support, in which it is stated that the network should

- initiate novel and creative fluid mechanics research, within and across discipline boundaries;
- provide a forum for the UK fluids community to speak collectively to research councils;
- maximize the impact of EPSRC's recent investment in fluid mechanics;
- maximize the utility and value of applied projects by engaging as a group with UK industry;
- keep the UK an international focal point for creative, innovative, and relevant fluids research;

Regarding (ii), it was agreed to propose the following points, which are based on suggestions received from the community:

- Administrative business should be carried out impartially and transparently. The UKFN website will be used whenever possible to publish centrally all relevant discussions and correspondence at the earliest available opportunity, including
 - EC and AB agendas and minutes
 - Messages sent to the points of contact and mailing list
 - Outcomes of the calls for proposals for SIGs and SRVs
- The selection of SIGs (and SRVs) should aim for a broad range of subjects and distribution of institutions, i.e. the number of SIGs approved in a given subject or led by a given institution should not be disproportionate. This is compatible with the Case for Support, which states: *"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"*.

² <https://konfer.online/>, online university/industry research brokerage service under development by National Centre for Universities and Business.

There was discussion about whether to state explicitly that the UKFN will be operated in a way that is ethical, respectful, etc., as recommended by a network member. It was agreed that the network will be expected to operate in this way and that an explicit statement of this would be unnecessary.

There was discussion about rotating members of the EC, which had been put forward by a network member. It was noted that any rotation would have the disadvantages of (i) lack of continuity within the EC and (ii) significant administrative complications requiring grants to be shifted from one institution to another. It was agreed that members of the EC will stay the same during the initial 3 years of the network.

3. Special Interest Groups

MJ gave an update on the first call for SIG proposals and the selection procedure.

(a) Call for proposals

The first call was issued on 1st September. Various material, including a list of all SIG suggestions (with contact details) and some guidance on building a SIG, was subsequently added to the SIG page of the website to assist with the development of proposals.

- Funding guidance: The EC agreed that further clarification on funding was needed in the SIG call for proposals, for example, how the figure of £2K per meeting was arrived at. It was noted that this information is in the Justification of Resources, and would therefore be included in the call document.
- SIG size: There was discussion about the maximum sizes of SIGs. It was agreed that the amount of funding requested should reflect the size of the SIG, in line with the Justification of Resources and that the UKFN will fund no more than 40 members in a single SIG event.
- EC: It was agreed that members of the EC can participate in SIGs but should not lead them.

Action: ND and MJ to revise the call for SIG proposals, post on website and publicise revision.

(b) Selection procedure

- Allocation: It was agreed that proposals will initially be collated by ND and MJ. Each proposal will then be reviewed by two members of the EC. (*Note: the Advisory Board, at the subsequent meeting on 21/9/16, suggested that each proposal be reviewed by all members of the EC.*)
- Scoring guide: It was agreed that a set of categories will be devised, each of which will be scored 1-4. The final outcome will be a recommendation to (a) fund, (b) revise & re-submit or (c) reject. Written feedback will also be provided for each proposal.
Action: ND and MJ to draft and circulate a scoring sheet.
- Further calls: It was agreed that, subject to the outcome of the first call for SIG proposals, a second call for SIG proposals could follow shortly afterwards so that members could benefit from the ideas received in the first call for proposals.

(c) Monitoring

PL asked how the SIGs would be monitored. It was agreed that:

- The website will have one page for each SIG, which will display progress, events, etc.
- Outputs from the SIG can be monitored, e.g. research proposals, lectures, notes, etc.
- ND will attend a selection of meetings to observe the SIGs in action
- One of the Co-Is will take a particular interest in each SIG (see under Item 5).

(d) Confidentiality

The issue of confidentiality in SIGs with an industrial component was also discussed. It was concluded that non-disclosure agreements, etc. would not be required because the SIG is not developing a tangible product. BvW noted that EU COST Actions were similar and did not require any special IP arrangements.

4. Short Research Visits

A call for proposals is available on the website, and no further action is required at present.

5. Division of responsibilities

It was agreed that each member of the EC will oversee a specific network activity, while recognising that some activities would require more than one person.

- UKFN website, communications & dissemination: NS
Monitor website to ensure appropriate content is maintained.
- SIGs: AJ, PL, NS, ST and BvW; apportioned by ND and MJ.
Monitor correspondence with SIGs to ensure adequate reporting of activities and progress; act as sounding board for activities.
- SRVs: BvW
Ensure SRV programme runs smoothly and that visits are useful.
- Researcher resources: AJ and PL
Monitor resources contributed and encouragement to submit.
- Public engagement & outreach: ST
This will not feature until later (c. 1 year in). It was noted Travel/subsistence funds would be available for outreach activities.

6. Logo

Two options were discussed: (a) the working logo used for website/launch event and (b) the latest iteration from a graphic designer. After discussion there was no preferred option but it was agreed that the existing logo would suffice for now.

Action: MJ and ND to resolve.

7. AOB

(a) Additional financial contributions by project partners were discussed. It was agreed that these funds are intended for, but not limited to, prizes for PhD students and early career researchers, and facilitating outreach activities. It was agreed that the details would be addressed at future EC meetings.

Action: MJ and ND to set up the fund and mechanisms for payment.

8. Next meeting

Friday, 11 November 2016, 14:00-16:00, via Webex. The primary purpose will be to propose the list of SIGs for funding, which the EC will then forward to the AB for comment and approval.

Action: ND to circulate meeting coordinates.