

# Meeting of UKFN Executive Committee

15:15, Friday 30 June 2017  
via Webex

## MINUTES

### Present:

Matthew Juniper (Chair)  
Nick Daish  
Anne Juel  
Paul Linden  
Neil Sandham  
Steve Tobias

### Apologies:

Berend van Wachem

### 1. Minutes of last EC meeting (23/3/17)

The EC unanimously accepted the minutes from the last EC meeting.

### 2. Outstanding actions from previous EC and AB meetings

(a) There were 3 outstanding actions from the last EC meeting (23/3/17):

- EC to provide suggestions for fluids-related titles for the Ladybird Expert series – since none had been forthcoming, it was agreed to postpone further consideration for 6 months.
- MJ/ND to explore closer integration between the Osborne Reynolds Day and UK Fluids Conference – since there appeared to be an impasse over changing the timing of either, it was agreed not to pursue this any further (see also Item 7(a)).
- MJ/ND to pursue meeting with EPSRC to promote the growth area of continuum mechanics and to present research ideas from SIGs – Mike Ward (EPSRC) had been away, but following his return mid-July there would be a renewed initiative on this action (see also Item 8).

(b) There was 1 outstanding action from the last AB meeting (29/3/17), namely SIG-related suggestions for the website by Ton van den Bremer; these are still under consideration.

### 3. Website

MJ reported on the current status of the website, in particular developments since the last EC meeting, under the headings of Domain Name, Home, Registration, About, SIGs, SRVs, Talks, Researcher Resources and Competition. Of particular note were the following.

- The <https://fluids.ac.uk> domain name had been successfully acquired, and the transition from <https://ukfluids.net> was nearing completion. The accompanying change in service provider from *one.com* to *mythic-beasts.com* will allow additional functionality, such as fully-managed mailing lists.
- The Researcher Resource (RR) pages are live, and additional content is needed. ST noted MAGIC<sup>1</sup> has a course on Hydrodynamic Stability. NS suggested adding links to existing

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<sup>1</sup> An EPSRC-funded Taught Course Centre, <http://maths-magic.ac.uk/index.php>.

resources rather than repeating them on the UKFN website, e.g. the turbulence book by Bill George<sup>2</sup> available online. The EC agreed the initial focus should be to build up a critical mass of material, and then refine if necessary.

- The layout and operation of the SIG pages has been significantly improved.

**Action: ND to check MAGIC for other fluids-related courses, as well as other resources already online, that could be linked to from the RR pages.**

NS reported on experiences with the UKFN website, and found it now operated correctly on all browsers tested. The EC agreed that there had been good progress and that it worked well. The SIG leaders interviewed by NS (see Item 4) had also given a largely positive response to the website, although two comments noted were (i) a diary of upcoming meetings would be useful and (ii) the 'Join SIG mailing list' button on the individual SIG pages did not work correctly. MJ noted the main SIG page does contain a calendar listing all meetings, but agreed there was a bug in the mailing list functionality. This will be addressed more comprehensively following the transition to <https://fluids.ac.uk>, with mailing lists, but as a workaround the button would email [info@ukfluids.net](mailto:info@ukfluids.net) with an indication of the SIG name.

**Action: ND to ensure problem with 'Join SIG mailing list' bug is addressed.**

Finally, MJ reported on the next main developments for the website, namely:

- the Search/Directory page, where users will be able to search the website for people and content; and
- the Competition results pages, for displaying the photo and video entries and letting visitors to the pages vote for their top choice.

#### 4. Special Interest Groups

MJ summarized recent SIG-related developments:

- ND has created a centralized repository, accessible by EC members, containing materials from SIG meetings, as well as a summary spreadsheet of SIG contacts, meeting schedules and spending.
- A survey of SIG meetings revealed overall statistics for how many SIGs had held their kick-off meeting, claimed expenses and provided spending plans.

##### *Report on SIGs by EC members*

At the previous meeting, the EC had agreed to telephone the leader of each of the SIGs they had been allocated to discuss the running of their SIG and their kick-off meeting, and then to report their findings at the next EC meeting. AJ, PL, NS and ST each reported their main findings, and agreed to forward their notes to MJ, who is preparing the SIG Best Practice document.

**Action: EC members to send notes on their conversations with SIG leaders to MJ.**

**Action: MJ to complete Best Practice document and circulate to EC for comment.**

**Action: ND to compile list of SIG meetings attended by EC members (future and past).**

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<sup>2</sup> "Lectures in Turbulence for the 21<sup>st</sup> Century", by William K. George, [http://www.turbulence-online.com/Publications/Lecture\\_Notes/Turbulence\\_Lille/TB\\_16January2013.pdf](http://www.turbulence-online.com/Publications/Lecture_Notes/Turbulence_Lille/TB_16January2013.pdf).

## 5. Short Research Visits

MJ reported the SRV programme was going well. The second batch of SRVs had been allocated, and a summary of each had been added to the re-formatted SRV page (<https://ukfluids.net/srv>), which will also feature the visit reports as they became available.

## 6. Supplementary funds

MJ gave an update on activities related to the gathering and use of the supplementary funds that had been pledged by over 20 of the project partners. The 12 institutions who pledged a specific amount had been contacted first – of these almost half had initiated payment.

MJ noted that following up the contacts identified at the previous EC meeting had resulted in correspondence with Peter Jimack, Chair of the 2017 UK Fluids Conference Organizing Committee, and meetings with Cambridge University Press/Journal of Fluid Mechanics and The Naked Scientists.

### *Photo/video competition*

This was well in hand via the UKFN website. The EC agreed that a good time to involve The Naked Scientists and other media, via Tom Crawford, would be after the winners of the current competition (deadline 31st July) had been selected, for follow-up coverage of the winning researchers and their work.

### *2017 UK Fluids Conference prizes*

Prizes for the best oral and poster presentations by a PhD student at the 2017 UKFC had been given the green light by the conference Organizing Committee. The EC agreed to pursue a joint prize with CUP/JFM only if the two contributions were of commensurate value, but no other joint actions at the conference.

**Action: MJ to contact CUP/JFM for further discussion of a joint prize with UKFN.**

Regarding judging of presentations, PL and ST agreed to judge the talks with input from session chairs. AJ agreed to judge the posters, but a second judge would also be required.

**Action: MJ/ND to identify another judge for UKFC poster prize.**

### *Dissertation prize*

The EC agreed with the general schedule of submissions by April 2018 followed by judging over summer 2018; nevertheless, promoting the prize should start fairly soon. AJ noted that the subject range could be substantial, and therefore the judging panel would need to be correspondingly broad. MJ noted the EC was itself somewhat broad in its range of expertise, so could form the panel. The EC agreed to this, but to co-opt others to the panel, if required, should any entries fall outside their range of expertise or if the volume of entries is high.

**Action: ND to publicize forthcoming dissertation prize, e.g. at UK Fluids Conference.**

**Action: MJ to arrange for winner to give talk at following year's UK Fluids Conference.**

## 7. Engagement with other UK activities

MJ gave an update on interactions with (a) ERCOFTAC, (b) konfer and (c) UK Fluids Conference.

- (a) Concerning ERCOFTAC,
- Following the announcement by ERCOFTAC that UKFN would take over the UK Pilot Centre, MJ noted that he would be attending the ERCOFTAC Autumn Festival at TU Delft<sup>3</sup>.
  - Following correspondence with David Standingford it does not appear to be possible to resolve the timing issues associated with combining the Osborne Reynolds Day with the UK Fluids Conference, and the EC agreed the two would remain separate for the foreseeable future.
- (b) Concerning konfer, there had been no further input since the last meeting. MJ noted UKFN would adopt a similar format to konfer for its Search/Directory on the website.
- (c) Concerning the 2017 UK Fluids Conference, the EC discussed how UKFN could contribute in addition to the prizes (see Item 6). The EC agreed to the following:
- Have a UKFN stand
  - Produce a booklet describing the SIGs
  - Explore hosting a 'Meet the SIG leaders' event, targeted mostly at PhD students and ECRs. It might include an accompanying lunch or drinks. SIG leaders would be encouraged to come to the conference to take part, with financial support from UKFN. MJ agreed to run the idea past some SIG leaders who are likely to be keen, and then circulate an invitation to the rest.

**Action: ND to organise stand and booklet production.**

**Action: MJ to canvass opinion on 'Meet the SIG leaders' with subset of leaders and then circulate invitation to all leaders.**

## 8. Interactions with EPSRC

Mike Ward had been on leave but would be returning mid-July. The EC agreed that it was vital to have full input from the SIGs before meeting with EPSRC; MJ agreed to follow up with MW to set a time for the meeting.

**Action: MJ to arrange a meeting with EPSRC probably in late July in Swindon.**

## 9. Publicity and engagement with UKFN

MJ noted three aspects, which the EC discussed in turn.

- Increasing engagement within UKFN, in particular (i) to increase the registered users to reflect the size of SIG membership and (ii) to increase industrial participation. Regarding (i), the EC agreed the principal route should be through the institutional Points of Contact. Regarding (ii), AJ noted there may be some reluctance to share industrial contacts, and, if this were the case, approaching the relevant industrial societies may be a more widely-acceptable route.

**Action: ND to follow up consolidating registered academic users through PoCs.**

**Action: ND/MJ to investigate use of industrial societies for publicizing the SIGs and UKFN.**

- Promoting UKFN and increasing membership. MJ noted a variety of options, which could begin with encouraging others to link their web pages to the UKFN website and follow UKFN on Twitter and Facebook. MJ/ND agreed to make available a suitable HTML code

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<sup>3</sup> [http://www.ercoftac.org/events/ercoftac\\_autumn\\_festival\\_and\\_da\\_vinci\\_cometition\\_5th\\_6th\\_october\\_2017/](http://www.ercoftac.org/events/ercoftac_autumn_festival_and_da_vinci_cometition_5th_6th_october_2017/)

snippet on the website. Other options, such as producing publicity leaflets (already partially addressed under Item 7(c)), and exploring related ideas with CUP/JFM, would be considered later.

**Action: ND to make code snippet for link available on UKFN About web page.**

**Action: AJ/PL to add link to UKFN to their home pages, and report back on experience.**

**Action: MJ/ND to pursue ideas to increase website traffic with CUP/JFM.**

- Using UKFN to promote fluids. The SIGs are a major potential source of material for news and articles on fluids, and our contact at The Naked Scientists, Tom Crawford, who is also JFM's social media editor, has the potential to reach a wide audience. The EC agreed to encourage each SIG to nominate one person as a 'media champion', who would identify potentially newsworthy stories and feed them to TC via UKFN; it was agreed to consult Henry Burrige of the Low-energy Ventilation SIG on how to implement this, since this SIG has relevant experience.

**Action: ND to contact Henry Burrige on setting up 'media champions'.**

**Action: MJ/ND to formulate guidelines on identifying newsworthy stories, with input from TC; add to SIG Best Practice document.**

**Action: ND to prime media champions.**

#### **10. Any other business.**

PL asked about plans to promote UKFN outside the UK/Europe, e.g. at APS-DFD meetings. It was agreed (i) to adapt publicity, such as the proposed SIG booklet, for a wider audience, with a view to distribute it at the 2017 APS meeting and (ii) to ask CUP/JFM whether they planned to have a stand and if so whether they could distribute the UKFN publicity.

**Action: ND/MJ to adapt publicity for APS audience.**

**Action: MJ/ND to explore options for publicity distribution, starting with CUP/JFM.**

#### **11. Next meeting**

It was agreed the next EC meeting would be scheduled for late September 2017, and that a face-to-face meeting would be preferable.

**Action: ND to consult EC members soon over dates for next meeting.**