# Greenwich Researcher Forum (PGR & ECR)

– Postgraduate Researcher (PGR) and Early Career Researcher (ECR) Forum

## TERMS OF REFERENCE – 2024-2025

### Purpose of the Forum

The purpose of the Greenwich Researcher Forum (PGR & ECR) is to:

- Support the dissemination of University strategy, policy and initiatives
- Support the implementation of the Greenwich Research & Innovation (GRI) sub-strategies
- Obtain and explore the views and opinions of the PGR/ECR community
- Enhance the PGR/ECR experience and make recommendations for achieving meaningful change
- Identify and agree suitable mechanisms for addressing matters raised

### Deliverables

- To provide a forum for discussion and review of matters pertaining to the PGR and ECR communities
- To feed a summary of PGR and ECR matters into the University Research and Knowledge Exchange Board
- To share areas of best practice with Faculties and Directorates across the University with a view to improving the PGR and ECR experience.

### Membership

The core steering group will consist of:
- CHAIR TBC – (Head of Greenwich Doctorate College or nominee), GRI
- Training and Research Programmes Manager, RETI (Deputy Chair of the Forum), GRI
- Research Training Programmes Manager, RETI (Deputy Chair of the Forum), GRI
- Researcher Training Officer, RETI (Secretary of the Forum), GRI
- Governance Support Officer
- Scholarly Communications Manager, GRI
- Knowledge Exchange Manager, GRI
- Funding Development Officer, GRI
- Greenwich Students Union Representation x 2
- President of Doctoral Society, Greenwich Students Union
- Faculty ECR Network Lead x 1 (each Faculty)
- Faculty ECR Rep x 1 (each Faculty)
- Faculty Research Support staff
- Faculty PGR Leads x 1 (each Faculty)
- Postgraduate Researcher x 2, (each Faculty)

The membership will be reviewed annually.

**Secretarial Arrangements**

The secretary will be provided by RETI.

The secretary will co-ordinate meetings, prepare agendas, produce accurate minutes and monitor and report on follow-up actions.

**Attendance**

The Chair will nominate a deputy from within the group to cover leave or unexpected absences.

Attendance by Forum members is expected at every meeting. Should a representative be unavailable to attend a meeting, their place may be taken by a designated substitute.

At the discretion of the Chair, other staff who are not members of the Forum may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the work of the Forum.

**Member Responsibilities**

Members are responsible for:

- Attending meetings or providing a designated substitute
- Contacting those they represent to gather and bring forward valuable information for sharing/concerns for raising/ ideas for improvements
- Feeding back to those they represent and cascading information
- Providing updates on actions based on previous meetings
- Providing news on ongoing projects and initiatives

**Communication and Collaboration Platform**

To facilitate ongoing communication, encourage continuous feedback, and provide regular updates, an online Microsoft Teams group and OneNote book is created for all members. This platform will serve as the central hub for:

- Updates: Regular updates on actions, projects, information and initiatives from faculties/directorates can be posted to keep all members informed. Members are requested to provide written updates at least 2 days prior to meetings/when there is no representation at the meeting.
- Sharing Feedback, Ideas, Matters for Discussions: Members are encouraged to share their thoughts, suggestions, and concerns in the dedicated topic page in the Forum's OneNote, ready for discussion.
- Document Sharing: Relevant documents, meeting minutes, and resources will be accessible through the Teams group.

All members are invited to actively participate in the Teams group to enhance communication and ensure the group's objectives are met.

**Meetings and Agenda**

The group will meet twice termly at a minimum two weeks before the University of Greenwich's Research and Knowledge Exchange Board meeting, with frequency increasing as the level of change activity or issues arising increases. Dates of the Forum meetings for 2024-2025:

1. GR Forum 1 Tue 19 November 2024 | 14:00-16:00 | Online
2. GR Forum 2 Fri 31 Jan 2025 | 10:00-12:00 | Online
3. GR Forum 3 Mon 24 March 2025 | 14:00-16:00 | Online
4. GR Forum 4 Thu 1 May 2025 | 14:00-16:00 | Online
5. GR Forum 5 Mon 16 June 2025 | 14:00-16:00 | Online

A skeleton agenda will be prepared and distributed by the secretary. Topics to be covered at subsequent meetings will arise from discussions at each meeting, however, members can forward additional agenda items to the secretary no later than four working days before the meeting.

Matters requiring significant time or resources to address may be dealt with outside of the meeting and reported against at the next meeting.

# Greenwich Researcher Forum - MEMBERSHIP 2024-2025

| Faculty/ Directorate3 | Membership role | First Name | Surname |
|---|---|---|---|
| GBS | PGR Representative (Bus | Ibukun | Joy Lawal |
| GBS | PGR Representative | Minh | Van |
| GBS | ECR Representative/ ECR Network Lead | Emilio | Costales |
| GBS | ECR Representative | Ines | Heck |
| GBS | PGR Programme Lead | Mingchu | Wang |
| GBS | PGR Programme Lead | Elisa | Pannini |
| GBS | Faculty Research Support Officer | Bekka | Hudson |
| GBS | Research Programme Administrator | Sera | Sutherland |
| GBS | Faculty Research Support Manager (Deputise) | Susanne Namer | Waldenstrom |
| FEHHS | PGR Representative (School of Health Sciences) | Debbie | Wallace |
| FEHHS | PGR Representative (School of Health Sciences) | Phil | Gurnett |
| FEHHS | PGR Representative (School of Human Sciences) | Melis | Ozkara |
| FEHHS | PGR Representative (School of Human Sciences) | Cynthia | Fasola |
| FEHHS | PGR Representative  (School of Education) | Xiaonan | Duan |
| FEHHS | PGR Representative  (School of Education) | Evelyn | Agyeman |
| FEHHS | ECR Representative (School of Human Sciences) | Genevieve | Breau |
| FEHHS | ECR Representative (School of Health Sciences) | Tiffeny | James |
| FEHHS | ECR Representative (School of Education) | Charmaine | Brown |
| FEHHS | PGR Lead Representative | Rebecca | Smith |
| FEHHS | Professor of Developmental Psychology | Claire | Monks |
| FEHHS | Professor in the Institute for Lifecourse Development | Andrew | Clark |
| FEHHS | Faculty Research Support Staff | Jia | Patricia Espinas |
| FEHHS | Faculty Research Support Staff | Ambiea | Begum |
| FEHHS | Senior Faculty Research Support Staff | Rosie | Hart |
| FES | PGR Representative (CMS) | Edward | Chida |
| FES | PGR Representative (NRI) | Hope Cletus | Okon |
| FES | PGR Representative (Engineering) | Ahmed | Sarhan |
| FES | PGR Representative (Science) | Ahmed Fathalla | Zaitoun |
| FES | ECR Representative (NRI) | Stefania | Cerretelli |

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|---|---|---|---|
| FES | ECR Representative (CMS-Deputy) | Ayodeji | Ibitoye |
| FES | ECR Representative (CMS) | Peter | Soar |
| FES | ECR Representative (Engineering) | Ioanna | Stamataki |
| FES | ECR Representative (Science) | Yixing | Sui |
| FES | PGR Lead Representative | awaiting name | |
| FES | ECR Lead Representative /Network | awaiting name | |
| FES | Faculty Research and Knowledge Exchange Support Officer | Lara | Nolan |
| FES | Faculty Research Support Officer (NRI) | Yuyang | Zhang |
| FLAS | PGR Representative | Hannah | Crossley |
| FLAS | PGR Representative | Ruth | Onafuye |
| FLAS | ECR Representative | Simon | Bowes |
| FLAS | ECR Representative | Hannah | Lammin |
| FLAS | PGR Lead Representative | Bian | Jing |
| FLAS | ECR Lead Representative | Jack | Tomlin |
| FLAS | School Research and Enterprise Officer | Hope | Freeman |
| FLAS | Faculty Head of Research and Enterprise Support (Deputise) | Suzanne | Louail |
| GSU | PGR Mentorship Programme Coordinator, Greenwich Students Union | Ann | Dean |
| GSU | PGR Mentorship Programme Coordinator, Greenwich Students Union | Yomna | Elmahrouky |
| GSU | Greenwich Students Union Officer (PGR Lead) | Sodiq | Lawal |
| GSU | President of Doctoral Society, Greenwich Students Union | Umar | Umar |
| R&KEB | Governance Support Officer, R&KEB Secretary | Dinaz | Hoey |
| GRI | Knowledge Exchange Manager | Jackie | Fotheringham |
| GRI | Scholarly Communications Manager | Hannah | Wilson |
| GRI | Head of Research Funding | James | Rannard-Lambert |
| GDC, GRI | Head of Greenwich Doctoral College (Membership TBC) | Steven | Miles |
| RETI, GRI | Postgraduate Research Systems Manager-Pulse | Luke | Babinet |
| RETI, GRI | Researcher Training Officer, Forum Secretary | Harvinder | Birdi |
| RETI, GRI | Researcher Training Administrator, Forum Admin | Nina | Rishton |
| RETI, GRI | Research Training Programmes Manager, Deputy Chair | Louise | Dawson |
| RETI, GRI | Training and Research Programmes Manager, Deputy Chair | Kate | Southgate |