

## Edinburgh Network Technologies Ltd. and University of Stirling

### Prog. No. 4132 – Programme Launch Meeting (LMC 0)

The above meeting took place at 3pm on Wed. 23<sup>rd</sup> October 2002 at edNet, Leith.

#### Attendees:

Mrs. A. Keane (Observer)  
Dr. A. Kurt-Elli  
Mr. M. Kurt-Elli  
Mr. A. J. Mitchell (Chair)  
Prof. K. J. Turner (Secretary)

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### MINUTES

**Secretary's Afternote:** Due to Prof. E. H. Magill subsequently taking over the role of Lead Academic from Prof. K. J. Turner, the minutes have been changed to reflect this.

#### 1. Welcome and Apologies

Mr. A. J. Mitchell welcomed LMC members and proposed to chair this initial meeting. Prof. K. J. Turner gave apologies from Prof. E. H. Magill for absence due to other commitments.

#### 2. Membership and Chair of Local Management Committee

It was agreed that in future Dr. A. Kurt-Elli would chair meetings. The Associate attends LMC meetings but is not formally a member. It was agreed that the principal Industrial and Academic Supervisors (Mr. M. Kurt-Elli, Prof. E. H. Magill) should be the primary contact points.

#### 3. Clarify Arrangements for Secretary (Academics)

It was noted that Stirling would be responsible for calling and minuting future LMC meetings. For distribution of documents, it was agreed that the web be the primary medium. It was agreed that Stirling would set up project web pages, with the username and password agreed at the meeting for private documents.

**Action KJT**

#### 4. Role of LMC

It was noted that the role of the LMC was top-level management, financial review, approval of expenditure, and approval of the Associate's workplan. Mr. M. Kurt-Elli would act as Programme Facilitator, and Prof. E. H. Magill as Lead Academic. It was agreed that the LMC would be quorate if one representative from each party (edNet, Stirling, TCS) were present. It was noted that LMC meetings would normally be face-to-face, and might alternate between edNet and Stirling. It was agreed that video-conferenced meeting may be tried. It was noted that it was the Associate's responsibility to make edNet-Stirling meetings worthwhile.

#### 5. Objectives and Measurable Target Outcomes of The Programme Gantt Chart

Dr. A. Kurt-Elli observed that Objectives 1 and 2 have already been decided through choosing to make use of Vocal. Objective 3 had already settled by choosing to work on SIP. The activities of the associate will be expanded by concentrating on supplementary services. In general, the Associate

needs a clear plan and outcomes. It is expected that Associate will start from Task 10, with initial TCS training courses. It was noted that there should be no emphasis on the difference between the Associate and other edNet employees.

## **6. Pattern of Future Meetings**

LMC meetings should be every four months, beginning four to six weeks after the Associate starts.

**Action EHM**

## **7. Financial Control and Invoicing Arrangements**

Mr. A. J. Mitchell explained the nature of the financial reporting, including the need for commitment accounting.

**Action EHM**

## **8. Commitment of Funds**

The appointment of the Associate was discussed; see (9) below.

## **9. Associate Recruitment and Contract**

The Associate is employed by Stirling, though not on scale. The budget covers gross pay. Prof. K. J. Turner noted that at a minimum the post needed to be advertised within the University. It was also suggested that monster.com might be an appropriate places to advertise. It was agreed that Stirling would draft a job description and send this to Mr. A. J. Mitchell and edNet for approval.

**Action EHM**

It was noted that the Associate must be a recent graduate (possibly someone from the EU). Appointment to a TCS position is not in itself a justification for obtaining a work permit. The Associate is fully seconded to the company. Dr. A. Kurt-Elli agreed to send a sample edNet contract to Stirling.

**Action AKE**

## **10. TCS Programme Agreement – IPR, Confidentiality & Early Termination**

IPR discussions were ongoing at the time of the meeting. (Secretary's Afternote: an agreement in writing has now been reached.)

## **11. Confidentiality Conditions on Associate**

This item was not discussed at the meeting.

## **12. Associate Induction and Appraisal**

TCS induction material is available via the web. EdNet and Stirling should each arrange induction to their organisations. EdNet and Stirling should also exchange the names of their respective safety officers.

**Action MKE, EHM**

It was noted that the Associate should participate in two appraisals per year, addressing a personal development plan and a training plan.

## **13. Associate Training and Development**

This was not explicitly discussed.

## **14. Mini-Project for Associate Assignment**

The mini-project should not be Task 1, but rather a two to three day opportunity for the Associate to find out about edNet. This mini-project should be agreed between edNet and Stirling.

**Action MKE, EHM**

## **15. Project Management Arrangements**

It was noted that the TCS norm was for weekly supervision meetings. At monthly meetings, the Associate should submit plans for future work – demonstrating the use of appropriate management methods.

## **16. Supervisor Workshop**

It was noted that a TCS Supervisor Workshop would take place in Edinburgh on 26<sup>th</sup> November 2002.

**17. AOCB**

Mr. A. J. Mitchell reported that TCSD was now part of TTI (Technology Transfer and Innovation Ltd.).

**18. Date of Next Meeting**

This was not explicitly decided at the meeting, but is implicit in (6) above.