Engineering Professors' Council
Minutes of the RIKT Committee meeting
held on 24th September 2024 via Zoom

Present
Johnny Rich (JR), Adrienne Houston (AH), David Brown (DB), Andy Alderson (AA - chair) and Nikita Hari (NK)

With
Rhian Todd (RT) and Lisa Chilcott (LC)

Apologies
Ion Sucala (IS), Graham Howe (GH) and Stella Fowler (SF)

1.	*Apologies*	
	Apologies received as above were NOTED.	
2.	*Minutes of last meeting held on 26th June 2024*	
	"Draft" watermark to be removed from the 26th June 2024 minutes and loaded to website. **Action: RT**	*2409-01*
3.	*Matters arising and items not elsewhere on the agenda*	
	AA announced that Steve Magowan has stood down from the committee. AA thanked Steve for his valuable contributions. **Complex Systems Toolkit** JR reported that work has started on the development phase of the Complex Systems toolkit. Work includes scoping in more detail and putting together an expert group. JR said if any committee members wish to contribute or know of anyone that should be included, please contact him, RT or Sarah Hitt. JR said Quanser will be funding the work hopefully for the next 3 years but he will be looking for other sponsors. **Safety Toolkit** JR said he is at the final stage before contracts in the bidding process with Lloyds Register Foundation for the Safety toolkit. **Enterprise Collaboration Toolkit** JR said there is no bandwidth at present to go forward with updating the toolkit. AA said GH has queried on the website if we are still looking for funders. JR to reply. **Action: JR** AA asked when the executive might have time to start work on the toolkit. JR said he thinks it may take some time. Once the Safety and Complex Systems toolkits are underway he may then be able to turn his attention to it.	*2409-02*

	10 Steps to apply for Horizon Funding - article by COD LC circulated the article and received no replies. COD wanted more contributions so it wasn't a purely personal piece. JR asked LC to contact COD and ask if it can be published. If yes, LC to publish as an article and let the committee know so they can comment. **Action: LC**	*2409-03*
	AI Webinars JR said the EES committee have also taken as interest in this. Manish Malik already runs various CPD on AI and is connected with experts in the field. Manish would like to have small workshop type webinars which could prove costly. JR said Manish is very flexible but some experts may need to be paid. JR said it would be best to return to the three topics previously discussed as a launch for paid webinars if there is a market for it. We could ask those that attend the free workshops if they would they pay and would they prefer online or in person. JR asked the committee to suggest who might deliver the webinars. There were no suggestions so JR said the Executive would take this away. JR and LC to try and identify three speakers for each topic. **Action: JR/LC**	*2409-04*
4.	*Skills audit / new committee members*	
	As only AA and AH remained at the meeting, JR suggested RT arrange a meeting of the volunteer subgroup as soon as possible to review the skills audit and new committee member applications. **Action: RT**	*2209-05*
5.	*REF 2029*	
	AA thanked anyone who contributed. JR said we will offer recommendations if we see fit.	
8.	*Date of next meeting*	
	RT to circulate doodle polls for 2025. **Action: RT**	*2209-06*

Action log

Reference	Agreed action	By
2409-01	"Draft" watermark to be removed from minutes and reloaded to website	**RT**
2409-02	JR to reply to GH on the website regarding funding for the Enterprise Collaboration toolkit.	**JR**
2409-03	LC to contact COD and ask if the '10 Step' article can be published. If yes, LC to publish and let the committee know so they can comment	**LC**
2409-04	JR and LC to identify three speakers for each suggested AI webinar.	**JR/LC**
2409-05	RT to arrange a meeting of the volunteer subgroup to review the skills audit and committee member applications.	**RT**
2409-06	RT to circulate doodle polls for 2025.	**RT**