



**Engineering Professors' Council
Minutes of the RIKT Committee meeting
held on 26th June 2024 via Zoom**

Present

Johnny Rich (JR), Ion Sucala (IS - Chair), Crina Oltean-Dumbrava (COD), David Hughes (DH), Steve Magowan (SM), Andy Alderson (AA) and David Brown (DB)

With

Stella Fowler (SF), Rhian Todd (RT) and Lisa Chilcott (LC)

Apologies

Tanya Vladimirova (TV) and Sarah Spurgeon (SS)

1.	Apologies	
	Apologies received as above were NOTED.	
2.	Minutes of last meeting held on 5th February 2024	
	“Draft” watermark to be removed from the 5 th February 2024 minutes and loaded to website. Action: RT	2406-01
3.	Matters arising and items not elsewhere on the agenda	
	JR said there is no agenda item for the Enterprise Collaboration Toolkit but it is in progress. JR is currently in talks with potential funders. JR hopes to secure funding for a Complex Systems & AI Toolkit and a Safety Toolkit. JR asked committee members to email him comments, one sentence would suffice to be used for the bid for the Safety Toolkit. JR also asked committee members to ask for comments from any international colleagues as the funders want it to be a global response. IS asked RT to add Toolkits as an agenda item at the next meeting. Action: RT DH asked how much funding needs to be raised for the Enterprise Collaboration Toolkit. JR said the original toolkit was done without funding thanks to lots of work done by AA and the RIKT committee and the EPC Executive. DH said he has contacts in industry that may be interested.	2406-02
4.	New committee members	

	<p>JR said there were lots of applications received which need to be filtered. JR said we could review each applicant now or try to define what skills we think we need. JR suggested a skills audit of those already on the committee then a small group can run through the list of applicants to identify those who can fill the skills gaps. JR said we don't want to just turn away the applicants that aren't selected so suggested creating a RIKT community. DB said a forum for RIKT would be great and it would be useful to have some members on the receiving end of knowledge transfer. RT to create a RIKT community at EPC Online. Action: RT</p> <p>The committee discussed circulating a skills audit survey. IS said we would want to know engineering discipline or industry role, length of experience in academia or industry, experience of knowledge transfer and experience with research projects. COD said it would also be useful to know about national/international experience. SM said it would be useful to have an agreement on balance prior to selection.</p> <p>JR asked RT to contact all applicants to say the committee will be doing a skills audit prior to selection. RT to ask all applicants to join a RIKT community. Action: RT</p> <p>RT to draft a skills audit survey and submit to JR and IS for comment. Action: RT</p> <p>The committee discussed Terms of Reference. JR suggested the committee have a maximum of 18 members, term of office 3 years in the first instance, failure to attend 3 meetings in a row without apologies assumed to be resignation. IS said it should state that the committee strives to be representative.</p> <p>JR asked RT to draft a Terms of Reference document for the RIKT committee to then be applied to all committees. Action: RT</p> <p>When skills audit complete, RT to organise meeting of volunteers to review applications. Volunteers are IS, JR, COD and SM. Action: RT</p>	<p>2406-03</p> <p>2406-04</p> <p>2406-05</p> <p>2406-06</p> <p>2406-07</p>
<p>5.</p> <p><i>Horizon scanning and other business</i></p>	<p>IS thanked COD for her draft on '10 steps to apply for Horizon funding'. COD said she sees the article as a collective piece of work so would appreciate committee input. JR asked LC to circulate the article to the committee for comment by the end of next week. Action: LC</p> <p>JR said John Mitchell has approached Jeremy Watson to invite him to speak at a RIKT committee meeting. Unfortunately, he had not had a response as yet so will keep trying.</p> <p>COD said we need a webinar on AI. JR said that would be valuable to the membership and suggested a series of webinars. SF said a few EPC members are interested and active in this space and it has been requested that the EPC set up a community. This community might help identify which areas to address in the webinars? COD said the most important is Intellectual Property. AA suggested three webinars:</p> <ul style="list-style-type: none"> • AI in teaching and assessment • Responsible use of AI in research • Use of AI for societal benefit <p>DB suggested</p> <ul style="list-style-type: none"> • AI & academia: who owns the innovation? 	<p>2406-08</p>

	<ul style="list-style-type: none"> • Can machines be inventors? The future of academic IP in the age of AI <p>IS asked the committee to email suggestions of who might deliver webinars to LC. Action: ALL</p> <p>JR asked LC to research appropriate panellist's for a series of AI webinars. Action: LC</p> <p>JR said some areas of AI are relevant to other committees so will report back to them.</p> <p>DH suggested reaching out to the Turing network. They run webinars on the societal side. DH will reach out.</p>	2406-09
		2406-10
8.	<i>Date of next meeting</i>	
	24 th September at 11.30am.	

Action log

Reference	Agreed action	By
2406-01	“Draft” watermark to be removed from minutes and reloaded to website	RT
2406-02	IS asked RT to add Toolkits as an agenda item at the next meeting	RT
2406-03	RT to create a RIKT community at EPC Online.	RT
2406-04	JR asked RT to contact all applicants to say the committee will be doing a skills audit prior to selection. RT to ask all applicants to join a RIKT community.	RT
2406-05	RT to draft a skills audit survey and submit to JR and IS for comment.	RT
2406-06	JR asked RT to draft a Terms of Reference document for the RIKT committee to then be applied to all committees.	RT
2406-07	When skills audit complete, RT to organise meeting of volunteers to review applications. Volunteers are IS, JR, COD and SM	
2406-08	JR asked LC to circulate the ‘10 steps to apply for Horizon funding’ article to the committee for comment by the end of next week.	LC
2406-09	IS asked the committee to email suggestions of who might deliver webinars to LC.	ALL
2406-10	JR asked LC to research appropriate panellist's for a series of AI webinars.	LC