

EIROforum Working Group on Training and Career Development

Working Group Meeting, Minutes, 4 Dec 2023

Attendees

Attendees: Stefan Roiser, CERN (SR), Eva Belonohy, EUROfusion (EB), Rachel Coulthard-Graf, EMBL (RC), Fabienne Rey, ESRF (FR), Andy Yates, EMBL (AY), Elsa Kern, XFEL (EK), Luigi Paolasini, ESRF (LP)

Apologies: Elizabeth Eastwood-Barzdo, CERN (EE), Tina Weilmuenster, ESA (TW), Eleni Athansiadou, ESA (EA)

Agenda page

<https://indico.cern.ch/event/1342845/>

Executive summary

The meeting, led by Stefan Roiser, was the first gathering of the EIROforum working group on training and career development. The group discussed setting up infrastructure for future meetings and collaborations, including a document storage system, a mailing list for communication, a potential chat system for more immediate discussions and using Google Docs for collaborative document editing. The group proposed creating a common document summarizing current training and career development approaches within the EIROforum organizations and discussed organizing common trainings and a catalog of available trainings for exchange among the participating organizations.

The meeting included a round table where attendees introduced themselves and their relation to the working group. Stefan Roiser, with a background in computer science and technical training at CERN, proposed co-chairing the group with Andy Yates, who has experience with competency frameworks at EMBL. The group agreed on the idea of bi-monthly meetings and considered organizing a workshop on knowledge capture and transfer, particularly tacit knowledge, with Eva Belonohy suggesting a spring event with presentations from each organization and possibly inviting NASA, ITER and F4E to share their expertise.

The group also discussed the possibility of having focused presentations on topics like competency frameworks and career paths in future meetings. The aim is to have a regular meeting slot for better planning and to invite experts from within the EIROforum organizations for in-depth discussions on specific topics. The next meeting is tentatively scheduled for January or February, with the workshop on knowledge capture potentially taking place in March or April.

Key points

- Stefan Roiser proposed assembling minutes after meetings for people to read. Roiser confirmed everyone had access to the <https://indico.cern.ch> page and the live minutes link leading to a Google Doc for collaborative note-taking.
 - Attendees were encouraged to add themselves as attendees in the document
- A quick round table was conducted for personal introductions and relation to the working group.
 - Stefan Roiser works at CERN, focusing on technical training for programming languages in the high energy physics community.
 - Fabienne Rey from ESRF is in charge of skills development, interested in soft skills training, and internal mobility to keep staff motivated.
 - Andy Yates from EMBL-EBI is involved in career development, mobility, and training, with experience in competency frameworks. Together with SR was the first instigator on this working group.
 - Rachel Coulthard-Graf from EMBL is the lead for career development and skills, focusing on career services and soft skills programs.
 - Elsa Kern from European XFEL is part of the HR team, developing more soft skills training.
 - Eva Belonohy from Eurofusion is responsible for education and training post-degree, interested in knowledge transfer and mobility, and has developed a Knowledge Management Strategy. In 2023 conducted an education programmes overview, a human resources survey and developed the Eurofusion Knowledge Management Strategy. EB is also chair of the Eurofusion Operations Network organizing communities of practice and training on operational topics.
 - Paolasini Luigi from ESRF is a senior scientist and teacher concerned with the career follow-up of Ph.D. and postdoc students, interested in training and mobility to motivate them.
- The following organizational topics for the setup and running of the working group were discussed:

- Every working group can use the Alfresco content management system for their needs (<https://cm01.embl.de/share/page?pt=login>). SR will ask the admin to give all WG members access to the system.
- For communication and contacting the WG members the mailing list trainingcareer@eiroforum.org has been setup.
- Stefan Roiser proposed to use the “indico” tool for organizing the agendas of meetings and events of the WG with the main category for the WG at <https://indico.cern.ch/category/17783/> .
 - TIP: Subscribe to individual categories e.g. for the working group meetings at <https://indico.cern.ch/category/17491/> (top right “Export” icon to sync’ with your agenda system)
- The group discussed the need for a chat function for efficient communication, especially when organizing events (WhatsApp, Signal, etc.)
- The group considered the idea of having regular bi-monthly meetings with the possibility to invite experts from within the EIROs for presentations. It was also discussed to organize one in-person event co-located with another EIROforum event, e.g. the upcoming European Open Science Conference 2024 in Poland (too soon?).
- The group discussed the need for a common editing tool for documents, with Google Docs being a preferred option.
- The following topics were discussed as first goals of the working group:
 - The group discussed the idea of producing a paper summarizing current approaches to training and career development within the EIROForum organizations. This goal is was also received as a charge from the directories of the EIROforum organizations
 - There was a proposal to create a common catalog of trainings available for exchange among organizations.
 - The possibility of organizing topical workshops was brought up, with Eva Belonohy proposing a workshop on knowledge capture and transfer.
 - The group agreed on the importance of capturing and transferring tacit knowledge, with interest in learning from NASA's and other frameworks.
 - The group expressed interest in competency frameworks and benchmark jobs as topics for future discussions.
- The next steps include setting up infrastructure, scheduling the next meeting, and planning for the proposed workshop on knowledge capture

Action items

Date	Action	Resp	Status
4 Dec 2023	Create a standing schedule for forthcoming meetings	SR	In progress
4 Dec 2023	Poll for a possible chat system (WhatsApp, Signal, ...) to be used	SR	In progress
4 Dec 2023	Produce a short abstract for a knowledge capture workshop to be distributed among the EIROs	EB	In progress
4 Dec 2023	Check how to add all WG members to the Alfresco content management system	SR	In progress
4 Dec 2023	Setup a Google docs workspace for common editing	SR	In progress
4 Dec 2023	Check for possible speakers on “competency frameworks and benchmark jobs” for forthcoming WG meetings and communicate them to SR.	All	In progress
4 Dec 2023	Setup and conduct the production of a paper on Training and Career Development within the EIROForum Organizations	AY & SR	In progress
4 Dec 2023	Setup the infrastructure for exchange on information on training among the EIROforum organizations	AY & SR	In progress

Full member list:

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Nota Bene: The minutes were auto-generated by ChatGPT (model “gpt-4-1106”) using the zoom text transcript as input. The minutes were further manually post-processed by SR cross-checking with the zoom transcript and live minutes.