

## Imperial College Union Communications Committee Report

Wednesday 12<sup>th</sup> September 2018

<b>AGENDA ITEM NO.</b>	
<b>TITLE</b>	<i>Felix</i> Review – Update
<b>AUTHOR</b>	Andy Djaba – Felix Editor
<b>EXECUTIVE SUMMARY</b>	<i>Felix</i> Review stalled after March 2018. Meaningful consultation with student body was not carried out. Fred Fyles submitted a separate paper with recommendations obtained from progress on <i>Felix</i> Review thus far. Andy Djaba has submitted a paper updating those in attendance of the progress of the <i>Felix</i> Review, with respect to these recommendations.
<b>PURPOSE</b>	Committee members to note the update, provide any immediate feedback and advise on next steps.
<b>DECISION/ACTION REQUIRED</b>	To note the updates and provide any immediate feedback

## Background

- *A Felix Review was undertaken by Andrew Keenan (AK), Fred Fyles (FF) and Nick Burstow (NB)*
- *The purpose of this review was to examine the governance, editorial structure, and long-term development of Felix, specifically looking at how Felix and Imperial College Union can work more closely together*
- *Developments on the Felix Review stalled after March 2018 due to FF focusing on producing print editions for the final term and the unfortunate illness of AK*
- *Despite this, FF submitted a separate paper, 'Felix Review – Editor's Recommendations', which partially covered several aspects of the Felix Review*

## Updates

It is important to note that FF included the following in the Editor's Recommendations document: "I do not believe continuing the review into a third academic year would be beneficial". Andy Djaba (AD) will provide an update on the progress of the Felix Review, with particular focus on FF's recommendations, the minutes of the last meeting and the action tracker:

- Finances
  - Updates: FF included recommendations on finances in 'Editor's Recommendations' paper:
    1. Involve the *Felix* Editor, and other key Union staff, more closely in the *Felix* budget, even if only on a purely informational level.
    2. Arrange a meeting with the Marketing and Communications team, specifically Daz Martin (DM), before the start of the next academic year to discuss strategy for adverts in *Felix*.
  - Actions:
    1.
      - a) Arrange a meeting between AD, DPFS and DPCS, as well as a Union staff member, to discuss Felix finances
      - b) AD has been provided information about how much money is available to Felix, as well as weekly printing costs, by the Marketing and Communications team
    2. A meeting was arranged as part of the handover process introducing AD to the Marketing and Communications team, to discuss advertising strategy.
- Relationship with Union
  - Recommendations:
    3. Ensure Union staff are aware of the editorial structure of *Felix*, with a particular emphasis on OT-*Felix* communication
    4. Establish a session in handover explaining to incoming sabbatical officers what *Felix* is and how we can work together over the year
    5. Ensure future *Felix* Editors are more aware of the different teams within the Union, and who it is appropriate to approach in different situations

6. Establish a regular support structure, e.g. regular 1:1 meetings with a designated member of senior management
- Actions:
  3. Felix Editor to create a brief introduction to the Felix editorial structure for Union staff, with information on what the structure is and how they can make use of Felix
  4. At the time of writing, I am unaware whether this session occurred
  5. AD provided with list of useful contacts
  6. AD to discuss with Jarlath O'Hara (JOH) the most appropriate support structure to establish next year
- Development
  - Updates: Consultation not carried out; recommendations written into 'Editor's Recommendations' paper:
    7. Establish a formal structure for the handover period, to be decided by the outgoing *Felix* Editor, the incoming *Felix* Editor, and a Union staff member to provide oversight
    8. Offer the *Felix* Editor support in developing training for their editorial team
    9. Establish a West Basement Users Group (WBUG) to ensure continuing maintenance of the West Basement
    10. Hire a part-time SysAdmin, responsible for the West Basement servers, who can provide formal documentation for the system
  - Actions:
    7. Handover carried out successfully
    8. AD to meet with most appropriate Union staff member to discuss possibility of delivering training, and what support would be needed
    9. *N.B. This is in progress, and is scheduled to be discussed at a CSP Board meeting after submission of this paper.* DPCS to work with AD and other West Basement users to establish a WBUG.
    10. Union to begin process of establishing role

## Action Planner

In summary, the actions that are yet to be completed are:

- Arrange a meeting between AD, DPFS and DPCS, as well as a Union staff member, to discuss Felix finances
- Felix Editor to create a brief introduction to the Felix editorial structure for Union staff, with information on what the structure is and how they can make use of Felix
- AD to discuss with Jarlath O'Hara (JOH) the most appropriate support structure to establish next year
- AD to meet with most appropriate Union staff member to discuss possibility of delivering training, and what support would be needed
- DPCS to work with AD and other West Basement users to establish a WBUG.
- Union to begin process of establishing part-time SysAdmin role

## Final Thoughts

Monday, 15 October 2018

While the *Felix* Review was unable to achieve its initial goals was still made, culminating in the Editor's Recommendations paper produced by FF. I agree with FF's recommendation against extending the Felix Review into this academic year and, instead, continuing to work with the Union and general student body to ensure further improvements can be made.

Thank you to everyone on Communications Committee for your insight and patience with this project.