

# MECD People Move Briefing

**Monday 1 November 2021**

**Alice Larkin, Head of School of Engineering**

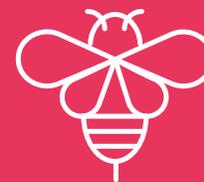
**Chris Hardacre, Head of School of Natural Sciences**

**Rachel Brealey, Director of Faculty Operations**



# Agenda

- **The project so far**
- **Move principles**
- **Timings and schedule**
- **Locations and maps**
- **Workspace planning – next steps**
- **North Campus clearance update**
- **Preparing for your move / next steps**
- **Questions**



# The project so far

- **Workspace Design (November 2019 – January 2021)**

Areas best suited to groups and teams, look and feel of spaces, design of enclosed and open spaces, storage allocation and acoustic design of the workspace

- **Workspace detailed design and furniture selection (March 2021 – August 2021)**

Audio visual brief and requirements, IT provision and Teams external calling functionality, storage and furniture choices

- **Readiness phase (September 2021 – March 2022)**

Clearance, local engagement with Teams and creation of the Ready Network



# Core Consultation Group (CCG)

The CCG are our executive group made up of senior representatives from across the faculty, providing guidance to the Estates Programme and the wider delivery of the project. Its members are:

- Alice Larkin, Head of School of Engineering
- Chris Hardacre, Head of School of Natural Sciences
- Peter Green, Vice-Dean for Teaching, Learning and Students
- Ian Cotton, Head of Research, School of Engineering
- Ian Kinloch, Head of Research, School of Natural Sciences
- Rachel Brealey, Director of Faculty Operations

As of October 2021, the Heads of Department for CEAS, EEE, MACE and Materials and Heads of School Operations have been invited to join the CCG, along with Gianpaolo Vignali, Academic Lead for MECD.



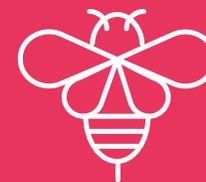
# Move principles

- **Occupancy of the building follows a logical progression of operational priorities.**
- **Where possible, academic and technical services colleagues will move within a two-week window of their technical space moves.**
- **Workspace planning takes into account a per person allocation of space, which has been set at 8m squared for academics, 6m squared for PS staff and Postdocs and 4m squared for PhD researchers.**
- **Academic colleagues contracted to work less than 0.5 FTE will be allocated to a shared desk provision.**
- **Some research groups from different Depts. have been located next to each other where there are shared research interests/goals to encourage interaction and impact (e.g. Net Zero and Environmental Sustainability, Robotics)**



# Move schedule

- The move schedule will largely take place over a six month window, March to September 2022, ahead of the commencement of the new academic year.
- The schedule of move activity has been developed taking into account team requirements (where possible), staff numbers and key dates around research, teaching activity and operations.



# Move schedule



Month	Group / Team	Floor
March	PS FSE Faculty Office	Six
April	PS TSLE (Faculty, School and Department)	Three
	MATS MatSci Soft	Five
	MATS Textile Technology	Three
	Net Zero and Environmental Sustainability theme (EEE Power & Energy)	Five
	MACE Environmental Engineering	Five
	MACE Aerospace*	Three
May	MACE Management	Four
	PS PGR Services, Centre for Doctoral Training, Faculty and School Recruitment and Admissions	Four
	CEAS Multiscale Modelling	Four
	Research Institutes Dalton / BP ICAM	Oddfellows
	CEAS Teaching	Four
	MATS MatSci Soft (Polymers)	Five
	MACE Thermofluids	Four

# Move schedule

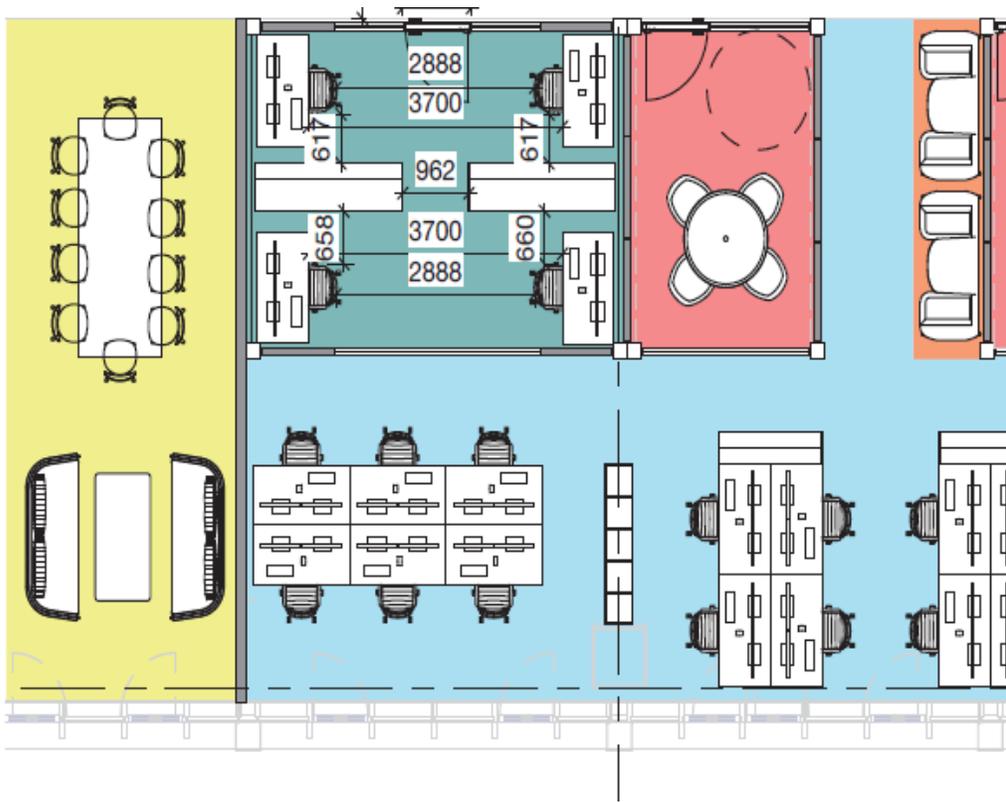
Month	Group / Team	Floor
June	MATS Fashion Business Tech	Three
	<i>Net Zero and Environmental Sustainability Research Theme (MACE Tyndall Centre)</i>	Five
	MACE Structures & Extreme Environments	Five
	MACE Structures & Health	Four
	School Leadership Teams	Five
	PS Operations	Five
July	MACE Environmental Engineering	Five
	MACE Structures & Extreme Environments	Five
	EEE Materials, Devices & Systems	Four
	CEAS Process Integration	Five
	MACE Manufacturing	Four
	MACE Staff working in the area of Modelling*	Six
	CEAS Sustainable Industrial Systems	Five

# Move schedule

Month	Group / Team	Floor
August	EEE Controlling, Communications and Signal Processing	Three
	<i>Robotics Research Theme (EEE Control and Robotics, MACE Aerospace)</i>	Three
	EEE Materials, Devices & Systems	Four
	MACE Aerospace*	Three
	MACE staff working in the area of Modelling*	Six
	<i>Net Zero and Environmental Sustainability Research Theme (EEE Power &amp; Energy)</i>	Five
	CEAS Biochemical & Bioprocess Engineering	Four
	CEAS Catalysis & Porous Materials	Four
	CEAS Advanced Function Materials	Five
September	MATS Corrosion	Six
	MATS MatSci Hard (Heat Treatment, Ceramics)	Five

\*Timings subject to confirmation of people associated with this move.

# In detail: the workspace mix



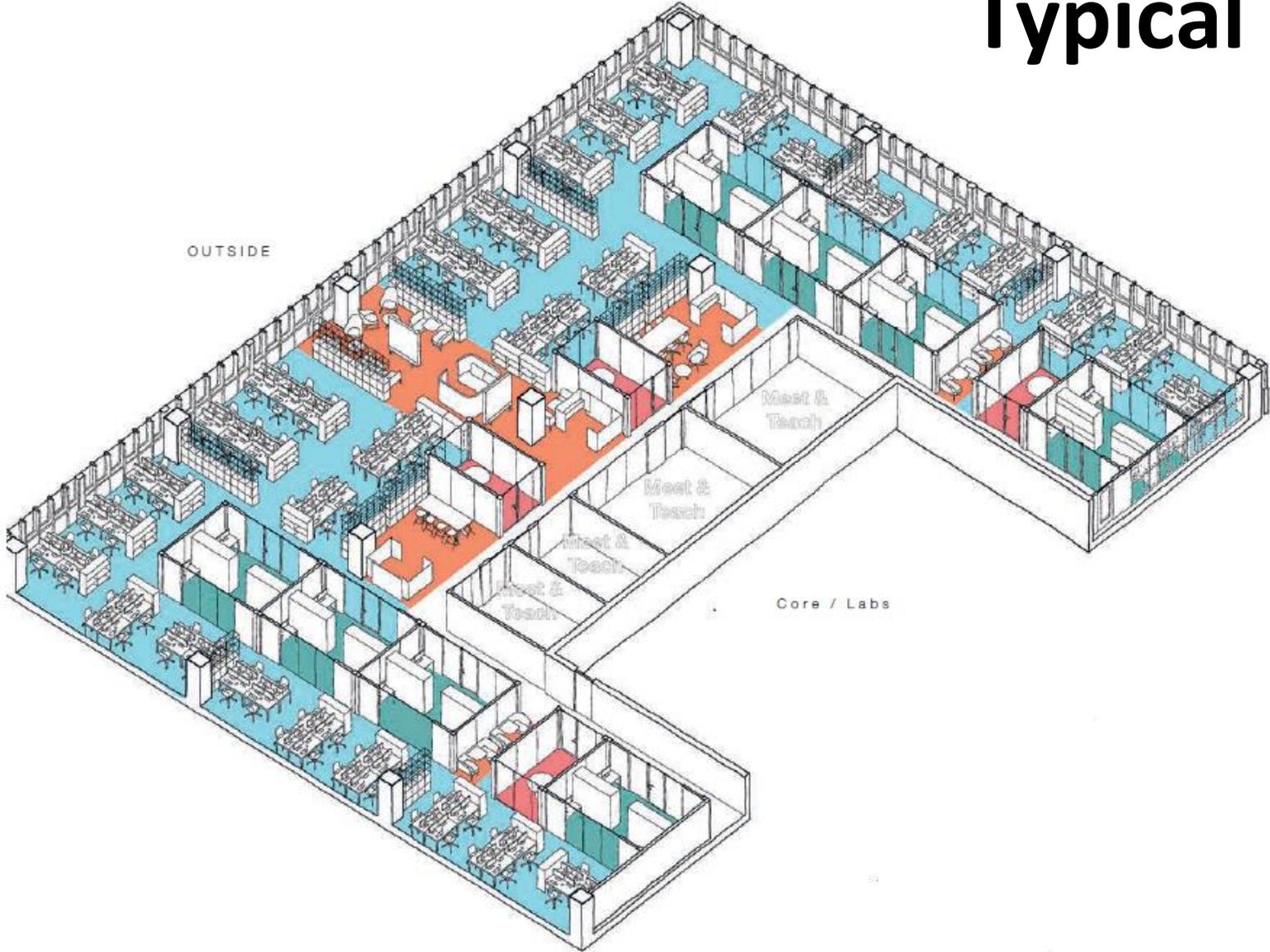
## Key:

- Informal meeting
- 4 person meeting room
- Open plan desking
- 4 person shared office
- Social area
- Large meeting room



**4 person shared office**

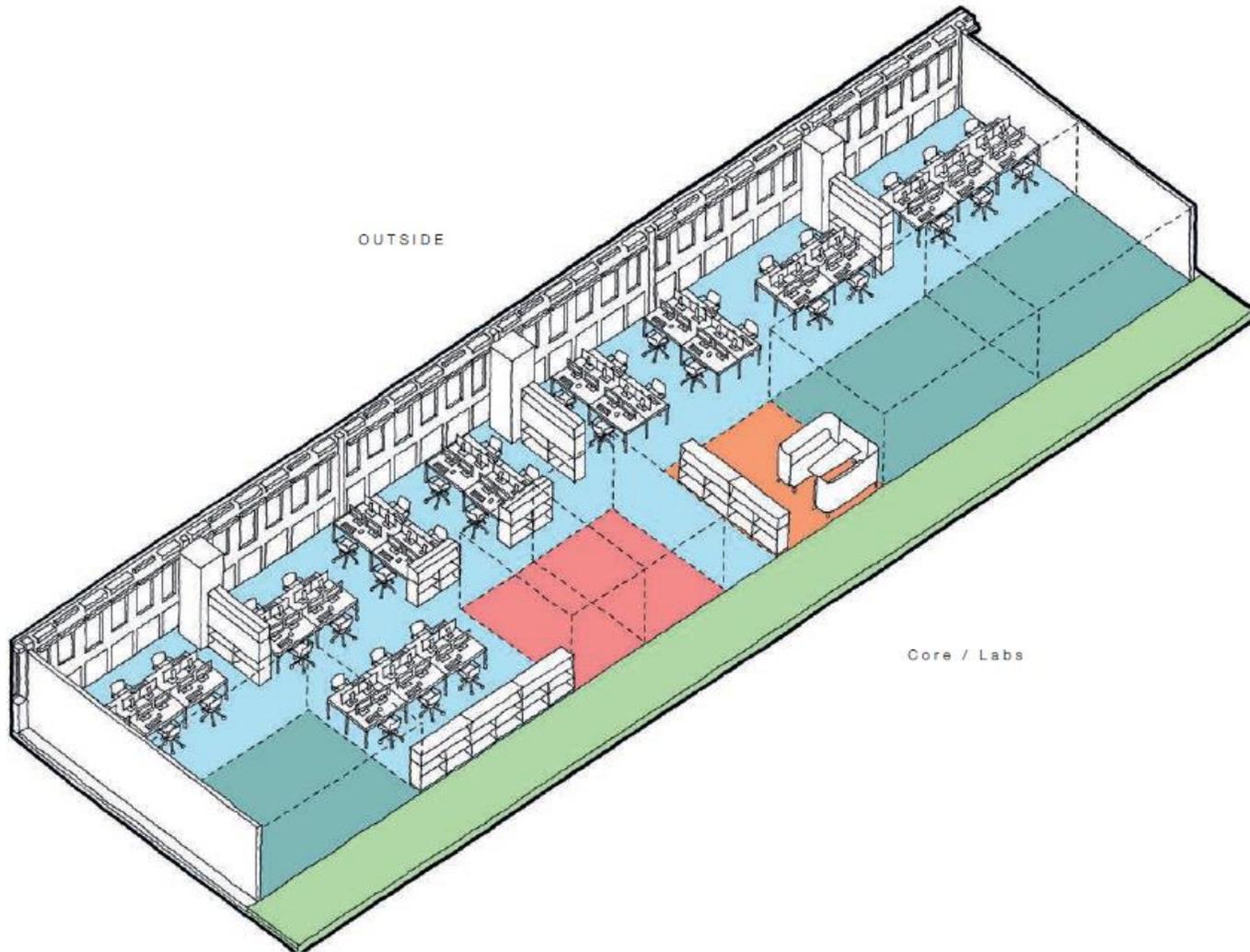
# Typical layout – end bay



**Key:**

- Informal meeting
- 4 person meeting room
- Open plan desking
- 4 person shared office
- Social area
- Large meeting room

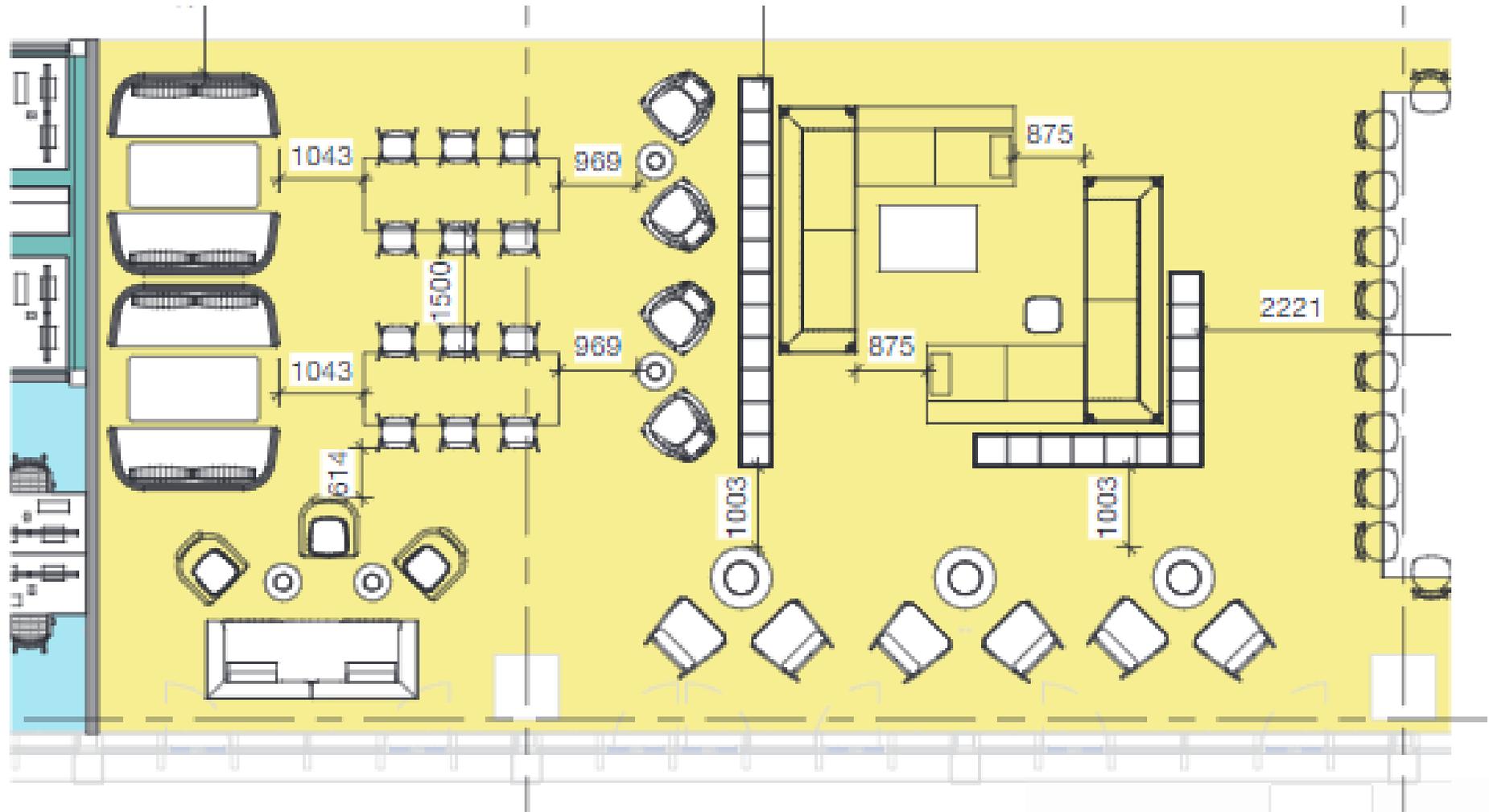
# Typical layout – (linear- east/west)



## Key:

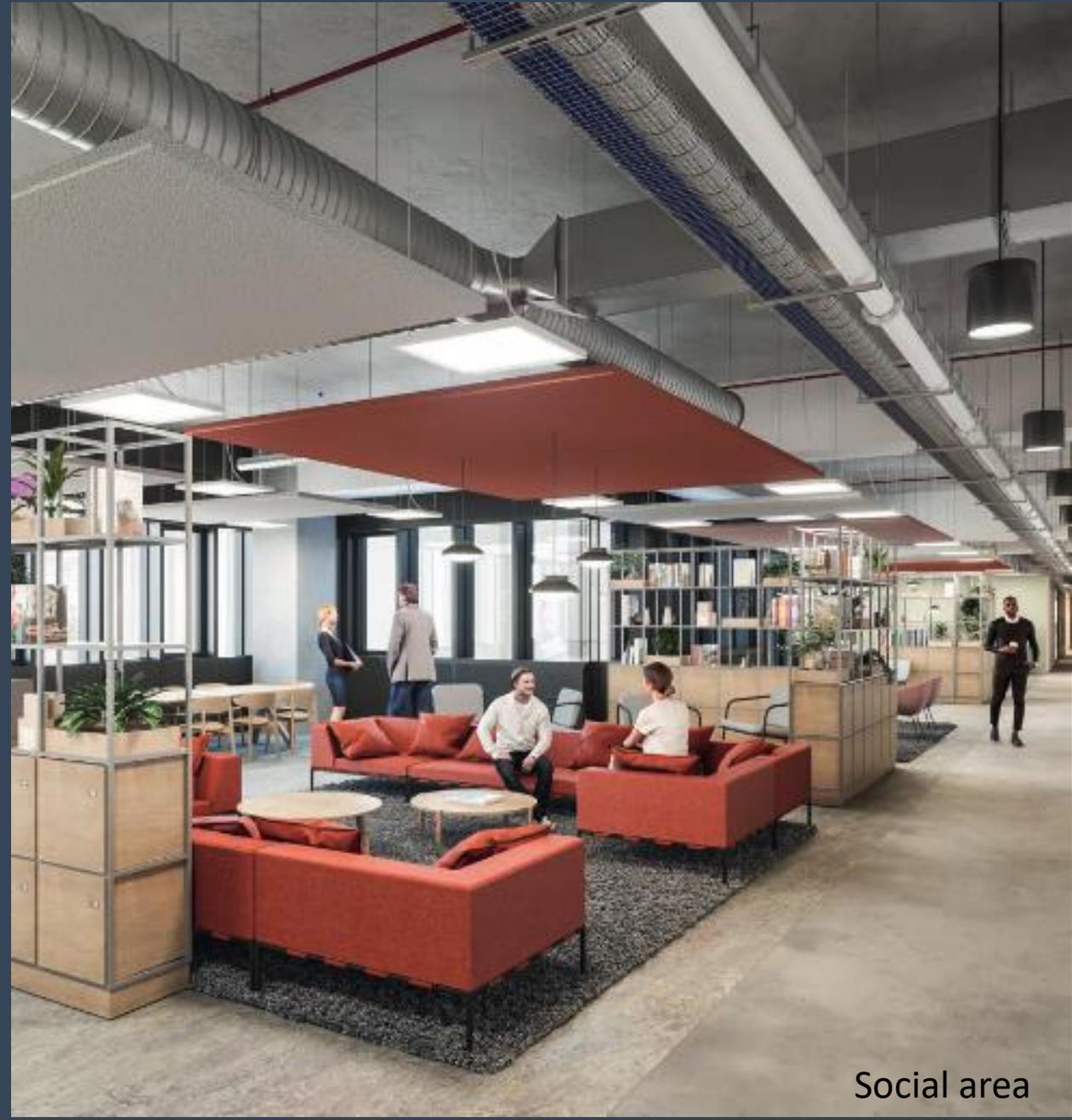
-  Informal meeting
-  4 person meeting room
-  Open plan desking
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-  Social area
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# In detail: example social space



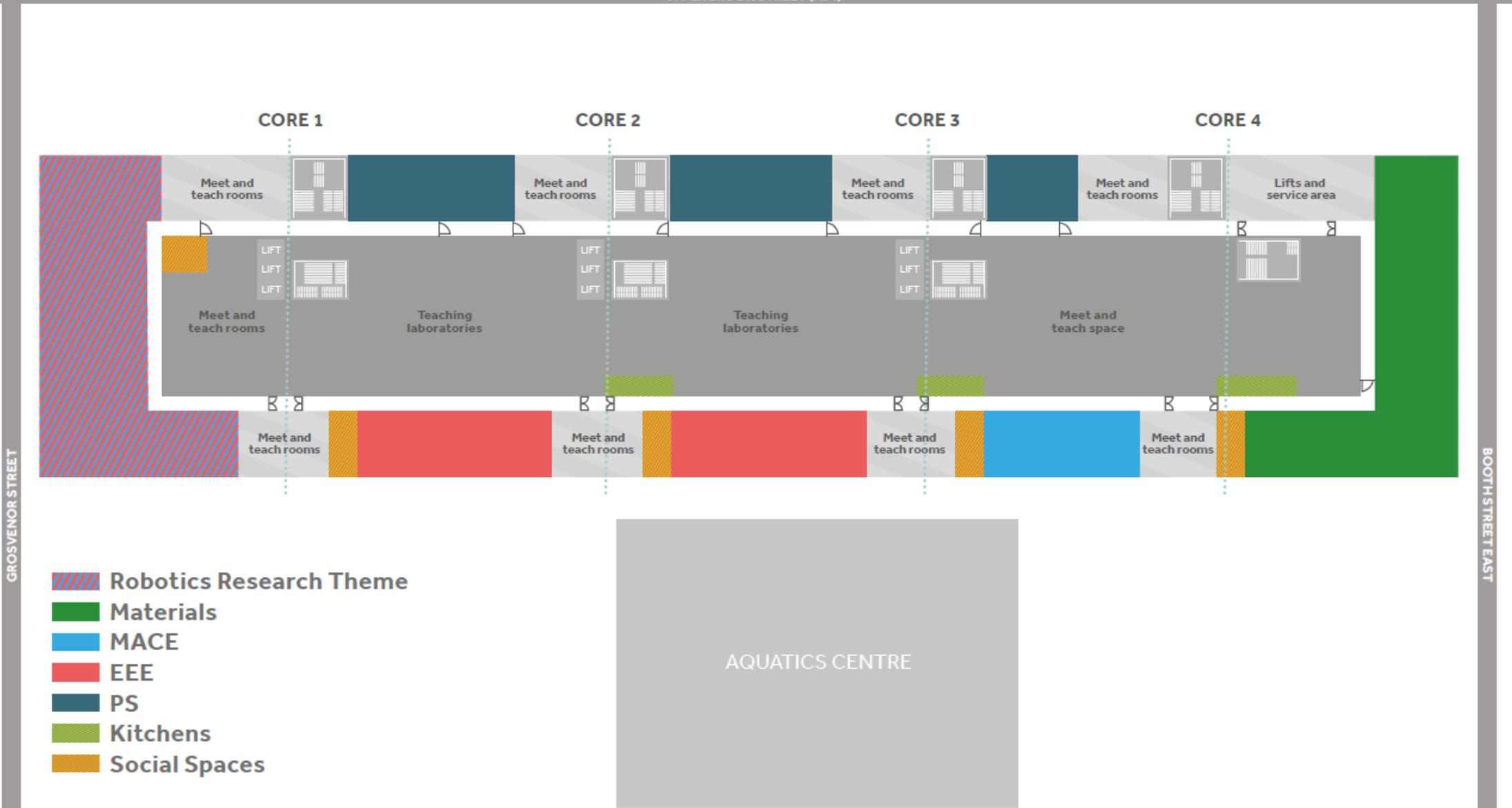


Open plan



Social area

UPPER BROOK STREET (A34)



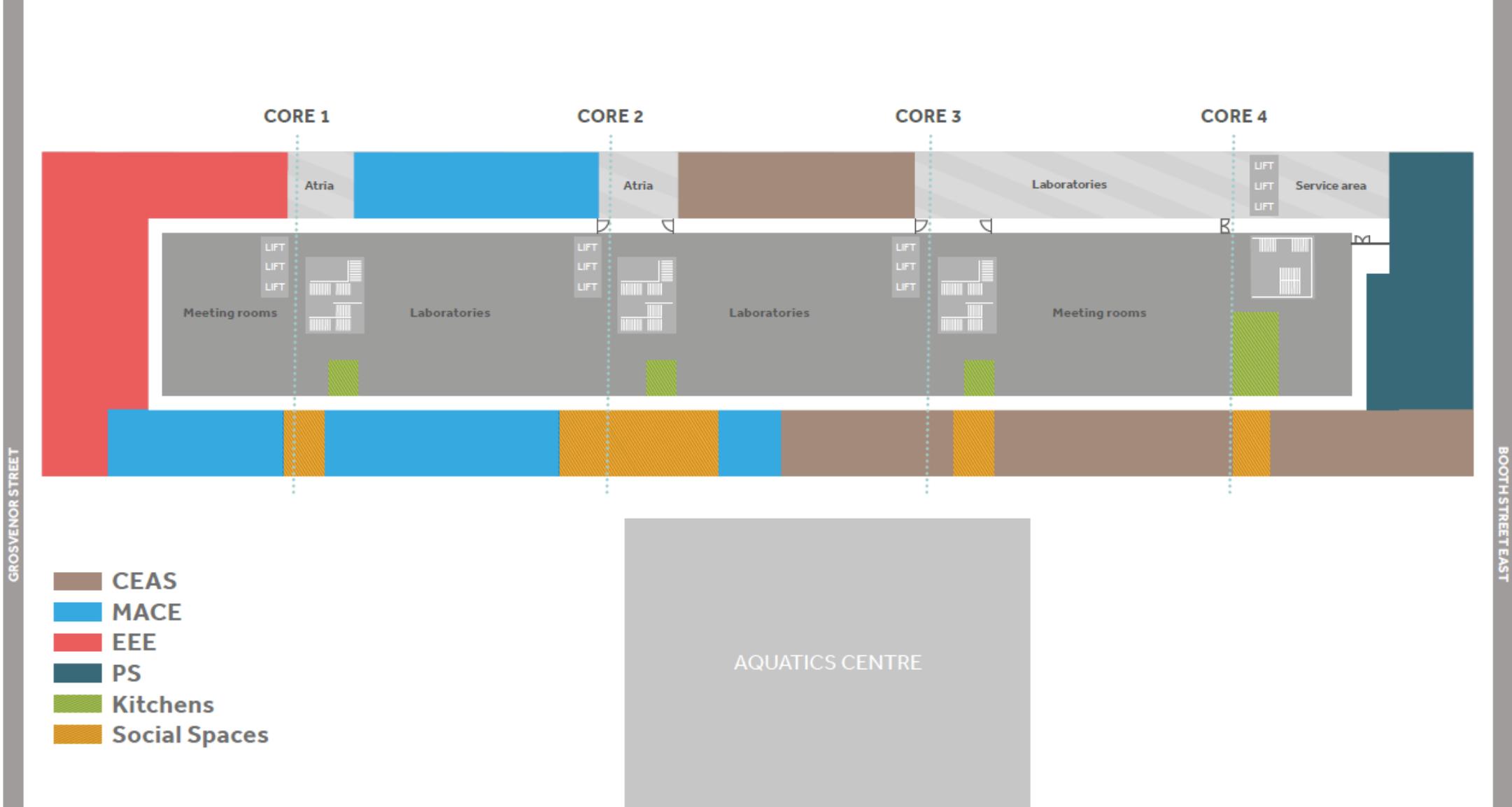
- Robotics Research Theme
- Materials
- MACE
- EEE
- PS
- Kitchens
- Social Spaces

AQUATICS CENTRE

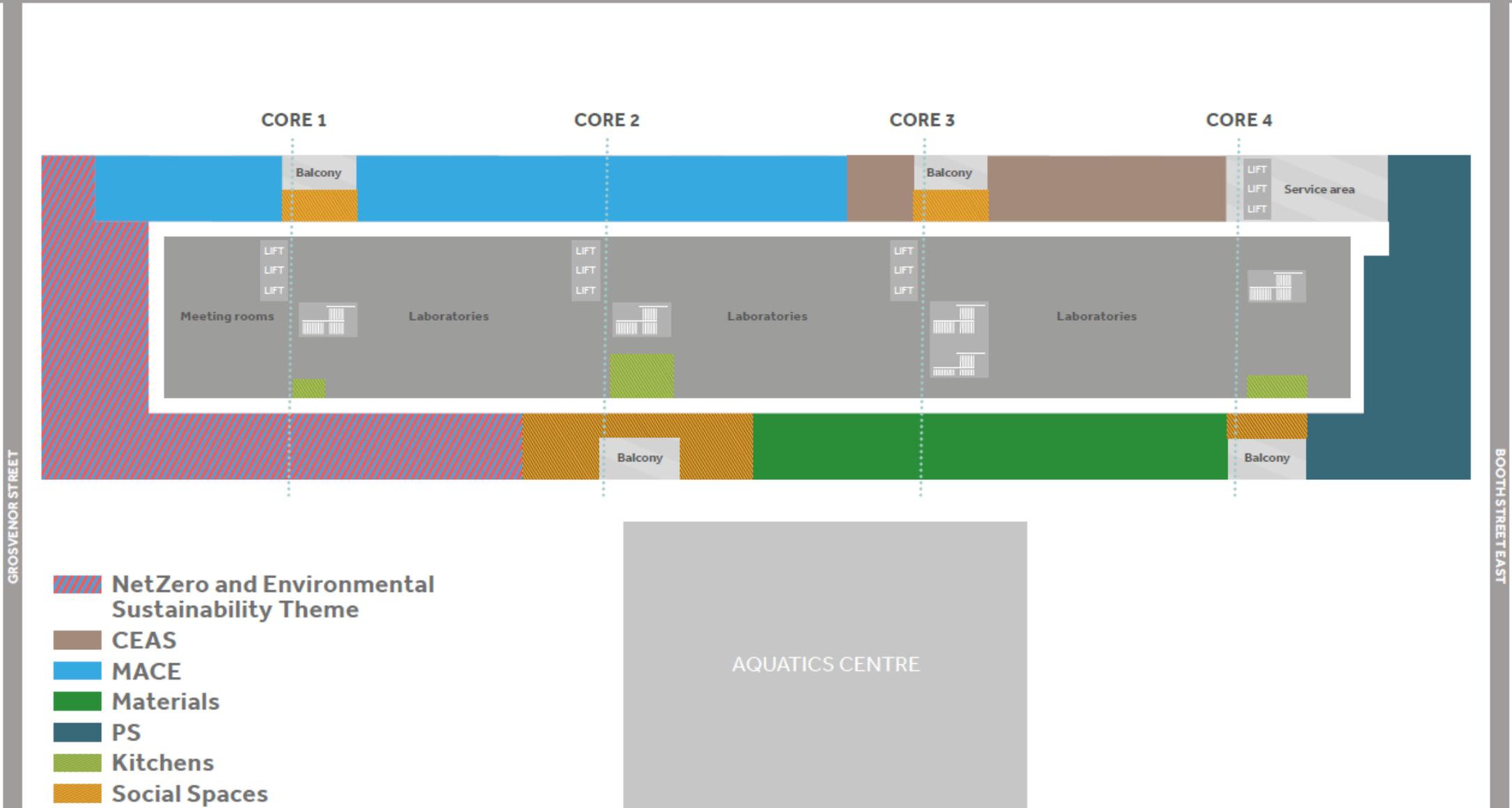
GROSVENOR STREET

BOOTH STREET EAST

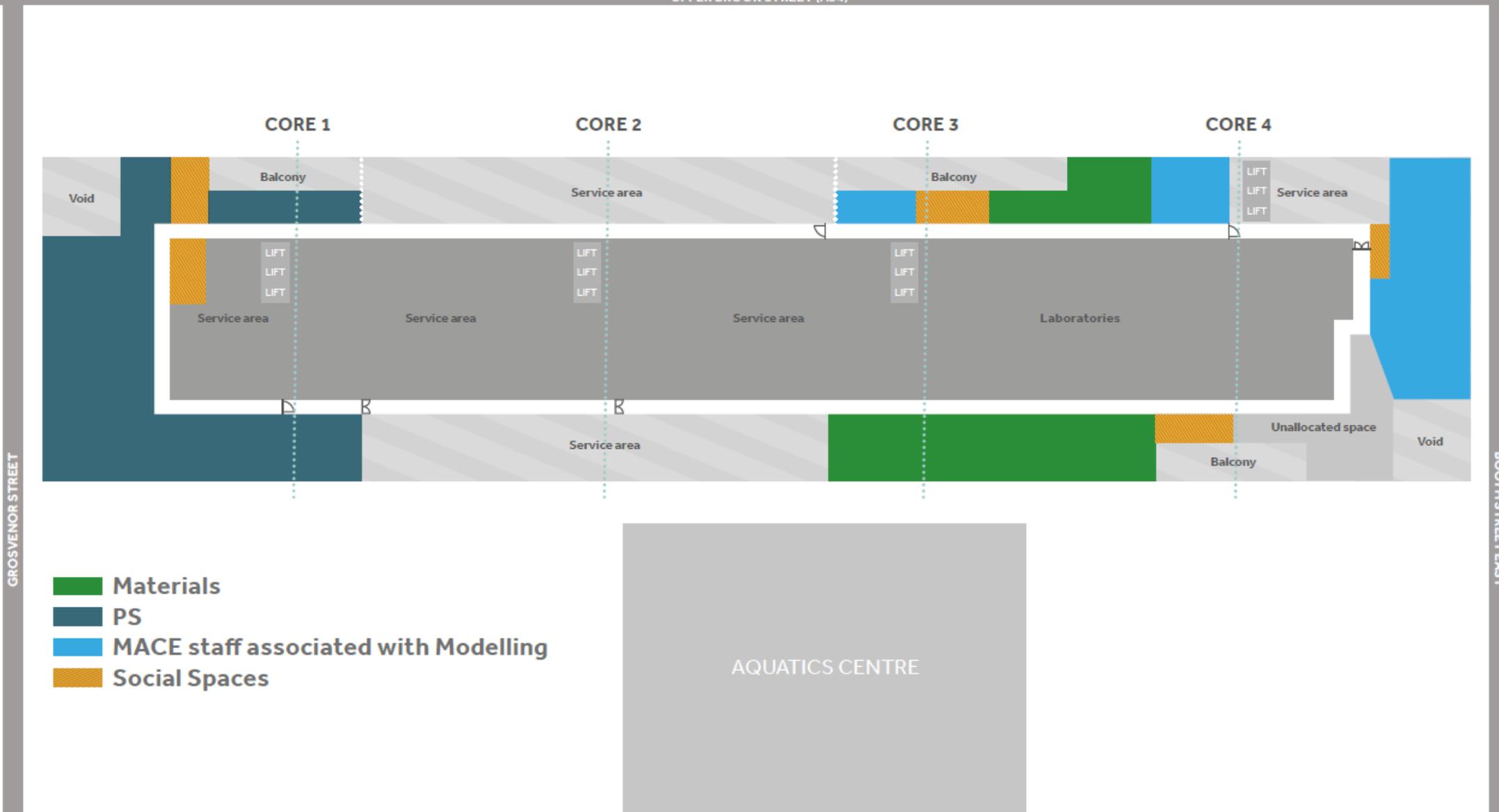
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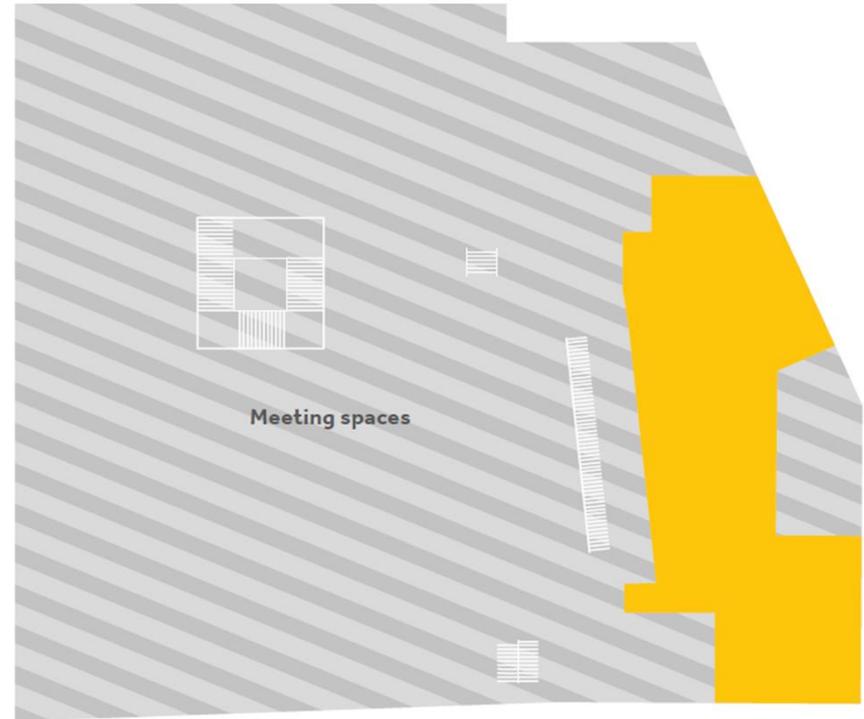
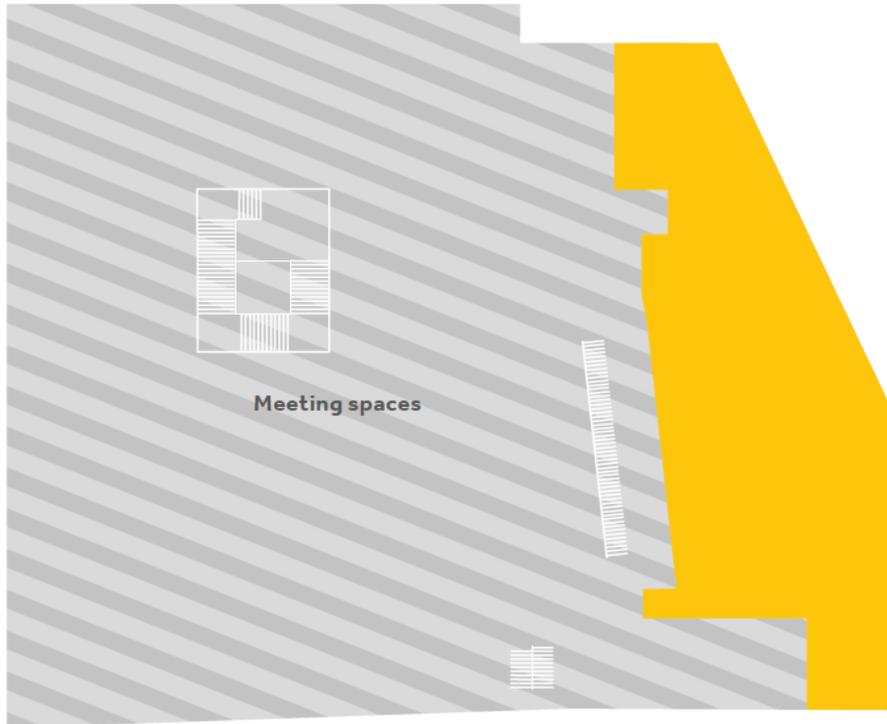
UPPER BROOK STREET (A34)



## Oddfellows Hall 1st Floor

## Oddfellows Hall 2nd Floor

 **Institutes  
workspace**



# Next steps - Departmental input

**CEAS:** Meetings with each Academic Group will be held to discuss the workspace plans and allocated space to groups. The planning of individuals' locations will be carried out within the Department with the Head of Department, MECD Deputy, Deputy School Operations Manager, MECD Ready Network Member and Academic Groups collaboratively.

**EEE:** The locations of Academic groups will be communicated to staff within the Department in collaboration with Divisional Heads. Discussion is currently underway to confirm the process by which the Department will plan individuals' locations within allocated workspace areas.

**MACE:** The locations of Academic groups have been shared with Group Leads and will be shared with colleagues in groups locally. The planning of individuals' locations will be carried out within the Department with the Head of Department and Group Leads collaboratively.

**Materials:** Head of Department, Sarah Cartmell, will present research group locations to Department staff at the next town hall (25 November 2021). This information will be shared with the Materials Management Team in advance of this session.

**PS:** Heads of Business Areas will liaise with their teams as part of Phase two of the ongoing hybrid working pilot.



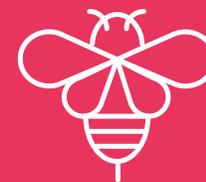
# Preparing for your move

The MECD Ready Network brings together academic, Professional Services and PGR representatives

The purpose of the Network is to build a community of engaged and knowledgeable staff and students who can play an active role of cascade of information, both from and up to the Project Team and who can help with local area preparations ahead of move.

Upcoming activities include facilitated workshops, where members will represent their ways of working

[www.meecd.manchester.ac.uk](http://www.meecd.manchester.ac.uk)

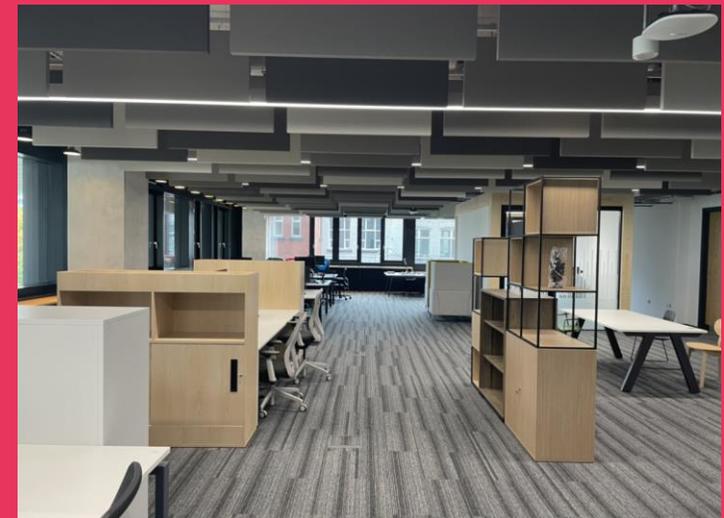


# Preparing for your move

A sample workspace, designed to the same specification of the workspaces on Floors 3 – 6 is now open on the 2<sup>nd</sup> floor of Engineering Building A (Room 2.001A).

Colleagues are invited to come and visit the space during the Sample Workspace Open Day on 16 November on a drop-in basis – further information on the MECD StaffNet pages.

Information on visiting the workspace on a touchdown working basis or for sample workspace tours will be shared in the coming weeks.



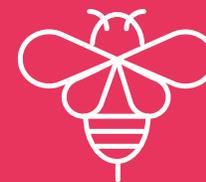
# Preparing for your move

The full move process for individuals is expected to take four weeks, and is broken down as follows

- Pre-move: 2 weeks prior to collection day, packing crates will be delivered and packed by colleagues . 1 week prior to collection day, a member of the move team will visit each of the spaces to check on clearance and packing progress.
- Move: 3-day move for each desk-based individual.
- Post-move: All personnel will be allotted 2 weeks (10 working days) to unpack all belongings and all crates.

Academics are allocated 5 x crates of storage each, PS staff & PDRAs have 3 crates each and Technical & PGRs have 2 crates each. These crates are standard 80ltr crates.

These are separate to a crate (one) provided for IT equipment for all occupants, which will be used to pack equipment such as monitors and keyboards and other IT equipment.



# North Campus clearance

Management of the clearance of your workspace is the responsibility of all staff leaving North Campus including staff not moving to MECD.

All offices, labs, teaching spaces, kitchens, staff and student common rooms storage areas and storage facilities must be cleared out prior to your move date.

Support and resources are available via StaffNet – what can and can't be disposed of, key contacts etc.

Heritage Survey – your help needed to preserve artefacts of historical importance



# North Campus clearance

The Mill



MSS Tower



Further clearance stations will be launched in the coming weeks in:

- George Begg Building
- Parisier Building
- Sackville street (stations and mini stations across each floor)



# Next steps

For any queries around the buildings, please email [askMECD@manchester.ac.uk](mailto:askMECD@manchester.ac.uk)

The [MECD StaffNet pages](#) will be constantly updated with new information – please check back in throughout your move process, as well as looking out for updates via our weekly Faculty newsletter, Beeline and via regular Departmental, School and Business Area channels

Monthly MECD drop in sessions are held via Teams on the second Friday of the month. The next session takes place on Friday 12<sup>th</sup> from 11:00 – 12:00pm. Joining details can be found on [StaffNet](#)



# Questions?

[www.mecd.manchester.ac.uk](http://www.mecd.manchester.ac.uk)

