



## FOR UNIVERSITY STAFF

WEEK COMMENCING 30 JULY 2018

ISSUE NO 149

### SEMINARS

There are no seminars this week.

### FINANCIAL YEAR END



Can you please ensure that all delivery notes for items which have been received including items received on Tuesday (31<sup>st</sup> July) are returned to Karen Parish by 2 p.m. on Tuesday.

Remember purchasing is **shut down until Thursday 2<sup>nd</sup> August.**

The deadline for processing expense claims this financial year has passed however please ensure that you continue to pass your expense claim forms to Karen Parish for processing as any expenses incurred prior to 31<sup>st</sup> of July must be accrued into this years financial accounts.



Dear All,

Your opinions matter and unless you have already done so, I would be very grateful if you could complete the RDM staff survey. It needs to be completed by next Tuesday (31<sup>st</sup> July). The link can be found at (<https://www.rdm.ox.ac.uk/intranet/personnel/2018-rdm-experience-surveys>).

The information gathered is used to promote positive changes for staff and support equality.

Only 15% of OCDEM staff have responded so far and we aim for well over 65%. The survey takes 10-15 min to complete.

Many thanks,

Fredrik

Head of OCDEM

## **FRAUDULENT DELIVERIES /ORDERS SCAM ALERT**

Dear Colleague,

I am writing to inform you that a number of departments appear to be the victim of fraudulent deliveries/orders scam.

Goods are being sent to departments appearing to **have been** requested by Mark Bowen via an incorrect e-mail address and without a **legitimate** Purchase Order.

In light of the above our advice is to **not accept delivery for anyone that does not work in your department.**

This has been reported to both the Compliance and the Information Security **Teams** and further updates will be sent shortly.

## **TRAVEL INSURANCE INFORMATION**



The University renews its insurance policies annually on 1 August. Information relating to the new insurance year starting 1 August 2018 can now be found on the [Insurance website](#)

### **Travel Insurance Policy**

- **2018-19 confirmation and summary of cover:** a new confirmation of travel insurance showing dates from 1 August 2018 to 31 July 2019 is available to download from the [Travel pages](#).
- **Emergency contact information and card:** these can also be downloaded from the [Travel pages](#). Please note that the Emergency Contact details have **not** changed.

## **COMPETITION: BBC COUNTRYFILE LIVE SUMMER PARTY TICKETS**

We have two tickets to give away for the BBC's CountryFile Live summer party, on Saturday 4 August at 6pm.

Taking place at Blenheim Palace, join the party of the year hosted by BBC Radio 2's Bob Harris and watch The Shires - the UK's biggest selling country act of all time - as they headline. Also on stage will be Newton Faulkner, Ferris & Sylvester and other surprise guests.

To enter the prize draw to win two tickets email [internal.communications@admin.ox.ac.uk](mailto:internal.communications@admin.ox.ac.uk) by 12pm Thursday 2 August with the answer to the following question:

**What was the date of the first CountryFile Live event?**

The winner will be announced on Friday 3 August.

CELEBRATE 140 YEARS OF ADULT LEARNING

# OPEN DAYS

TWO DAYS OF **FREE** LECTURES, WALKING TOURS,  
WORKSHOPS AND INFORMATION SESSIONS.  
EXPLORE THE WIDE RANGE OF PART-TIME  
LEARNING OPPORTUNITIES AT THE UNIVERSITY

**31 AUGUST & 1 SEPTEMBER 2018**

**ENJOY MORE THAN 90 SESSIONS INCLUDING:**

POETRY AND MEMOIR WRITING, LEARN RUSSIAN, DATA VISUALISATION  
STUDY SKILLS WORKSHOPS, TUDORS, BREXIT AND ECONOMIC THEORY,  
ANIMAL BEHAVIOUR, GOTHIC STYLE IN EUROPE, MUSIC AND MORE!



**JOIN US TO CELEBRATE 140 YEARS OF PART-TIME ADULT LEARNING!**

FOR FULL INFORMATION AND TO REGISTER:

[WWW.CONTED.OX.AC.UK/OPENDAY18](http://WWW.CONTED.OX.AC.UK/OPENDAY18)





## The OCDEM Christmas Lunch



**Where:** Linton Lodge Hotel ([www.lintonlodge.com](http://www.lintonlodge.com))

**When:** Friday 14th December

**Cost:** £18.50 per person for three courses with tea/coffee & mince pies.

If you would like to attend then please let Ruth Coleman ([ruth.coleman@dtu.ox.ac.uk](mailto:ruth.coleman@dtu.ox.ac.uk)) know and a deposit of £5 will be required to be paid by Friday 10th of August.

### Christmas Menu 2018

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**Chef's Creamy Leek, Potato  
and Grain Mustard Soup**  
Served with Crispy Croutons

**Pearls of Melon with  
Pineapple and Orange Segments**  
Sprinkled with Pomegranate Seeds

**Vegan Pate served with Cranberry Chutney**  
Accompanied by a Toasted Brioche

**Smoked Salmon & Prawns Salad**  
Dressed with Marie Rose Sauce & Balsamic Reduction

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**Roast Turkey & Stuffing with Rich Gravy**  
Accompanied by Cranberry Tartlet, Sausage Bacon Roll

**Roast Loin of Pork**  
Served in an Apple Calvados Sauce

**Tuna Steak set on crushed Potatoes**  
Served with Tomato Coriander Sauce

**Mushrooms & Vegetables Stroganoff**  
Served with Basmati Rice

All mains are served with seasonal Vegetables & Potatoes

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**Christmas Pudding**  
Dipped in Brandy Sauce

**Chilled Winter Fruit Salad**  
Served with Cream

**Lemon Mascarpone Cheesecake**  
**Trio of Chocolate Mousse**