

Tuesday 27th February 2024 - (SIDB Boardroom G31 + Teams)

Members of Executive Committee (apologies):

Head of Centre: David Wyllie

Deputy HoC: David Lyons (Lead for Research Opportunities)

Deputy HoC: Tara Spires-Jones (Lead for Career Development)

Finance Lead: Sutherland Maciver

Equality and Diversity Lead: Gulsen Surmeli

Post-graduate Lead (PI): Paula Brunton (apologies)

Post-graduate Lead (current student): Laoise Casserly

Post-doctoral Lead (PI): Sam Booker

Post-doctoral Lead (current post-doc): Brianna Vandrey

Professional Support Services Leads: James Griffiths (technical), **Beverly Roberts** (administration)

Seminar Leads: Nicola Romano (Central), **Jian Gan** (BioQuarter)

Remit:

The Centre for Discovery Brain Sciences Executive Committee (EC) will discuss Centre research strategy, career development, best practice in research across the centre, and needed improvements. The EC will meet (approximately) every three months, alternating between Central and BioQuarter campuses (or meet virtually if required). Meeting dates will be announced in advance to allow Agenda items to be submitted for discussion. EC- will consult with Centre members to ensure we are meeting the needs of everyone in the centre as best we can. We will circulate the minutes of our meetings to CDBS members to ensure transparency in the running of the centre. The EC is a resource for all members of the centre and we encourage people to get in touch with any EC members about any CDBS related issues.

Minutes:

1. Minutes from Last Meeting

- EC approved the minutes from the last meeting.

Points noted:

ECR DAY:

- Held on 7th December 2023.
- A great success! Hosted in HRB lecture theatre with 10 speakers, poster session in HRB common room followed by networking.
- Funds would be available to make this an annual event.

CDBS/CF Recruitment:

- A number of people had been recruited - CF/PI positions.

2. Welcome to:

- **Post-graduate Lead (current student):** Laoise Casserly
- **Equality and Diversity Lead:** Gulsen Surmeli
- **Post-doctoral Lead (PI):** Sam Booker

3. BioQuarter update and College restructuring:

David Wyllie:

- Timescales on the move to BQ were dependent on building works.
- All encouraged to attend forthcoming **Staff Meeting on Friday 1st March at 12-1pm** in HRB lecture Theatre (and Teams). *The presentation will be recorded.*
- Main topic will be College Governance/CMVM Restructuring.
- Mike Shipston and David Wyllie are our representatives for college in the proposed restructuring.

4. Finance Update:

Morag Laidlaw:

- The 'FEC trickle fund' information was no longer readily available on P + M.
- Morag Laidlaw was now the point of contact (not Paula Telford) to obtain a breakdown of grant code spending which she can manually download.

5. Equality and Diversity Update

Gulsen Surmeli:

- Gulsen shared a slide presentation which included good initiatives and was positively received by all.
- A CDBS EDI webpage was suggested.
- It was felt those with EDI queries/concerns should have a CDBS or other point of contact to discuss matters. Possibly similar to 'Mental Health First Aiders' for EDI matters.
- Gulsen may liaise with fellow BMS colleagues: EDI/BMS, Postgrad Research Student Officer and Wellbeing Advisor.
- A new UofE EDI Dean was currently being sought.
- David Wyllie, Tara Spires-Jones and Dave Lyons will meet with Gulsen mid-March going forward.

6. CDBS Seminar Series Update

Nicola Romano (Central):

- A busy Series with Central slots now filled with speakers, suggestions to be sought for next semester.
- An average attendance of 60, with around half attending in person vs online.
- Set-up had been problematic and stressful on occasions.
- If extra leads/equipment were required to aid set-up, funds would be made available.

Jian Gan (BioQuarter):

- 2/3rd seminars - external speakers, 1/3rd - internal PIs/ECRs.
- An average attendance of 40, with around half attending in person vs online.
- A replacement CCBS seminar series organiser would be sought imminently to assist Jian/Hermes with the organisation of CCBS seminars at BQ.

David Wyllie

- Mentioned the importance of a broad topic range.
- Virtual seminars would be a good option (and a more sustainable) for international speakers sought from US and Far East.

7. Tech Update:

James Griffiths:

- 2 new Tech members of the team now started at BQ.

8. Any requests to resign from CDBS Executive Committee:

- Committee formed Sept 2019 with expectation to serve for 2/3 years
 - It was hoped the committee would retain their positions to keep continuity over the next few months during transition/restructuring of centre.

9. Any other business:

- CDBS staff member brought up - Central Parking Permits and difficulty in obtaining one.
 - All unsuccessful applications can appeal their decision through the Parking Office: [Staff and Student Permits | The University of Edinburgh](#)
- The date of the next Executive Committee Meeting would be in May/June tbc.
- If you would like anything added to the next agenda, please contact: laura.thomas@ed.ac.uk