

CDBS Executive Committee Meeting Minutes

Monday 19th May 2025– Meeting G6 HRB + Teams

Members of Executive Committee (apologies):

Head of Centre: Tara Spires-Jones

Deputy HoC: David Lyons (Lead for Research Opportunities)

Deputy HoC: Michael Cousin (Lead for Career Development)

Finance Lead: Sutherland Maciver

Equality and Diversity Lead: Gulsen Surmeli

Post-graduate Lead (PI): Paula Brunton

Post-graduate Lead (current student): Laoise Casserly

Post-doctoral Lead (PI): Sam Booker (apologies)

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

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

Seminar Leads: Lida Zoupi (Central) (apologies), Jian Gan (BioQuarter)

Invited Reps:

BVS Representative: (Animal Research Support): Jose Sanchez Morgado

CMVM Data Manager: (CDBS/CCBS) Moni Choudhury

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. 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.

1. Minutes from the last meeting:

- EC approved the minutes from the last meeting

2. Welcome to:

- **BVS Representative:** (Animal Research Support): Jose Sanchez Morgado
- **CMVM Data Manager:** (Data Management CDBS + CCBS): Moni Choudhury

3. Executive Committee Member Update:

- Farewell and thank you to Laoise Casserly and Brianna Vandrey
- New Postdoc and Postgrad leads sought
- Vote on new leads: Elected
 - **Lucy Ryan – Postdoc lead**
 - **Jamie Elliott – Postgrad lead**

4. ESAT Mentoring

- Tara Spires-Jones
 - CDBS ESAT Mentoring sessions hosted on: 18th Nov + 21st April
 - INCR ESAT session on 22nd April
 - Positively received to offer support to ESATs

5. ‘Meet the Editor session and careers talk’ - CDBS/INCR

- Possibility of event with invited editors – possibly September onwards
 - Suggested format: talk from external invited editor from PLoS Biology coordinating with Ann Clemens, short intros from other CDBS editors, training session on ‘how to submit a paper’, discussion and Q&As
 - Invite local editors including Claire Durrant, Tara Spires-Jones, Mahesh Karnani, Paula Brunton, Manuela Marescotti and any others who volunteer

6. Data Manager Update

- Moni Choudhury
 - Talked about her role as CMVM Data Manager (CDBS/CCBS) supporting full life cycle of research data management including:
 - Data management plans
 - Data protection impact assessments (DPIAs)
 - Data sharing collaborations (proportionate data governance*)
 - Data transfer advice and support (proportionate data governance*)
 - [*working with research contracts]
 - Active data management (including DataStore)
 - Policies/procedures within/out with the UoE
 - Next steps include:
 - Continuing to engage with researchers through the intent to submit process
 - Devise induction process for new starters, postgraduate research and PhD student
 - Streamline leavers process
 - Data management survey summary:
 - 67 responses overall, c.38 from CDBS
 - Analysing the qualitative feedback
 - Emerging key findings include:
 - Faster access to DataStore required
 - Better availability of/responses from Information Services
 - Input from data manager roles throughout research lifecycle
 - Curated and coordinated policies/procedures/guidance and training
 - Next steps include:
 - Keep abreast of space availability on CDBS-SIDB DataStore, and provide updates to BMS Head and/or the exec, to avoid running out
 - Continue meeting with researchers and project teams
 - Trial drop-in sessions and inductions programmes

Comments:

- Consolidate advice on practical ways to free up space and archive data (i.e. data retention)
- Advance notice of DataStore space issues (i.e. to avoid storage running out)

7. BVS/ASRU (Home Office) Update

- Jose Sanchez Morgado Jose Sanchez Morgado
 - Gave an update on ASRU (HO) and their current situation. Including recruitment, facility's visits etc
 - For PPL licence renewal – we are now advising PPL holders to start their draft renewal at 18 months' notice and engage with your NVS as soon as possible.
 - Karen Brown karen.brown@ed.ac.uk HO Liaison Officer can be contacted or may be in contact regarding renewals

8. Mary Pickford Lecture 2025 + Alison Douglas prize (best PhD thesis)

- Date: TBC (once speaker is confirmed) – Thursday 30/10, 6/11 or 13/11
- MP Speaker suggestions
 - Suggestions to be sought from Pls
- Venue: BQ/Central depending on availability
 - Similar format to last year
- Judging panel required for best thesis
 - Request volunteer judges/Pls

9. Any other business

- What will happen to CDBS EC and CDBS/CCBS Seminar Series going forward - INCR?
 - Stay as is until new INCR structure in place
- Beverly Roberts to stand down from EC committee
 - New Professional Support Services lead to be elected – request volunteers by email
- Gulsen Surmeli - proposal to make EDI training mandatory for our PGR students
 - Working with Karen Woodcock, a new EDI training proposal for all PGS
 - Training will be complete by their first annual review and confirmation of completion ascertained by their committee
- CDBS Friends and Family Day a huge success – Fri 16th May
 - Good turnout (more than registered numbers), lab tours successful, George Sq Gardens – great venue and the sun shone!
 - Huge thanks to organisers: Sam Booker, Bri Vandrey and Laoise Casserly
 - Thanks also to James Griffiths for all his help
- The next Executive Committee meeting will be held at BQ in Aug/Sept 2025. If anyone would like anything added to the next agenda, please contact: Laura.Thomas@ed.ac.uk