

Thursday 19th November 2020 - (via Microsoft TEAMS)

Members of Executive Committee (apologies):

Head of Centre: David Wyllie

Deputy HoC: Catherina Becker (Lead for Research Opportunities) (apologies)

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

Finance Lead: Sutherland Maciver (apologies)

Equality and Diversity Lead: Norah Spears

Post-graduate Lead (PI): Paula Brunton

Post-graduate Lead (current student): Constantinos Eleftheriou

Post-doctoral Lead (PI): Emily Osterweil (apologies)

Post-doctoral Lead (current post-doc): Dorothy Tse (apologies)

Professional Support Services Leads: Carol Wollaston (technical), **Beverly Roberts** (administration)

Seminar Leads: Karen Smillie (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. 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.

Agenda:

1. Minutes from Last Meeting

- EC approved the minutes and discussed the following matters from last minutes:
 - Head CDBS would send PIs details of a new workshop/course for PhD students on 'Experimental design and data analysis' run by Crisin Jordan to commence Jan 2021.
 - Additional EC Meeting on 17th September 3pm with Emily Sena - Edinburgh Race Equality Network (EREN).
 - Committee discussed ways of communicating and deseminating Equality and Diversity information. A page on the CDBS website was suggested.
 - Dawn Livingstone shared a brief summary of work around the Race Equality and Anti-Racist action plan in the Deanery of Biomedical Sciences (synopsis of actions devolved to CMVM / DBMS appended)
 - It was deemed important to have a school/centre wide approach.

2. Return to Work

- Staff were praised, in particular Carol Wollaston and her Tech team, at how smoothly RtW was going.

3. Centre finances

- Current 'underspend' reported. Theme and seminar budgets had obviously not been used this year which contributed to this underspend.
- 1GS were to purchase a microscope with a £5k contribution going towards costs.

4. Seminar updates

- Karen Smillie and Jian Gan gave an update on the CDBS seminar series which was running well. Audience numbers varied depending on speaker/topic.
- Blackboard Collaborate was working well as a hosting platform. Practice sessions prior to seminars with speakers had proved helpful.
- There had been a lack of interest in the session following talks for PhD and post docs. This may mean this session will be dropped.
- Karen Smillie thanked Laura Thomas and the Admin Team for their hard work and contribution in organising the CDBS Seminars.

5. Any other business

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- Introduced a few weeks ago and a source of frustration to many committee members.
- Many committee members have since completed an online survey raising their concerns/opinions.
- Information for New Starts – A webpage with more information ‘about the centre’ and where it fits into CMVM was discussed.
- The date of the next Executive Committee Meeting would be in FEB 2021 tbc (via Teams).
- If you would like anything added to the next agenda, please contact: laura.thomas@ed.ac.uk