

Tuesday 23<sup>rd</sup> February 2021 - (via Microsoft TEAMS)

Members of Executive Committee (apologies):

**Head of Centre: David Wyllie**

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

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

**Finance Lead: Sutherland Maciver**

**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**

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

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

**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 from the last meeting.
  - Laura Thomas would follow up/action web information for new starts 'about the Centre' and where it fits within CMVM.

### 2. Return to Work

#### Central

- James Griffiths gave an update on occupancy numbers within HRB. Over the past 2 weeks there has been an average of 90 people a day working within HRB.
- Looking at new ways for one to one training (with self distancing) was ongoing. The use of camera training within histology was being trialed.
- 1GS RtW was going smoothly.

#### BioQuarter

- Catherina Becker updated on lab use and the importance of control on acute clashes in labs and retaining occupancy numbers.
- Facility access for postgraduate students at CB was being addressed by Mike Shipston.
- Jian Gan mentioned 1<sup>st</sup> floor CB lab use at 20% occupancy was working well with a 'shift' system in place.

### 3. EC members Update:

- Welcome to James Griffiths who takes over from Carol Wollaston **Professional Support Services Lead (tech)**.
- Farewell to Dorothy Tse who will be leaving CDBS at end April. Dorothy was thanked and wished well in her new role. A new **Post-doctoral Lead (current post-doc)** will be sought.

#### 4. Career Development:

- Tara Spires-Jones gave a brief reminder on the career development/funding opportunities that ECRs are encouraged to apply for:
- RS Macdonald seedcorn funds (rolling applications)  
<https://www.edinburghneuroscience.ed.ac.uk/scholarshipsfunding/rs-macdonald-seedcorn-fund>
- NeuroResearchers fund (deadline 30th April)  
<https://www.edinburghneuroscience.ed.ac.uk/scholarshipsfunding/neuroresearchers-fund>
  - HoC encouraged PhD and Post Docs to seek ways of raising their profiles including online journal clubs etc..

#### 5. Seminar Updates

- Karen Smillie and Jian Gan gave an update on the CDBS seminar series which was running well with good attendance numbers.
- Suggestions for a speaker for the **Mary Pickford lecture** in September were sought.
- Central seminars continued to host seminars using Blackboard Collaborate. BioQuarter were now using Zoom.
- On line security was discussed in light of recent news events and following advice from *Moirra Whyte email 'Staying safe in online meetings'- 19<sup>th</sup> Feb.*
- The committee felt the following safeguards were sufficient to protect our seminars without jeopardising attendee numbers:
  - The joining link would be removed from 'public' view ie the CDBS webpages/social media.
  - The joining link would be shared (along with any passwords) in the internal advertising emails sent on a Mon/Thurs.
  - On Zoom (BQ) the 'allow access'- 'waiting room' function should be used to authorise those joining.
  - Moderators should 'eject' or 'mute' anyone disruptive.
  - Be vigilant and aware of any suspicious behaviour to deal with appropriately (shared screens/microphones etc).

#### 6. Any other business

- Dorothy Tse and the G2PD committee hope to deliver an online symposium aimed at early career researchers '**Scientific Leadership and Lab Management**':  
(This seminar was originally proposed to EC in Dec but did not take place in May due to Covid)
- The aim of the symposium is to provide researchers an opportunity to understand the challenges in lab leadership and management and discuss some good practices. The target of the audience will be postdocs, new PIs, or even PhD students that are interested in lab managing practices from the College of Medicine and Veterinary Medicine.
- Tentative date: Friday 23 April 2021
  - Sutherland Maciver asked for an update on moving to BioQuarter. HoC explained due to the pausing of all capital build projects, the timeline is likely to be revised but the move will still go ahead.
  - The date of the next Executive Committee Meeting would be in May 2021 tbc (via Teams).
  - If you would like anything added to the next agenda, please contact: [laura.thomas@ed.ac.uk](mailto:laura.thomas@ed.ac.uk)