

CDBS Executive Committee Meeting - Minutes

Monday 23rd March 2020 - (via Microsoft TEAMS)

Members of Executive Committee (apologies):

Head of Centre: David Wyllie

Acting HoC: Catherina Becker (Lead for Research Opportunities)

Acting 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: Carol Wollaston (technical), **Beverly Roberts** (administration)

Seminar Leads: Karen Smillie (Central), **HongYan Zhang** (BioQuarter) (apologies)

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.
 - PhD student presentations were discussed. It was considered inevitable this event scheduled for 27th May 2020 would be cancelled/postponed. Paula Brunton/Laura Thomas/Constantinos Eleftheriou to organise remote 'PhD Presentations' every 2 weeks commencing 6th May.
 - On internal peer review of grants: The model of a single page summary of the grant for others to review was suggested. HoC would request review of grant applications by up to 4 CDBS members prior to submission.

2. Centre finances

- Morag Laidlaw updated committee on CDBS finances. Including projected trickle funds.
- She also mentioned U of E SharePoint of '[Successful Research Funding Applications](#)' which may be a useful tool for all.
- The Research Office now has a dedicated page for '[covid-19 and research funding](#)' which all staff can access. Morag Laidlaw will answer individual queries re-funding during this period if they arise.
- Carol Wollaston ran through the 'Tech' fund.

3. Career development

- Creation of a new workshop/course for PhD students on experimental design and analysis: 'Experiments and what to do with them' by Crispin Jordan was fully supported.
- David Wyllie to discuss timeline and format of course with Crispin in due course.
- Emily Osterweil and Dorothy Tse would share free online stats tools they use.

4. FENS 2020 – CDBS activities/events organised around FENS 2020.

- Richard Morris has suggested the possibility of CDBS event – (possibly social) to coincide with FENS in July 2020, although in light of recent restrictions, it is unsure if FENS will go ahead in July.
- This may be an initiative for Edinburgh Neuroscience to consider.

5. Seminar updates

- CDBS Seminar Series is to be suspended until September.
- Karen Smillie was happy to remain as Central Seminar Series organiser and will explore the possibility of setting up 'remote seminars'.
- Post Doc society were organising their own monthly seminar series on a Friday to coincide with 'beer and pizza'. Speakers would be post docs.
- A new seminar series organiser for LF would be sought by Catherina Becker.

6. Any other business

- Concern was raised over 'mixed messages' issued to PhD students in light of Covid-19 working guidelines. David Wyllie has written to all to clarify the expectation of CDBS members.
- Could the NHS benefit from protective equipment that CDBS might be able to spare?
- The date of the next Executive Committee Meeting is tbc.
- If you would like anything added to the next agenda, please contact Laura Thomas: laura.thomas@ed.ac.uk