

Tuesday 28th September 2021 - (via Microsoft 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) (apologies)

Finance Lead: Sutherland Maciver

Equality and Diversity Lead: Norah Spears

Post-graduate Lead (PI): Paula Brunton

Post-graduate Lead (current student): Constantinos Eleftheriou (apologies)

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

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. 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

- o EC approved the minutes from the last meeting.
Points noted:

PhD (virtual) talks:

- Whilst these did not take place over summer, Constantinos and Brianna have been involved in coordinating PhD talks for the Synapses, Circuits and Behaviour mini symposium series with Ian Duguid.
- It was suggested it would be beneficial to include *all* themes to include all PhD students. They (C + B) would gauge interest in coming months.
- BioQuarter have reintroduced their 'student/PhD talks'.
- A 'PhD event/talks event' will hopefully be organised in due course (when allowed).

Mental Health First Aiders:

- Beverly Roberts, Jane Tulloch, Alexa Jury and Krizstina Vinko have recently attended a Mental Health First Aiders training course:
<https://mhfaengland.org/mhfa-centre/resources/>
- Their role is to be a point of contact if someone (or someone you know) is experiencing a mental health issue or emotional distress. They are not therapists or psychiatrists but they can give initial support and signpost where to go for appropriate help if required.
- An email + posters will be distributed around CDBS members with contact details.

2. Return to Work update

- o Buildings were slightly busier with support staff returning (phased) week commencing Monday 4th October.
- o A reminder to all to use the new 'sign in' system/QR code and to wear face masks in communal areas.
- o Staff are encouraged to use 'TestEd' on a regular basis.

- At BioQuarter – RTW was running smoothly.

3. Finance Update

- Sutherland Mclver shared FEC trickle Centre fund information and noted the use of Theme budgets - some of which were not being spent/used.
 - Theme leads will be encouraged to apply for funding rather than have funding set aside.
 - An email detailing spending requirements should be sent to: Head.CDBS@ed.ac.uk and M.Laidlaw@ed.ac.uk

4. Work Space

- Norah Spears raised:
 - a. Work space within HRB
 - Concerns were raised over utilisation of offices/work spaces during covid restrictions.
 - Some were still concerned to be confined to small shared (some internal) offices with an expectation to be meeting others/students.
 - Those with concerns should use Room Booking for meetings or contact Head CDBS with any concerns.
 - b. Input for space/layout at BioQuarter for future CDBS move
 - Nothing could be confirmed regarding individual space requirements at BioQuarter as yet.
 - Head CDBS would ensure any updates were communicated within the CDBS community as they arose.

5. Any other business

- It was hoped social events at both Central and BioQ - 'Beer and Pizza' would resume shortly.
- The date of the next Executive Committee Meeting would be December 2021 tbc.
- If you would like anything added to the next agenda, please contact: laura.thomas@ed.ac.uk