

## CDBS Executive Committee Meeting - Minutes

Thursday 3<sup>rd</sup> September 2020 - (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: 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.
  - HoC was awaiting reply/details from Crispin Jordan regarding a new workshop/course for students on experimental design and analysis: 'Experiments and what to do with them'.
  - On internal peer review of grants: HoC would consider the review procedure and would include as CDBS news item.

#### **2. Return to Work**

- Staff were praised at how well RtW had been implemented and how smoothly this had gone in both Central and BioQuarter.
- Mike Shipston will be sending an email with further guidelines of RtW.
- Training (BVS) requirements. This will be raised with Lesley Penny by HoC. Mike Molinek (HRB Tech Team) [M.Molinek@ed.ac.uk](mailto:M.Molinek@ed.ac.uk) could also assist in training/assessment of certain techniques if required.

#### **3. Centre finances**

- Morag Laidlaw updated committee on CDBS finances. Including projected trickle funds. Increasing bench fees for FTE could increase from £1k to £1.5 to recoup some costs may start from 2021.
- Grant activity – reminder of grants deadlines:  
UKRI – Round 6, MRC funding, opportunities/vacancies on grant panel boards.
- Carol Wollaston ran through the 'Tech' fund.
- Catherina Becker mentioned BioQuarter finances.

#### 4. PhD Presentation Forums

- 6 forums have been hosted since May. A total of 15 PhD students participated. It has proved difficult getting PhD volunteers. One more session was to be arranged in October with the final 3 volunteers. Date tbc.
- For *new* PhD students to CDBS, an online 'introduction forum' was to be considered. Paula Brunton and Constantinos Eleftheriou would look at possibilities and obtain *new* PhD listing from Anne Aitken. SIDB PhDs would also be invited.

#### 5. Seminar updates

- Karen Smillie thanked HongYan for all her hard work and contribution to the CDBS Seminar Series. Jian Gan was going to take on the responsibility of Seminar Series organiser - BioQuarter.
- Seminars would be online for the foreseeable probably using the 'Teams live events' platform. Recording of seminars and speaker's agreements were still in discussion with legal and IT teams.
- Meetings with early career researchers and members of the department would hopefully be incorporated into the speaker's schedules.
- Timings were discussed and agreed that no one time would be ideal and thus for speakers from UK/Europe we would stick to 1pm to enable students to attend and avoid confusion. Varied start times for other time-zones would be considered.
- Mary Pickford lecture/Alison Douglas prize award for the best PhD thesis would be on **Thursday 29<sup>th</sup> October 1pm**. [Prof Gina Turrigiano](#) – invited confirmed speaker. Choosing a winner for Alison Douglas Prize had proved a challenge and was thought in future, external examiners could be approached for comment.
- A CDBS branded gift/picture to acknowledge and thank speakers was suggested.

#### 6. Any other business

- P and DRs - deadlines were sought. Lee Dolan would be asked to confirm dates.
- With CDBS H&S manager's departure, concern was raised about loss of files/data. Janet Philp would be the contact in the interim and any concerns should be raised with her and HoC.
- An additional EC Meeting with Emily Sena Edinburgh Race Equality Network EREN is on: **17<sup>th</sup> September at 15.00**.
- The date of the next Executive Committee Meeting is **19<sup>th</sup> November @2pm** via Teams.
- If you would like anything added to the next agenda, please contact Laura Thomas: [laura.thomas@ed.ac.uk](mailto:laura.thomas@ed.ac.uk)