

CDBS Executive Committee Meeting - Minutes

Monday 9th December 2019

Members of Executive Committee (apologies):

Head of Centre: David Wyllie (Sabbatical/apologies)

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 (apologies)

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. A list of CDBS PhD students has been circulated to EC to check. 93 students with over 20 in second year. Paula Brunton to plan a PhD student presentation day for second year students next June.
 - On internal peer review of grants, we have not had responses to who is on committees to help with internal peer review of grants. Laura Thomas will follow up with Morag to generate a list of people with a strong track record with funders who might make good peer reviewers. Norah Spears mentioned another institution has regular peer review sessions where a small panel meets regularly with people applying for grants. They bring a single page summary of the grant and discuss it with the panel at the meeting. The EC discussed whether this model may work for us. Catherina Becker and Tara Spires-Jones will ask for feedback on this idea at the staff meeting as well as reminding people of internal peer review before submitting grant applications.

2. Research Strategy

- Recent grant successes (ERC, EU ITN, WT PhD, SFARI) – CDBS will share an update of recent awards at staff meeting. We encourage people to get in touch with news of both planned applications and successes Head.CDBS@ed.ac.uk.
- EC would like to reiterate the importance of internal peer review before grant submission as in agenda point 1 and will ask for feedback at staff meeting.

3. Career Development

- The 'term' of an executive Committee member was discussed. 2 years was thought to be a reasonable length of service. In the first instance replacement of roles could be staggered.
- Dorothy Tse was hoping to organise a half day symposium on 'Starting and Developing your own Lab' for new PIs and Post Docs. The only cost would be catering costs £300 approx.
- Lack of feedback/support following unsuccessful grant decisions was raised by a centre postdoc. EC will try to find out who makes internal triage decisions for grants with triage advertised in CDBS. Laura Thomas will put the person who contacted EC about this particular issue in touch with Tara Spires-Jones for 1:1 feedback on their recent triage.
- EC were updated that there are ongoing plans in BMS to create a new workshop/course for PhD students on experimental design and analysis.
- PhD students are interested in a seminar specifically targeting how to present CDBS relevant research (posters, talks, etc) and Constantinos Eleftheriou will look into organising a seminar/symposium on the topic.
- PG committee: Paula Brunton has missed PGREC meetings due to commitments in China. For future PGREC meetings where PB cannot attend she will seek a representative from the EC to attend instead (Dorothy Tse has already volunteered). PB to circulate PGREC meeting minutes to EC from Sept and Dec 2019 meetings (once available).

4. Equality and Diversity

- "All gender/all disability" signage is now in place as agreed at last meeting.

5. Centre Finances

- Sutherland Maciver will meet with Morag Laidlaw to confirm what CDBS funding is left for the financial year.
- Requests for funding that EC were supportive of are:
 - Catering at symposium aimed at postdocs and new PIs on 'starting and developing your own lab' - Dorothy Tse organising.
 - Catering and reasonable travel costs for PhD student symposium on effective scientific communication - Constantinos Eleftheriou to organise.
 - Additional finances to top up Prof Serena Dudek seminar next year to help cover costs of travel.
 - Catering costs for 2nd year PhD student presentations (early summer 2020).

6. Professional Services Updates

- Carol Wollaston updated EC on costs of running HRB and 1 GS for the year to date.
- The central technical team is now back up to full compliment.
- EC members noted that a recent 'Waste Workshop' has been very useful and we encourage all labs to send a representative to these monthly meetings to get updates on changing waste disposal practices.
- We encourage people to get in touch with Carol and team if there are any building issues in HRB/1GS (lightbulbs out, etc) or with any 'sustainability' ideas/issues.

7. Seminar Updates

- A new Joint CDBS/CVS seminar series which has been initiated to begin to build links between the two centres ahead of the CDBS move to BioQuarter. We were successfully awarded funding from the IAD action fund to support networking events for this and have two seminars scheduled for the upcoming year. The first will be on the 16th of January – Dr Giles Yeo (University of Cambridge) in the central area hosted by Prof Nik Morton and Dr John Menzies with a second on the 8th June where Prof David Atwell will be jointly hosted by Prof Joanna Wardlaw and Dr Andrea Caporali in the BioQuarter.

- Colleagues are welcome to host ad hoc seminars when opportunities present but we cannot guarantee live streaming or other support. Live streaming is not organised by default and also requires the speaker to sign an agreement to give permission for the seminar to be streamed.
- Laura Thomas is going to put together a guide to organising seminars which will be available to anyone organising an event. Please do let Laura Thomas, Seminar Series organisers (Karen Smillie/Nicola Romano for Central area or HongYan Zhang for BioQuarter) and CDBS@ed.ac.uk know with as much advance notice as possible and they will try to help!

8. Any other business

- No other business raised.
- The date of the next Executive Committee Meeting will be on: 23rd March at 9.30am – Room G6 HRB/Central.
- If you would like anything added to the next agenda, please contact Laura Thomas: laura.thomas@ed.ac.uk