

Thursday 3rd February 2022 - (via Microsoft TEAMS)

Members of Executive Committee (apologies):

Head of Centre: David Wyllie

Deputy HoC: David Lyons (Lead for Research Opportunities) (apologies)

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

Finance Lead: Sutherland Maciver

Equality and Diversity Lead: Norah Spears (apologies)

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): 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 (or meet virtually if required). 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 Event - 2nd Year Talks or ERC Symposium:

- PhD/ECR event- will hopefully be organised for May/June. This would be an 'in person' event followed by a social get together. Constantinos Eleftheriou + Brianna Vandrey to look into options.

Mental Health First Aiders:

- Beverly Roberts, Jane Tulloch, Alexa Jury and Krisztina Vinkó to meet (Teams) with HoC to discuss their roles and next steps on 8th March 2022.

2. Return to Work update

- o Under new guidelines it was hoped buildings would become busier over forthcoming weeks.
- o The UoE Building sign in/out App was discussed. **Please note - update (10/02):** this system is no longer in use or required. Out-of-hours access to the buildings is still required. Similar to pre-pandemic times a diary on Reception in both HRB and 1GSq which **must be completed by everyone entering the building outside of our normal working hours (8:30am-6pm Mon-Fri).**
- o Staff are still encouraged to use 'TestEd' on a regular basis.

3. Finance Update

- o Sutherland Maciver shared FEC trickle Centre fund information. He highlighted an underspend (approx. £20k) due to seminar and theme budgets not being spent to date.
- o Histology request for additional funds – cryostats. *See below 'any other business'.

4. CDBS Seminar Series Update

- Nicola Romano (Central) + Jian Gan (BioQuarter):
 - 2022 (virtual) Seminar Series was running smoothly.
 - It was hoped 'in person' seminars/events would resume shortly.

5. Central Tech Team Update

- James Griffiths
 - Many requests have been received for '*lone working*' from new inexperienced staff. James would be refusing permission. Such requests will require clarification from line manager.
 - 1 George Square – disruptive works were now complete.
 - Chemical Uplift + Disposal was complete. Reminder to all staff that this can be done throughout the year, any requests for chemicals to be uplifted/safely disposed of - should be directed to the Tech Team.
 - A poster was suggested containing information regarding 'safe disposal of chemicals' and contact details.

6. Meeting Rooms:

- Norah Spears raised - Meeting room set up in HRB with a good AV system.
 - **G49** within HRB link building has recently been fitted with excellent AV/teleconference system (old system from G31 SidB boardroom).
 - This room can be booked through HRB Reception.
 - **G31** (SidB boardroom) also has excellent facilities and can be booked by emailing: jane.wright@ed.ac.uk - SidB administrator.

7. Any other business:

- * Histology request for additional funds – cryostats (James Griffiths).
 - Histology request: 2 x 8 year old struggling cryostat machines require replacing. Could CDBS help with funding of replacement cryostat?
 - **Update:** HoC met with Morag Laidlaw and John Mason – It has been agreed CDBS would contribute £9k plus a further £9K as a loan. Charges would apply to use the machine which would off-set/pay back the loan over 3 years. John Mason would liaise with Histology to implement a charging system.
- HoC – David Wyllie may change office shortly (2nd floor) to free up his large room (305A) for office/hot desk space.
- The date of the next Executive Committee Meeting would be May/June 2022 tbc.
- If you would like anything added to the next agenda, please contact: laura.thomas@ed.ac.uk