

## **CIP Executive**

**Minutes of meeting 8<sup>th</sup> June 2009-06-05**

**In Attendance: MJS, MAC, ML, DJP**

**Apologies: AJ, JACP**

1. Suggestions for new logo were presented following feedback from CIP meeting. **ACTION:** MJS/JP to contact Medical illustration to develop final version for circulation In addition front PPT page to be circulated to CIP members
2. PhD viva talks. Following proposal at CIP meeting plans for PhD talks by viva candidates were explored. **ACTION:** AJ to advise all students/supervisor currently in second year to be advised that a talk is recommended to be included immediately prior to the viva with the external in attendance. AJ & ACH to coordinate with Anne Aitken & supervisors. AJ to explore with ACH whether this could be made compulsory for all all new PhD students supported in CIP from this September. No CIP event would be planned after the viva and this left to individual supervisors as before.
3. College booklets for each Centre. MJS had received a mock up of an outline short brochure for the CIP developed by College with arequest for fhanges by end June. **ACTION:** DJP, ML and MAC to revise thematic grouping sections by 22<sup>nd</sup> June 2009. In addition suggestions for changes in other parts of brochure including pictures and other visuals requested. MJS to explore improving section on PhD studentships with AJ.
4. Imaging committee: Discussion of IMPACT survey presented by TG. **ACTION:** MJS to ask RD and TG to initiate first meeting of new imaging committee. Committee should report back on :
  - a. Strategy for new equipment funding. MJS had already asked RD to coordinate scientific rationale and TG management/infrastructure case. Imaging committee to define eqpt require, projects and investigators to be included as co-PIs and named within application to make best case.
  - b. Strategy for future changes in IMPACT charging levels and consideration of whether a dual charging structure should be implemented. RD & TG with committee to prepare rationale and costing projections over next 5 yrs for charging scheme/structure for submission to CIP exec for approval.
5. Request from Thomas Theil on behalf of Histology users group for exceptional item for support of maintenance cost for tissue processor (~£600). This was a bill from 2006 that had been agreed with School to be paid but had only arrived in 2009. Exec agreed to support 50:50 once TT had verified with Morag Laidlaw cost and that this had not in fact been paid. **ACTION:** DJP to discuss with TT.
6. Infrastructure. Following CIP meeting proposals for core infrastructure charges were discussed. It was agreed that :
  - a. the following items should be included in the core infrastructure charge-
    - i. laundry
    - ii. balances
    - iii. autoclaves
    - iv. Hoods – TC & fume
    - v. PAT testing

- vi. Freezers – backupULT, cold rooms, ice machines
  - vii. Research photocopying & phone bill
  - viii. Radiation badges
  - ix. Repair/maintenance of infrastructure
  - x. Toxic waste disposal
- b. From June 2009 all new grants should include a charge to cover these items (specified as appropriate on each grant) under DA or DI or equivalent.
  - c. Charge will be applied to each post on all grants at a level to cover: post, PI and assumption that each grant would be associated with a PhD student). Anticipated the cost would be approx £60/month per post to cover a per head charge for each grant to cover these costs. Details to be drawn up with Morag Laidlaw to include in School sheet and no sign off without inclusion.
  - d. The identified charge will be removed from grants automatically and put in CIP fighting fund.
  - e. All items not on core charge (eg water, centrifuges etc) should be assigned appropriately on grants under appropriate headings determined by user groups
  - f. CIP exec to assign core infrastructure budget to JP. Seminar budget to TT & LC.. CIP Exec to take responsibility for ‘fighting fund’ and to formulate plans in due course to outline how these funds will be used in the future.

**ACTION:** MJS to liaise with JP & Morag L

7. AOCB:

- a. Remaining in vivo science studentship to be filled. **ACTION:** MJS to liaise with AJ whether current shortlist should be awarded or whether put on hold with a new deadline for applications by end of June.
- b. MJS to ensure with JP that minutes & agenda posted on web/circulated