

SCHOOL OF BIOMEDICAL SCIENCES

CIP Executive Committee meeting

Monday 14th December 2009

MINUTES

Present:

Prof Mike Shipston (Chair) (MS)

Prof Mike Ludwig (ML)

Dr Mike Cousin (MC)

Prof Andrew Jarman (AJ)

Mrs Janet Philp (JP)

Ms Sarah Matheson (SM)

Apologies: DP

1. Liquid Nitrogen

- JP reported that one of the two containers requires a new printed circuit board at a cost of £3600 + Vat or, replacing the whole container at a cost of £7k +Vat.
- This container could still be used as a temporary back up as there is no risk from H&S if used as an emergency reserve with manual fill.
- It was agreed that, due to no Health and Safety risk, other than samples being ruined in the event of it breaking down, this container could be used as a temporary manual backup while a cash reserve is built up to replace it. JP to examine the price increase that would be required to deliver this over a 5 year period
- It was noted that there was a possibility the replacement cost could be included by setting up the facility as a small research facility.

Action JP/ML

2. CIP website & Polopoly

- AJ reported that the School website is currently under construction and due to go live before Christmas and that there have been discussions with the web team to transfer the CIP site into Polopoly.
- It was noted that suggestions, from CIP staff, on how to improve the website, would be beneficial.
- It was discussed how the research briefings would be presented on the Polopoly site and it was noted that the university is producing a standard template for staff profiles. It was agreed that this template could be modified and used as a briefing template
- AJ highlighted that the web team devises a list of objectives before producing the first draft site. It was agreed that a draft structure of the proposed new site was required before modifying the contract of objectives set by the web team.

Action AJ/MS

3. AOB

- The agenda items for the CIP staff meeting was discussed

Action: SM to send agenda to CIP

4. Date of next meeting

The next committee meeting will be Monday 11th January 2010.