

SCHOOL OF BIOMEDICAL SCIENCES

CIP Executive Committee meeting

Tuesday 15th September 2009
13:00

MINUTES

Present:

Prof Mike Shipston (Chair) (MS)

Prof Mike Ludwig (ML)

Dr Mike Cousin (MC)

Prof Andrew Jarman (AJ)

Prof. David Price (DP)

Mrs Janet Philp (JP)

Ms Sarah Matheson (SM)

1) Principal's Visit

MS stated that the Principal will be visiting HRB on Thursday 3rd December
9.30-10.30 informal walk round to meet junior/new staff

11.30-12 Q&A's in Lecture theatre

All in agreement that one person from each floor should be available to talk with the Principal.

All in agreement that the artwork should be displayed in the central stairwell

JP confirmed that the staffroom was currently being painted and so will be ready in time for the visit.

Action: AJ/DP/ML to advise MS who will be available on each floor to meet the Principal.

MS to put programme together and send to Janet Dalitz.

JP to organise artwork on stairwell.

2) Seminar programme:

MS complemented the programme and would like everyone to be encouraged to attend the seminar series.

MS stated he would like the template for the plasma screen in reception to be amended as well as a new template created to display at the start of the week informing of 'this week's seminar'.

JP highlighted that a power point template was used for the staffroom plasma screen and perhaps this could be used for the reception one also.

DP pointed out that it would be useful to know that SM is the contact for putting information on the screen for future reference.

MS highlighted that only official items which are already on the website can go on the reception screen.

All agreed on changes to the existing template: Smaller logo, dark lettering on light background, change font to make it stand out

Action: MS to send email regarding the new seminar series

JP to enquire if current template can be amended and include additional template for 'this week's seminar'

JP to send email informing everyone who contact is (SM) for putting information on the plasma screen

3) Imaging Committee

MS informed the group that the convenor of the Imaging Committee, Rory Duncan, will be leaving after Christmas. Andrew Hall has been nominated to take over this role and he has already begun working with TGillespie. An Imaging Committee meeting will be arranged soon to arrange costing plans etc.

Action: MS to set a date for AHall and TGillespie to present the proposal for Imaging Equipment bid to the CIP Executive

4) CIP Logo

MS showed the new logo to the group.

AJ pointed out that the DNA element wasn't correct but was fine as a stylised logo.

JP suggested asking the Graphics team to correct this if it is not expensive.

All in agreement to use the new logo.

Action: JP/AJ to contact Graphics team to correct DNA part of the logo.

5) Studentship advertising for 2009

MS showed the group a poster, about the PHD open day, from QMRI. Although unsure about the success rate of this idea, MS stated that this could be something that HRB do on a smaller scale (perhaps in conjunction with other centres) for internal students. MS also highlighted another possibility of putting studentships onto the jobs web link: jobs@ed.ac.uk.

Action: MC/AJ/ML/JP/DP to suggest options for attracting next round of PHD students

6) CIP Income & Budgets for 2009

JP showed the group a breakdown for this financial year and states that next year the FEC income decreases, and then again for the following year with the assumption of no new grants.

JP highlighted that, since taking over the financial figures, the annual spend is considerably less than in previous years and could be due to buying filters for the entire building.

JP stated that the cost of liquid nitrogen is now in control after increasing the prices. Although two tanks have been switched off it has made no difference to usage. A yearly maintenance checks has now been setup to be in line with insurance agreement.

MS stated that there are now three budgets setup for HRB; Seminars, Networking and Maintenance.

All in agreement for a rolling reserve put aside each year to allow for equipment maintenance etc.

Action: JP to find out cost of liquid nitrogen maintenance

7) Cold Room and -10 room repair

Cold room

MS stated that the cold room is used extensively by staff on the 2nd floor.

JP stated that due to a new EU directive the cold room is effectively illegal and so the systems need to be upgraded rather than fixed. JP showed three quotes to the group and highlighted that if the cheapest quote was taken that the control panels are now obsolete and would need to be specially made if they break.

MS highlighted that by going with the most expensive option would mean the cold room would be brought into complete spec and under warranty.

MC highlighted that this problem would apply to all cold rooms in the building

DP asked if there was any funding for the cold rooms

All in agreement to go with the top quote and to try and find additional contributions towards the cold room from Estates and Building and Head of School.

Action: MS/JP to find further contributions from E&B and HOS

JP to arrange cold room refit using top quote which will include compressor and digital panels.

-10 room repair

MS stated that the -10 room was not used at the same level as the cold room and asked the group if it was still required.

JP showed three quotes to the group and highlighted that the cheapest quote would get the -10 room up and running.

All in agreement to go with the cheapest quote for the -10 room.

Action :JP to arrange -10 room repair

8)AOCB

MS stated that, after an incident which happened recently, Peter Kind has suggested setting up a mandatory, semi-mentoring system for BRR and new users alongside the presentation which BRR already have in place. It was agreed that this would ensure CIP would know what animals are being moved and who is trained.

All in agreement of an internal advice mentoring system which Peter Kind will co-ordinate.

Action: Peter Kind to set up internal advice mentoring system

JP asked whether teaching within HRB was acceptable as she has discovered the HRB library has been booked for teaching under a PI's name.

All were in agreement that MSC teaching was allowed but not UG teaching, and that any tutorials can still take place in individual offices.

JP asked where Michael Daw, who will be arriving in January, was to be accommodated within HRB. MS stated that he has identified potential office accommodation on the second floor and, in line with current policy, this will be shared office accommodation as for all Fellows in CIP.

9)Date of next meeting

The next committee meeting will be Monday 12th October