

Blizard Administration Committee (BAC)**Wednesday 12th April at 10am, Small Cloud****MINUTES****Present:**

Natalie McCloskey (NM)	Sam Matthew (SM)	Maria Caballero-Blaya (MCB) - minutes
Rachael Parker (RP)	Nici Kingston (NK)	
Carlos De Oliveira (CDO)	Sabrina Skeete (SS)	
David Bell (DB)	Jyoti Salhan (JS)	
	Claire Cox (CC)	

Part 1: Preliminary items

- Apologies for absence:** Mary Collins (MC), Nawaz Ahmed (NA), Mohammed Rofik (MR)
- Minutes from last BAC meeting:**
 - The minutes from BAC meeting in March were approved.
- Matters Arising:** none

Part 2: Agenda items**Part 3: Standing items**

- Finance**
 - No update since last BAC meeting.
- Education** (NM reported on behalf of NA)
 - Student admissions data: overall Blizard is 14% behind target for applications. This is a positive result as last month it was 21% behind.
 - Education Administrator interviews took place recently and the candidate appointed will start soon (date TBC).
 - Education admin posts can be either grade 3 or grade 4 now.
- Research**
 - Blizard submitted more applications in number and value in March 2023 compared to March 2022 and 2021: 28 grants submitted for £10.2M (over £3.1M compared to March 2022 and £3.3M compared to March 2021) and 28% of those applications were submitted to UKRI: 5 applications

to MRC, 2 to BBRSC and 1 to EPSRC. So far, 121 applications submitted for a total value of £53.9M in the current FY to date (over £28.9M compared to the FY 2021-2022).

- Awards: We are still down compared to the four previous FYs but we are closing the gap. Also, there are 78 grants applications for a total value of £42.5M submitted since July 2022 to date awaiting a decision.
- Events:
 - 20 April: Blizzard Seminar with external speaker invited by MC: Prof Paola Laurino (Okinawa Institute of Science and Technology Graduate University)
 - 24 April: Impact Forum – several breakout rooms with discussions around 3 impact studies to select when registering and filling in the online form. Impact studies across all the faculties are available for selection.
 - 25 April: Barts Health Vaccine Trials Centre (BHVTC) seminar particularly interesting for clinicians who may wish to be involved in future vaccine trials.
 - 25 April: first session of the three Grant Workshops 2023
 - 26 April: Research Congress organised by the Business Development Team and with participation of Faculty and Institute Research managers with the aim of mapping resources and practices in place to see how they are used and how to improve them.
 - 2 May: next Whiteboard session where newly appointed in G&CH Dr Robin Basu Roy will present a £2M project for LifeArc

7. Laboratory management

- Staff have been recently reminded about Estates and Facilities significant infrastructure work (electrical shutdown) scheduled to take place on weekend starting Fri 28 April at 12pm. Only people that NEED to come in on Friday morning should come in and everyone else should stay away that day. Access to all Blizzard building laboratory areas from this date and time will be strictly out of bounds for Health and Safety reasons. The Blizzard laboratory management team will be onsite for the duration of this work to ensure that essential equipment is not affected.

8. Reports from Centre managers

All Centres in attendance reported on posts as per recruitment tracker spreadsheet submitted to BAC by RP. Standing action for CMs: to update tracker either before or after BAC meeting.

- **Genomics & Child Health:** nothing to report.
- **CB&CR:** nothing to report.
- **Immunobiology:**
 - Monica Imbernon, Academic Senior Lecturer in Metabolism, will start in post in July.
 - NK encouraged members to attend Will Alazawi's Inaugural Lecture on 27 April.
- **NST:**
 - SL contract is being negotiated.
 - Clarification from MC needed about second appointment to know if it is a Research Fellow role or SL role.
 - Trauma Manager has been appointed and will start after 24 April.
 - SL/Reader honorary consultant JP is being reassessed at RCS.
- **Centre of the Cell (CoC):**
 - Freddy Green has started in post as Content Developer.
 - STEM Pod refurbishment is coming towards its completion date of end of April.
 - CoC will launch series of soft openings for new STEM Pod which will include staff from Blizzard (more information will follow).

9. Feedback from FMD Operations Board

- No meeting since last BAC.
- Dr Rob Bennett (FMD Director of Operations) will be leaving QMUL this week.

- Dr Francesca Gliubich will be interim FMD Director of Operations until a permanent replacement is recruited.

10. **Marketing & Communications**

- Annual BMJ course finder and targeted email campaign starting this month for all programmes
- Meeting with Mary Collins, Nawaz and programme leads/teams to discuss overall marketing strategy next week
- We have run and are running a number of promotional events at conferences and paid advertisements in journals and network comms channels
- PG Open Event went well with some good attendance online (certain programmes - although some programmes had no-one attend), and some interest for on-site programmes at the physical event
- Overall application numbers are improving - some programmes have seen a big y-o-y increase (eg Emergency Medicine) but some are still behind target
- NA and DB populating a shared spreadsheet with all completed and ongoing marketing activities for each programme for MC and NM to reference when asked by FMD leadership.

11. **Space**

- New Ways of Working and any other space issues will be discussed in detail in Blizzard Centre Management and Administration team building event scheduled for Thursday 13 April.

12. **Athena SWAN & EDI**

- Nothing to report.
- The application for Athena SWAN gold award will be submitted in May.

Part 4: Other business

13. **Any other business:**

- Blizzard Summer Symposium followed by party is scheduled for 4 July after IT confirmed that Perrin LT can be booked (IT had it blocked for AV update works). DB will send a save the date invite to all staff.
- Research administrator full time post has been advertised with a closing date in two weeks. Interviews will take place in mid-May.

The next meeting will be held on **Wednesday 10th May 2023 at 10:30am, Small Cloud**

BAC outstanding action list

Meeting date	Minute Reference	Action	Person Responsible	Deadline	Outcome
14/07/22	Item 12	to update on lab archives/lab books	CDO		ongoing