Present: Dr Caroline Edmonds (CE) (Chair), Prof Tony Green (TG), Prof Austin Smith (AS), Dr Carol McDonald (CMD), Alan Mansey (AM), Richard Bartlett (RB), Karl Wilson (KW), Hugh O'Donnell (HOD), Claire Darracott (CD) (Minute Taker)

Apologies: Prof Ken Smith (KSm), Prof Tony Kouzarides (TK), Prof Gordon Dougan (GD), Prof Bertie Gottgens (BG), Prof Arthur Kaser (AK), Dr John Wells (JW), Dr Rachel Coupe (RC), Beverley Weston (BW), Katherine Stalham (KSt), Gary Keegan (GK)

Welcome and introduction:
CE welcomed attendees.

Minutes of last meeting:
No changes to the minutes were required.

Outstanding Actions:
1. Assessment of VATable areas – Ongoing (action – KW). AM reported that, whilst an exemption certificate was still awaited, confirmation had been received from the VAT office of a likely slight credit on the position as currently understood (not the original position) in that all the Lynxvale invoices were to be covered and not just the Contractor invoices.
2. Topping Out (from 2.30pm, 21 April 2017) – Closed due to proximity of event. This matter was covered as a separate agenda item
3. Future meetings to be scheduled - Ongoing. In the absence of KSt, CE asked CD to liaise with KSt on outstanding 2018 dates. Action – KSt/CD
4. Flexible access between CRUK CI and Capella – Ongoing. AM reported that a meeting had been held with the University Security Adviser who had confirmed that a Mifare system was being installed with the latest access card readers. AM said he would put the University Security Adviser in touch with RB for a more technical discussion to bottom out whether it was possible to have two chips in one card. CE said that the key issue was the potential review of University card readers and the need to ensure that a system wasn’t installed in Capella which would be incompatible with what the University required in the long term. Action – AM/RB
5. Creation of a CITIID website to link to Capella site – Ongoing. Carried over to next meeting - no further update available.
6. Identify 10 GB connections – Ongoing. RB reported that a note had been sent to the IT Sub-Group with a view to getting indicative data to AM by the end of week commencing 24 April 2017. Action – RB
7. Equipment – Ongoing. This was covered in a separate agenda item.
8. Status on core facilities – Closed for the purpose of the actions list. CMD reported that the working groups were up and running and interaction between CITIID and SCI established.
9. KSm to let TG have a list of potential CITIID PIs. Ongoing. Carried over to next meeting. This was still to be done. Action - KSm
10. Freezer requirements – Ongoing. CMD reported that she had been in contact with the suppliers of the alternative freezer system and that a day-trip site visit was planned for late May/June. Steph Hall from SCI had expressed interest in going on the visit. John O'Brien in CITIID had been hesitant. The PB suggested that CMD should flag this with KSm with a view to him encouraging John O'Brien’s participation. The PB suggested that a presentation to PIs/Lab Managers and other interested parties with video content showing how the system worked should be made at the biomedical campus immediately beforehand so that questions raised could be fed back to the suppliers at the visit. CMD was asked to circulate to lead PIs the details of institutions where the
system was in use so that researchers could follow up with any collaborators they had based in those institutions. **Action – CMD.**

11. IT – Ongoing. This was covered in a separate agenda item.

**Matters arising:**

There were none not otherwise appearing on the agenda.

**Topping Out (HOD):**

- HOD reported that Briefing Packs would be distributed on 19 April 2017.
- There would be three people from the Events Team working on the day.
- A ‘dry run’ to check timings had been successful during week commencing 10 April.
- The weather was expected to be dry.
- Academics were being matched with guests and the results would be circulated shortly.
- All involved in hosting guests on the day would be briefed, in particular regarding key talking points appropriate to particular guests.
- Current numbers were 33 acceptances from 85 invitations with around 35 expected to be the final number.
- CMD reported that she had been liaising with both CITIID and SCI regarding which PIs would attend.
- The PB supported the suggestion that guests should be walked through the second floor in groups of approximately 8-10 to get a feel for the inside of the building and it was agreed this would be added to the programme.
- It was confirmed that there would be no microphones for the speeches on the roof.

**Funding Update:**

HOD reported that a recent visit to Malaysia had been positive. It was encouraging that a potential philanthropist from Malaysia was coming to Cambridge for a two-day visit which would include Topping Out.

**Estates Project Update (AM):**

Programme

- AM reported that there was no change to the programme with planned completion remaining at 18 August 2018 compared with the baseline completion of 15 June 2018.
- A number of meetings were being held to assess the commercial implications in terms of time and cost.
- An initial price for the shell and procedure space fit-out had been received and this was higher than expected. It would be reviewed during week commencing 24 April to check requirements with a view to driving costs down.
- Informal discussions were continuing with the Contractor to minimise further possible delay costs on the fit-out of the shell and procedure space/kitchen fit-out and provide a resolution on time and cost issues acceptable to all parties.
- Nevertheless there was the potential for additional costs of circa £800k for the fit-outs even in a best-case scenario. The consequence would be that Construction Contingency (currently at £1.89m) and Project Reserve (currently at £1.16m) would be significantly adversely affected. This would be a matter for the PB. AM said he expected to be able to provide a substantive update at the next meeting of the PB.
- CE asked CD to highlight to the PB that the next meeting (23 May) was likely to include the need to make decisions on financial prioritisation. **Action - CD**

**Progress/Quality**

AM reported that progress and quality of work remained good. The mechanical, electrical and plumbing (MEP) installation was progressing. The working processes on site were exemplary.
• AM reported that there were no other issues to highlight from his Monthly Report for March which had been circulated with meeting papers.

Equipment Update:

• CMD reported that the different groups were working on what to procure and what to move.
• A meeting had been held to discuss the prioritisation of the SCM and SBS money. CE reported that these funds would be used on what was needed to make the building functional where there was no possibility of grant/philanthropic funding. This would include furniture, under-bench fridge freezers, IT and AV.
• CMD reported that the University had a replacement strategy for drying cabinets and that she was looking into whether Capella could take advantage of this for the glass wash facility.
• CE re-emphasised the importance of coordinating procurement between the different Capella partners/across the Schools.
• CMD reported that she had met with Central Procurement to begin discussion on the process for the larger tenders and to submit dispensation requests for the items covered by the Wolfson CL3 equipment grant.
• CE stressed to the PB that there would be a shortfall on equipment. She said that the Head of the SCM had requested a total figure. Working on a consolidated list of equipment needs would be a priority for CMD following Topping Out. CE reminded the PB that PRAO had agreed that contingency could be used for equipment if absolutely necessary. In view of the Estates Report and the likelihood of a further reduction in Construction Contingency/Project Reserve, it was critical to focus on how equipment needs were to be funded.
• Aquatics
  o CMD highlighted the shortfall in relation to equipment for Elizabeth Busch, Lalita Ramakrishnan and Ana Cvejic. No money had been forthcoming from UBS and the potential for submitting a multi-user equipment grant had not materialised in that the deadline had passed before an application could be made. CMD said that she had asked the Capella PIs to provide input on other sources of grant funding but, as yet, she had limited avenues to pursue.
  o It was noted by the PB that there were different levels of engagement on the part of the researchers involved depending on the likelihood of their aquatics requirement moving into Capella.
  o CE suggested that the PB return to this matter once the equipment lists had been updated.
• CMD said that she would review SCI equipment with Steph Hall after Topping Out.
• It was agreed that equipment lists would be reviewed at the next meeting and CE asked CMD to circulate in advance. **Action – CMD**

• GMP facility
  o CMD reported that the position regarding the EMS system user equipment in the GMP facility required resolution. This had to be in place for MHRA regulation. The preference was to have a single system covering both infrastructure and user equipment.
  o The NHS had been approached to find circa £50k.
  o It would be necessary to instruct the Contractor by 20 April and therefore this matter was very urgent. As yet CMD had had no response from Mike Scott.
  o TG reported that Mike Scott had not raised the issue with him.
  o At the request of the PB, CMD agreed to chase Mike Scott after the meeting, making it clear that there were likely to be significant increased cost implications if no action was taken immediately and the 20 April deadline passed. **Action – CMD**
  o It was noted that the circa £50k figure included the probes. If the probes were excluded the quotation could be reduced further.
IT Update (RB):
- RB reported that he had passed on details of the IT Sub-Group to TK and had subsequently been contacted by members of the TI team.
- The AV procurement process would commence after the Clinical School refurbishment ended. It was noted that Estates expected the AV fit-out to take place after building completion.
- Networking – this would move forward once the 10 GB requirements were clearer and with the input into reviewing the equipment lists of the CSCS Infrastructure Team Manager who was currently on leave.
- Mechanism for sharing storage between SCI and CITIID (excess server capacity/need for an in principle agreement on storage between SCI/CITIID) – TG asked RB to liaise with BG who was his point of contact. **Action – RB**
- IT support – CE reported that the Head of SCM was keen that School infrastructure was used for the Capella building. TG suggested that RB speak with BG (who had been collecting information from both SCI and CITIID) to get a clearer understanding of user requirements. CE said this would enable CSCS to put forward a proposal for how it would handle IT support. **Action – RB**

Any Other Business:
AM reported that the Bellatrix building was progressing well with critical path on programme or slightly ahead of programme.

Dates of next meetings:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Tuesday 23 May 2017</td>
<td>11.30 – 1pm</td>
<td>Committee Room, Clinical School</td>
</tr>
<tr>
<td>Monday 26 Jun 2017</td>
<td>3.30 – 4.45pm</td>
<td>Committee Room, Clinical School</td>
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<tr>
<td>Monday 31 July 2017</td>
<td>1 – 2.30pm</td>
<td>Committee Room, Clinical School</td>
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<tr>
<td>Friday 8 September 2017**</td>
<td>9 – 10.30am</td>
<td>Committee Room, Clinical School</td>
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<tr>
<td>Monday 11 September 2017</td>
<td>3 – 4.30pm</td>
<td>Committee Room, Clinical School</td>
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<tr>
<td>Tuesday 3 October 2017</td>
<td>2.30 – 4pm</td>
<td>Committee Room, Clinical School</td>
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<tr>
<td>Friday 10 November 2017</td>
<td>10.30 – 12 noon</td>
<td>Committee Room, Clinical School</td>
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<tr>
<td>Tuesday 5 December 2017</td>
<td>10.30 – 12 noon</td>
<td>Committee Room, Clinical School</td>
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<tr>
<td>Thursday 11 January 2018</td>
<td>2 – 3.30pm</td>
<td>Committee Room, Clinical School</td>
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<tr>
<td>Wednesday 7 February 2018</td>
<td>2.30 – 4pm</td>
<td>Committee Room, Clinical School</td>
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<tr>
<td>Wednesday 7 March 2018</td>
<td>2.30 – 4pm</td>
<td>Committee Room, Clinical School</td>
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<tr>
<td>Tuesday 3 April 2018</td>
<td>11 – 12.30pm</td>
<td>Committee Room, Clinical School</td>
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<tr>
<td>Wednesday 9 May 2018</td>
<td>2.30 – 4pm</td>
<td>SR21, Level 4, Clinical School</td>
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<tr>
<td>Wednesday 6 June 2018</td>
<td>2.30 – 4pm</td>
<td>Committee Room, Clinical School</td>
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<tr>
<td>Wednesday 4 July 2018</td>
<td>2.30 – 4pm</td>
<td>Committee Room, Clinical School</td>
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<tr>
<td>Wednesday 8 August 2018</td>
<td>2.30 – 4pm</td>
<td>SR21, Level 4, Clinical School</td>
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**Moved to 11 September 2017**

*NB Committee Room (SR5) has relocated to Level 2 (Ground Floor), Clinical School Building*