

**Research Management Board [Short] Meeting – 23 June 2003 (video-link)**

**Present:** Dr P Freer-Smith  
Mr W Mason  
Mr T Cornwell  
Mr K Charles

*Copies To:* Head of Internal Audit, Silvan House  
Professor J Lynch

Minutes of Last Meeting

1. Accepted

Matters Arising

2. IS/IT Committee will meet on 12 August (pm). H. of NRS to notify Sam Samuel. **Action: BM**
3. CE will check that schedules have been sent to FR Liaison Officers. **Action: PFS**
4. CE will brief Prof. Lynch regarding inviting the new English (Ben Bradshaw) and Welsh Assembly (Carwyn Jones) Ministers to visit Alice Holt. **Action: PFS**
5. Corporate Plan customer satisfaction ratings have now been confirmed. CE will circulate to HoBs. **Action: PFS**
6. CE to talk to Jane Smyth about network line for Talybont Field Station. **Action: PFS**
7. Data charging transfer, HoF to meet with Tracy Houston. Written report to be circulated to RMB members. **Action: TC**
8. Corporate Identity, letterheads etc., final proof for NRS to be checked by H. of NRS. **Action: TC**
9. Review of TSUs, P&AO to issue agenda for meeting on 30 June and to inform the TUS of the results of this meeting. **Action: KC**

Capital Bids

10. HoF reported that £156K was available and that “urgent” bids for discussion today were between £80K and £108K. **Noted**
11. £5K approved to finish the conversion of the NRS ‘bungalow’. **Action: TC**
12. H. of NRS to discuss the purchase of a large format printer with Glenn Brearley. **Action: BM**
13. Data capture devices approved, 3 for TSU(N), 4 for TSU(S) at a total cost of £14K. **Action: TC**
14. Purchase of dissecting microscope approved for Pathology at a cost of £6K. **Action: TC**

### Staffing

15. PB5 Modeller, Entomology/Mensuration approved in principle for 2.5 years subject to CE and P&AO speaking to Sam Evans. **Action: KC, PFS**

### Investors in People

16. Assessment is being conducted at Alice Holt and NRS on 24 June. **Noted**

### Date of next meeting

- 30 June 03      Technical Support Unit review  
15 August 03    RMB – Alice Holt  
24 September 03 RMB – Alice Holt  
13 November 03 RMB – NRS followed by Internal Control Committee