

**SSPC Management Group Meeting  
Friday 15<sup>th</sup> July 2008 at 1430  
Draft Minutes**

**Present:** Frank Sullivan (FS) – Dundee, Chair  
Christine Bond (CB) - Aberdeen  
Scott Walker (SM) - Edinburgh via telecom  
Graham Watt (GW) - Glasgow  
Susan Kerr (SK) - Glasgow (Caledonian)  
Sue Cowan (SC) - Abertay

<b>1</b>	<p><b>Apologies:</b> James Law Steve MacGillivray Alison Hinds Sally Wyke</p> <p><b>In Attendance:</b> Laura Wilkie, Secretary, Duncan Heather, Research Manager</p>	
<b>2</b>	<b>Minutes from the March meeting</b>	<b>ACTION</b>
	SC asked that she is added to the present list of members and the group noted that “end map should be altered to NMAHP” in section 5. The group agreed that the rest of the minutes were a true reflection of what was said at the meeting.	<b>L Wilkie</b>
<b>3</b>	<b>Matters Arising</b>	
	Support costs – FS reported that the 2007-8 SPCRN annual report has been accepted by the CSO and they have asked for a 3 year rolling programme for next year. AH will action this when she is back from annual leave. He stated that the proposal for an extra WN co-ordinator and the increase in time for the SE node has been agreed. The group noted that there will also be a NE node situated in Inverness to deal with some of the queries further north.. He stated that we also plan to request an SPCRN budget that the nodes can use for pilot studies in which the PI's would apply for funding. This would benefit to pump-prime activity into the projects. The group suggested that a local mechanism is put in place to decide how the money is spent and that a small committee at each node could be created to deal with this.	<b>A Hinds</b>
<b>4</b>	<b>Budget report</b>	
	D Heather tabled a budget paper to the group. The group reviewed the paper and stated that there was a slight underspend from the previous year from CSO and the SFC is slightly different as they work on a different financial year. He outlined a continuation of next years budget and stated that there will be new funding costs for commercial purposes for	

	SPCRN and at the end of next year will be when they will need to look at the budget more closely. He stated that he will present a budget table over 4 years for the next meeting so that items can be seen more clearly.	<b>D Heather</b>
<b>5</b>	<b>SSPC &amp; SPCRN Annual report</b>	
	FS stated that he would like to finalise the SSPC annual report after today's meeting and informed the group that the comments from the advisory group were positive.	
<b>B</b>	<b>SSPC Advisory Group</b>	
	<p>FS stated that the advisory group was very positive of the progress of SSPC and MR had stated that he was amazed how SSPC has managed to achieve so much with so little.</p> <p>I. <b>Visiting Professors</b> - FS stated that the advisory group were impressed by the model whereby Manchester has appointed a visiting professor, Barbara Starfield, supported by a senior research fellow or lecturer and that this was one reason why they have been so successful with NEJM. He told the group that D Feeley has offered to help SSPC appoint a visiting professor in quality improvement and D Gani said he would allocate one of his project officers to work with SSPC to attract funding for other such posts. The group agreed that this was a good idea. FS explained that the cost of this would most likely be travel/accommodation costs and funding to cover time. The visiting prof would spend a week or 2 at an institution twice a year in order for them to work on projects and take master classes and lectures etc. The group suggested that SSPC could use the underspend to invite a few people over to Scotland for a period of mutual assessment and to give lectures and masterclasses. FS and A Hinds will create a proposal for the institutions to bid for 4 posts.</p> <p>II. <b>Graduate School</b> - The group highlighted that short high level intensive courses could be advertised to attract internal and external staff and raise our international profile. FS stated that the Advisory Group have also noted their support for this.</p> <p>III. <b>EU Funding</b> - The group noted the comments of the advisory group about an imminent increase in the availability of additional funding from the EU to support our research programmes.</p> <p>IV. <b>Knowledge Transfer(KT)</b> – FS reported that SHEFC have 2 main streams of funding which will</p>	<p><b>F Sullivan/ A Hinds</b></p> <p><b>F Sullivan</b></p> <p><b>F Sullivan</b></p>

	<p>increase for applied research. He asked the group to check if the Universities are claiming for the KT element correctly as some institutions may be below the expected level. He asked the members to enquire with their finance offices and to make sure they make a claim against it. FS will summarise this into a process for the group.</p>	<b>F Sullivan</b>
<b>6</b>	<b>Programme Leaders</b>	
	<p>FS stated that S Mercer and P Murchie will be asked to come to a group meeting at a later date to ensure once the direction of their programs would benefit from input from the management group. Edinburgh are re-advertising hope to make an appointment soon.</p> <p>GW raised concerns over advisory groups for the programmes. It was agreed that one rationalising group should act as an advisory group for all programmes to give advice on the questions being asked and the answers being found. These groups will issue reports on the progress of the programmes and report to the Management Group. GW agreed to write a paper on the process for this.</p>	<b>G Watt</b>
<b>8</b>	<b>AOCB</b>	
	<p>FS asked all members to be aware that a strong attendance is needed at 3 conferences next year. SSPC/ADEG which will be at Stirling Highland Hotel on 21<sup>st</sup> -23<sup>rd</sup> Jan and the SAPC ASM which will be in St Andrews on 8-10<sup>th</sup> July. He noted that there will be joint planning meetings for ADEG and SSPC and he urged members to attend.</p> <p>Research passport – FS advised the group on this matter for info.</p> <p>CHAIN – FS reported that they have decided not to create a separate database of expertise but to use CHAIN which is now based near Stonehaven. Web link is <a href="http://chain.ulcc.ac.uk/chain/">http://chain.ulcc.ac.uk/chain/</a> .</p> <p>GSK Study. FS agreed to present to any of the institutions regarding the trial to demonstrate what it is about..</p>	<p><b>All Members</b></p> <p><b>All members</b></p> <p><b>F Sullivan</b></p>
	<b>Date of next meeting</b>	<b>L Wilkie</b>
	<b>October. L Wilkie will send out available dates.</b>	