



HEOPS EXECUTIVE COMMITTEE MEETING

Teleconference

4:30pm, Thursday 26th January 2023

Minutes

In Teams meeting:

Ali Hashtroudi (Chair) (AH)

Janet McGettigan (Treasurer) (JM)

Gary Malcolm (GM)

Max Hill (MH)

Philippa Hawkins (Secretary) (PH)

1. Apologies – None received
2. Actions arising from last meeting:
 - (i) AH to follow-up with FOM and SOM regarding review of respiratory health surveillance requirements.
HSE Meeting was due in Jan 2023, but this had been postponed and moved to March. AH advised the advice was clear (from HSE) that Health surveillance is required for animal laboratory animal exposure.
 - (ii) PH to follow up with RP on whether action completed.
No response received.
Action: AH to contact RP regarding whether he has capacity to continue on HEOPS Committee
 - (iii) AH to contact Christina Bond for expressions of interest to be involved in updating HEOPS Guidance.
AH contacted Christina Bond.
 - (iv) PH to canvass what a webinar on Infectious Diseases should cover
Information collated and provided to AH.
- a) **Action:** AH to arrange speaker/s for Webinar
- (v) AH teamed up OHA and OHPs to review guidance. Governance sign off raised. AH agreed to check for consistency as guidance is reviewed. Then back to HEOPS members and then to share with GMC and NMC.

(vi) JM informed the Committee that the HEOPS Bank Account balance had now transferred and totals £5000.

3. Discussion held on the value of remote versus in person events. There was recognition of a need to re-introduce face to face HEOPS events, agreed this to be annually.

Action: All to contribute to planned face to face HEOPS event

4. Jiscmail
GM Jiscmail issue not as yet resolved. Unknown whether they will be able to resolve the issue at this time. 50,000 people have been affected across 500 different mailing lists.

Interim options discussed – email distribution list (as a back-up)

Action: GM and MH to review what is available as an interim alternative.

Actions arising from the meeting:

- b) **Action:** AH to contact RP regarding whether he has capacity to continue on HEOPS Committee
- c) **Action:** AH to arrange speaker/s for Webinar
- d) **Action:** All to contribute to planned face to face HEOPS event
- e) **Action:** GM and MH to review what is available as an interim alternative.

Meeting concluded at 17:10

Next meeting: 16:30, Thursday 27th April 2023