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| September 2022 Newsletter |
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## **WELCOME TO NEW STAFF**

INSTITUTE FOR

INFECTION &

IMMUNITY

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| **Events**October 17INTERTBNovember 16Jenner DayDecember 7Research Day

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| **TRAVELLING ON BUSINESS**Record all business travel in [MyWorkplace](https://myworkplace.sgul.ac.uk/) under ‘other absence’ to ensure you are covered on your business trip AND you must complete the  [travel certificate](https://www.sgul.ac.uk/about/our-professional-services/finance/documents/Travelcertificate-v3.xlsx)  for each travel occasion and email the completed form prior to the start date |

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Welcome to the following staff who joined us recently:

Joseph Peacock, Administrator for PIDRG

The all-in-one information tool for new and existing research staff is available via the link [Arrival and Survival Guide for Academic and Research Staff.](https://www.sgul.ac.uk/research/research-operations/documents/Arrival-Survival-Guide-Dec-21.pdf) The fully searchable guide has lots of guidance for existing staff, therefore do take some time to read through the pages relevant to you.

**Jennerosity raised £900 for Group B Strep Support**



The Jennerosity charity event supporting Group B Strep Support this year has raised £900!

Jane Plumb, Founder and Chief Executive of the charity and her colleagues attended the seminar and reception. They were given an informal tour of the institute and were delighted to see the laboratories. It was an enjoyable day, networking with colleagues and hearing the latest advances from our researchers on Group B Strep.

Dr Lauren Hookham will be running the Great North Run on the 11th September for Group B Strep Support as part of our Jennerosity fundraising efforts.

Lauren says, “I started training in Uganda – running around the neighbourhood in Kampala occasionally being chased by stray dogs! This is my third great north run (my 3rd in 3rd decade as it turns out), and I'll be doing it just before my 33rd birthday, which seems auspicious.”

You can support Lauren via the JustGiving link:

<https://www.justgiving.com/fundraising/institute-for-infection-immunity-sgul2>

**Updated Costing Table**

The staff costing table has been updated for the August 2022 pay rise for SGUL and KU TUPE staff. To note that this table is only for information and actual costings for grants should be obtained via JRES.

The salary costing table is available on the II&I Information for Staff webpage which can be accessed via this link:

<https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff>

**Professional Services staff available in JENNER Wing**

Billy Zeqiri, Business Partner, is available every **Wednesday** in the open plan office area in 2.215B (technicians’ area) near the II&I reception on the 2nd Floor, Jenner. Billy can help with finance queries but not with JRES research grants.

The Enterprise team will be relaunching their drop-in sessions and will let us know the date when this will recommence.

## **EVENTS**

The Annual **INTERTB** Symposium is scheduled for Monday 17th October as a hybrid event.  Because of limitations of the number that can participate in person, an invitation will be sent. Admission will be limited to those who are invited and who have CONFIRMED their attendance. A link will be sent to those not invited but would like to participate virtually. The contact for the symposium is Amina Jindani.

**The Jenner Symposium and Lecture**

Hold the date This year’s Jenner Symposium and Lecture will take place on Wednesday, 16th November. Details to follow.

* The [institute for Infection & Immunity seminars](https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/events/seminars) are held every Wednesday, 1-2pm. Details are e-mailed out on a regular basis.
* [The University Seminar programme](https://www.sgul.ac.uk/for-staff/news-and-projects/university-seminar-programme) is held on the fourth Thursday of the month, 1-2 pm. Two speakers each give talks of 20-25 mins with time for questions. Details are e-mailed out on a regular basis.

## **Additional USEFUL information**

* **Institute Staff Development Funding:** Funding is available for institute staff and PhD students to attend training courses and conferences. Application form and guidance on conditions and eligibility can be accessed via the weblink:

<https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff>

* **Training on waste disposal:** The Safety, Health and Environment (SHE) office, deliver a monthly session on the various types of waste disposal. The session is open to staff and students and run via MS Teams. For further information and bookings contact Colin Sandiford (**csandifo@sgul.ac.uk**) or Louise Lincoln (**llincoln@sgul.ac.uk**).

* **Safety at work:** St George’s Estates and facilities helpdesk can be contacted for any maintenance, cleaning or waste issues that need addressing. Please email estates@sgul.ac.uk or call extension: 1234, option 2.
* **Incident/Near-miss/accident reporting:** The online forms should be used to report accidents/incidents/ near misses/excessive lab temperatures at work. The link can be found here: [I](https://portal.sgul.ac.uk/she/Accident%20Reporting)[RIDDOX by SteSec ltd.](https://www.riddox.co.uk/form/MHZ1amdBUWQwWE1DU3FqckJkNVRFbExqMWMxY2lyWDVkaDViREc3VFBUaHpRcjdOdW0vaGNYcEZIVDNOb3cvTQ%3D%3D)
* **Reporting Data Breaches:** You can find the Data Incident Reporting Form [here](https://www.sgul.ac.uk/about/our-professional-services/information-services/information-governance/policies-and-procedures/information-technical-security).
* **IT Helpdesk:** The[IT Drop-In Helpdesk](http://georgesweekly.sgul.ac.uk/kwrhyq7nb5s/external?a=6&p=60613270&t=28568509) Service is open from 12pm to 2pm, Monday to Friday in room 0.49, Corridor 3, Jenner Wing for support with IT issues.
* **SGUL Committee Meetings:** If you would like to find out more about what goes on at these meetings, you can read the minutes via “[Our Committee](https://www.sgul.ac.uk/about/our-professional-services/governance-legal-and-assurance-services/our-committees)” pages.

## **CENTRAL SERVICES UPDATES**

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| STARTERS AND LEAVERSStarters: * Robert Butler – Assistant Director (Estates and Facilities)
* Lara Painter – Laboratory Manager, Research Operations, 17th May
* Noreen Kassem, Director of Education and Programme Management. Institute of Education.

Leavers: * Penny Lympany, Head of Laboratory Service, Research Operations
* Billy Zeqiri, Finance Business Partner
* Angelika Kristek, Research Ethics and Integrity Officer, JRES
* Kathleen Costello - Administrative Assistant (general support)
* Catherine Robinson - Director of Education Operations and Programme Management
* Paul Cawley, Research Funding Manager, JRES
* Nigel Barrett, Project Manager, Estates and Facilities
* Sian Marshall, Director of GLAS
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## **INSTITUTE STATUtORY REQUIREMENTS**

**Note: Individuals applying for institute funding will need to demonstrate they are compliant and up to date with requirements if they wish to apply for institute funding such as personal staff development funds.**

**Exceptions would be considered by the Director of the Institute.**

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| **Statutory Requirement** | **Frequency** | **Indicate you are up to date and include year of completion** |
| Health & Safety –Biological Agents Form | Annual requirementQueries to the SHE Office |  |
| Health & Safety –COSHH Forms | Annual review for Hazard 3 agents & 2 yrs for othersQueries to the SHE Office |  |
| Health & Safety – Fire Safety | Annually[Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php)If you cannot access site, contact the SHE Office |  |
| Health & Safety – Display Screen Assessment | Annually[Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php) |  |
| Display Screen Equipment e-Learning | Annually[Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php) |  |
| General Health, Safety and Environmental Awareness | Every 2 years[Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php) |  |
| Manual Handling | Every 3 years [Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php) |  |
| Diversity in the Workplace | Every 3 years[Learnupon Platform](https://sgul.learnupon.com/)Queries to Liz Grand |  |
| Unconscious Bias | Every 3 years[Learnupon Platform](https://sgul.learnupon.com/)Queries to Liz Grand |  |
| Prevent Duty Training | Every 2 years[Canvas](https://canvas.sgul.ac.uk/courses/805)Queries to Elizabeth Okona-Mensah |  |
| Information Security Essentials | Annually [Canvas](https://canvas.sgul.ac.uk/courses/805)Access queries to lts@sgul.ac.uk |  |
| Data Protection Briefing  | Annually[Canvas](https://canvas.sgul.ac.uk/courses/805)Access queries to lts@sgul.ac.uk |  |
| Digital Accessibility | Every 3 years[Canvas](https://canvas.sgul.ac.uk/courses/805) |  |
| Time Allocation Survey (TAS) | Annually(Academic HEFCE funded staff /or do teaching) |  |
| ORCID Number | Only single registration required (Essential for PhD students & upwards or where relevant) |  |

If you have any item to add to the newsletter, please contact me, Melanie Monteiro.

Melanie Monteiro

Research Institute Manager

Institute for Infection & Immunity

[**https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff**](https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff)

**Institute Webpage**