

# TODOS Board Meeting Minutes

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Date: 2011-03-09

Place: NOBS

Referent: Melania Borit

Present:

Ralph Kube,

Melania Borit,

Lene Østvand,

Roberto Belloti,

Ranjan Parajuli,

Henry Pinedo,

Hanne Sigrun Byhring

Absent: Brynhild Gransås, the temporary employees representative in UiT's Board – called Ralph to say she cannot join the meeting

## **AGENDA: topic + discussions + decisions + actions to be taken by specific persons**

### 1. Reports from the Board's members

Ralph went through the Board meeting of 09.03.2011 minutes and summarized what was supposed to be done and what was actually done. All duties assigned the previous meeting were accomplished.

### 2. Report from committee meetings

Lene informed about the Social Committee meeting that was held on 15.03.2011: main outcome of the meeting was drafting the questions for the "social life" part of the planned survey. Lene also informed that she will be away from Tromsø most of April 2011.

Melania informed about the Academic Committee meeting that was held on 17.03.2011: main outcome of the meeting was drafting the questions for the "academic life" part of the planned survey; other shortly discussed issues: how to recruit more volunteers, and how to meet PhD students at different departments.

### 3. Define short term and medium term goals of TODOS

By the end of the next 2 months:

- finish the survey action
- organize the lunch meeting with the PhD students where TODOS should be introduced; UiT administration should be invited; this meeting should be held before Easter
- meetings with PhD students' representatives in different boards and committees
- organize in collaboration with Tove Dhal and ReCO an event where the UiT prizes winners can meet PhD students

By the end of the year:

- work together with UiT administration on improving PhD supervision at UiT
- make it easier for PhDs to take soft skills courses
- collaboration with ReCo and UiT administration on coming up issues

### 4. The survey

*Decisions:*

- ask the UiT administration if they want to send the survey on behalf of TODOS to gain legitimization
- should be written in the beginning of the survey that people can answer whatever questions they want and should feel free to skip any of the questions
- survey should be open by the end of April 2011
- survey should be tested on 3-4 persons to see how long time is necessary to answer all the questions

*Actions:*

- Lene & Hanne Sigrun have to reformulate the "social life" part questions so they include all the available options

### 5. SiN membership + travel to annual SiN meeting in Kristiansand in May + answer SiN's survey

*Decisions:*

- TODOS should formally apply for SiN membership
- TODOS will participate at the SiN meeting in Kristiansand in May

- TODOS should shortly answer SiN's survey (in Norwegian)

*Actions:*

- Ralph has to formally apply for SiN membership
- Hanne Sigrun will join the SiN meeting in Kristiansand in May
- Hanne Sigrun will shortly answer the SiN survey by 25.03.2011 and will send it to Sverre

6. Organize a meeting with all PhD students' representatives:

- a. PhD representatives in faculties' boards -> with TODOS' Board
- b. PhD representatives in research committees -> with the Academic Committee

*Decisions:*

- point a) meeting is set for 15.05, at 13:30
- point b) meeting has to be set by the Academic Committee

*Actions:*

- Ralph has to call in people for the point a) meeting
- Hanne Sigrun has to find a proper room for the point a) meeting
- Melania has to find a proper date and call in people for the point b) meeting

7. Seminar proposal (an event at which the nominees for the teaching prize this year share their pedagogical insights with PhD candidates)

This idea originates from Tove Dahl and has the support of Curt Rice and Ute Vogel. ReCo is also going to involve in organizing this event. Ralph, Melania and Roberto are meeting Audun from ReCo on Thursday 24.03; Melania will meet Tino at a later date. Roberto wishes to join all the related meeting as long as he is in Tromsø.

*Decisions:*

- Melania is TODOS' representative on this topic and she will contact the involved parties in order to work with this issue

8. Improving supervision at UiT

*Decisions:*

- the Board should meet at the end of April 2011 and discuss an action plan

9. IT infrastructure: website, facebook, mailing lists etc.

*Decisions:*

- TODOS will continue to use the existent website set up by Ralph
- TODOS should work towards including the news about the website on the UiT news letter
- All Board members should update their personal pages on the UiT website
- Set up mailing lists
- Facebook account should be open for people who don't have Facebook accounts

*Actions:*

- Melania will ask Mona Solbakk for a meeting to discuss the above issues
- Lene takes care of the Facebook issue

10. Collaboration: ReCO (Research Communication and Outreach), APECS

*Decisions:*

- APECS should be contacted again at a later point

*Actions:*

- Ralph, Melania and Roberto will meet Audun on Thursday 24.03
- Melania will meet Tino at a later point

11. Proposal for transformin TODOS working hours in "pliktarbeid" (the compensation proposal)

*Decisions:*

- the proposal should include suggestions on individual basis
- 240 hours for members in leadership positions
- 187 hours for other members
- 1 hour per semester week for volunteers; in order for this time to be approved by the respective faculties, the volunteer has to both participate in at least 2/3 meetings of the respective committee and to receive a confirmation letter from the committee leader
- Ralph -> pliktarbeid

- Melania -> prolonged research time, starting with 01.09.2014
- Lene -> pliktarbeid
- Roberto -> pliktarbeid
- Ranjan -> prolonged research time
- Henry -> undecided
- Hanne Sigrun -> there is no time left for any of the options

*Actions:*

- Ralph writes a proposal letter addressed to Curt Rice and first circulates it among the Board members to be approved
- The letter should be send as soon as possible

12. Budget proposal

*Decisions:*

- travel and accommodation = 10000 nok/year
- regular running of the organisation = 2000 nok/year
- social activities = 8000 nok/year (4 events)
- SiN membership = 2000 nok/year
- Website = 1000 nok/year
- Total = 23000 nok/year

*Actions:*

- Roberto writes a Budget
- Ralph writes a letter to the administration (addressed to Curt Rice and Pål Vegar)

13. Take group picture for website

The picture will be taken during a later meeting.

**Next meeting:**

The next board meeting will be on Monday, 2011-04-11 at 15:00 at Health Faculty. Ranjan has to book a room and notify the Board members.