

## TODOS Board Meeting – 05.04.2013

**Time:** 14:30 – 16:30

**Place:** NT A 228

**Attending:** Melania Borit, Thibaud Freyd, Sandra Ronai (referent), Erlend Dancke Sandorf, Lina Stangvaltaite, Lene Østvand.

**Notice of absence:** Konstantinos Antypas, Ranjan Parajuli.

### **Agenda:**

#### ***1. About the TODOS Budget – news from Sølvi.***

Melania explains about a letter that Todos received from Sølvi Anderssen (UiT administration): Todos will continue to receive the same budget in the next years, and the Rektorat will transfer it to AFU. However, this is not guaranteed in any kind of official document.

Because of the possibility that one year UiT may decide not to grant Todos the budget, Erlend suggests building up some savings. However, if we spend less, we receive less next year. The solution is to make ourselves (Todos) more visible and transparent for the central administration, in order to convince them that Todos is an efficient organization that deserves to be funded. The way to achieve this transparency is to make reports for the administration.

The Board discusses whether or not a report for 2012 is needed. The final decision is to create an activity report for 2013, and send it in January 2014.

#### ***2. New folders and files in Dropbox. Routines connected with them.***

The purpose of these new folders is to document what we are doing within Todos. The new folders are *Meetings* and *Activities*, in which we will be storing short reports about what happened; we need to be careful in filling out in these reports. Melania filled in the reports so far. Sandra will be filling out the report for the seminar today (the *Presentation Techniques* seminar). In the future, the person in charge will fill in the reports for events.

### **3. IT issues:**

#### **a. Welcome message for the all PhD candidates list**

This list (*stipendiater@uit.no*) is administered through Outlook, and the IT contact person says it can't have a welcome message, like the *Sympa* lists do. Nevertheless, it can have a disclaimer on all the messages that are sent to the list. Erlend will rewrite the welcome text in "disclaimer" form (shorter). It will go out with every e-mail sent.

#### **b. Access to the Todos e-mail account**

The IT contact person says he can make an e-mail account for us (*todos@uit.no*) with multiple access rights. The Board discusses if there is a problem because this address is similar to the e-mail list (*todos@list.uit.no*). It is agreed that this similarity does not pose any problem.

The second issue is the granting of access rights to this e-mail account. The Board considers two possibilities: to give the access rights either to all the Board, or only the Board Chair. One idea that is taken into consideration is that everybody can have access, but only one or two people get to reply. However, this might lead to confusions and e-mail not being read. Thibaud suggests that all received e-mails should be forwarded to the list. The Board finally agrees that it is easier if only the Board Chair has access to the Todos e-mail. One of the advantages of this solution is that, in this way, we can reply as an organization.

### **4. Feed-back on the March/April activities:**

#### **a. The Jorge Cham lecture.**

The event was successful; the chosen auditorium was the perfect size: small, but packed with people. The advertising process was efficient, and participants seemed really interested. Most of the attendees were PhD candidates, but there were also a few post-docs, professors and younger students. Also, both the current and the newly-elected prorektor for Research and Development attended the event. The signed books will go to Melania. If it happens while she is away, Erlend will go to take them.

***b. The PhD Movie screening.***

The event was held in Bazinga, which proved to be a decent location after all – the screens on opposite walls allowed everyone to watch the movie; still, the sound could have been better. Some of the Board members consider that the food (warm baguettes) was not as good as it normally is. As for the attendance, out of the 60 people who registered, only around 45 actually attended. This is to be expected to all events. Nevertheless, the people who did attend seemed to have a good time and to the event; PhD candidates had the opportunity to socialize both before and after the movie.

***c. The EU Marie Curie seminar.***

The event was, surprisingly, held in English, something that the main organizers did not mention; for this reason, we may have lost many people that would have otherwise attended. This point to bad communication from the organizers. Next time, Todos will have to ask for more precise information from the main organizer. Lina held a short speech about Todos in the beginning. All in all, this event was ok, but it could have been better if we had told people that it is in English.

***d. The crash-course on presentation techniques***

The first speaker, Audun Hetland, was very good – he had an interesting and inspirational speech that captivated the audience.

The food that we ordered was good, but quantitatively too much. For future events, we should consider less sandwiches and more fruit; also, the cookies were a good idea and we should keep them.

There was a problem with coffee: we would have needed more than we originally ordered, as we ran out pretty quickly and some people would have wanted more. Maybe this was because the seminar was in the morning (when people drink more coffee) or because the cups that we provided were too big. Also, because the coffee machine had a technical problem that day, the quality of the coffee was not that good either. For future events, we will order more coffee and bring smaller cups.

The timing of the even was very good, and we notice that breakfast is, for a variety of reason, a good time to hold a seminar or course, better than lunchtime. The number of people attending was relatively big (50), but, again, smaller than the number of those who registered (70). The advertising was efficient, despite the fact that almost half of the posters had not been put up.

All in all, the event was a success. People seemed to be enthusiastic about it, and some of the participants expressed their wish to see more events of this type.

**5. *BioStruct meeting with local PhD candidates, 08.05 (15 minutes presentation). Who can speak there on behalf of TODOS?***

There will be an Open Day organized by BioStruct to present themselves as an organization, and for young scientists to present posters of their research. Because Todos and BioStruct are partners, Erlend and Thibaud will attend the event on behalf of Todos and hold a short presentation of our association (Melania can't do it because she is away for a one month of research stage abroad).

**6. *Status of the Committees: how many volunteers do we have?***

The Chairs of the Academic and Social Committees had send e-mails to the people who were in the lists previously, but few of them replied. Those who did reply will be put on the new lists for this year, and will be invited to help in the organizing of different events and activities. As an example, Lina reminds the Board about the time when Lene was the Chair of the Social Committee, and had a very efficient collaboration with the volunteers in her committee.

It is suggested that we should advertise volunteering for Todos. Sandra will write the announcement.

**7. *Transferable skills calendar administration.***

There needs to be at least one more Board member, besides Melania, responsible for updating the online calendar. Lene volunteers. Her task includes looking for new courses to include, especially those organized by Apecs and UiT.

**8. Meeting with all TER and FU representatives. Did we find all the names?**

Lene and Melania did this, the rest of the Board members did not. The lists for the Health and HSL Faculties are not ready, but will be compiled soon.

**9. Meetings with PhD candidates at all departments. Choose which departments and when to do it.**

Erlend was supposed to talk to Eirik from HHT/BFE. He did, and they are trying to get something going during April. If HHT cannot pay for food during the meeting, Todos will pay. Thibaud will be finding out about the Medical Faculty.

**10. Introductory week (international students) for PhD candidates**

Thibaud talked to the responsible people, but the answer was negative, because PhD candidates are considered to be employees, not students anymore. Melania suggests pressing the issue more with AFU, because it is an aspect of the internationalization process.

Two possibilities are taken into consideration: either organize our own introductory event, or connect it to the one that already exists. We will check and see if the existent event is relevant to PhD candidates or not. If it is, we will have to pressure them to accept PhD candidates along with the younger students. If it is not relevant, Todos will need to create a specific event targeted at PhD candidates. In the end, it is decided that it will be better to organize something ourselves, in cooperation with the HR department or maybe AFU. For this, we will have to receive informational materials from the International Students office. Thibaud will write back to Andreas Holm Bakke asking for the information package the International Office is distributing to the international bachelor and master students.

**11. SiN collaboration.**

The Board members will think about representing Todos in SiN.

## **12. Planning of the May BBQ.**

The Board decides to hold this even in the first week of June. The best day is a Friday, 7<sup>th</sup> of June. Several possible locations are suggested: Prestvannet, Telegrafbukta, Kvaløya. It is agreed that the best option is Telegrafbukta. More details will be discussed and decided later, closer to the event.

## **13. Where are we regarding what we proposed ourselves to do?**

- a. Get the TODOS newsletter on the RSS feed webpage of UiT (Melania);**
- b. Letter: Use of the concept “PhD student” in English language – the UiT PhD Regulation (Melania and Sandra);**
- c. Letter: PhDs housing rights (Kostas and Thibaud);**
- d. Letter: PhD candidates representative in Miljøutvalget (Sandra and Melania) and Klagenemda (complains about exams). See who is a member and build up the case.**
- e. Reply voting rights letter.**
- f. Follow up on: HSL meetings (Melania and Sandra);**

The issues in a – f above have not been solved yet, but the responsible people will soon take action for the more urgent ones.

- g. *Advertisement give-aways and banner etc. (Erlend).***

The Board discusses whether or not the promotional materials (Tshirts *etc.*) should be different by Committees. It is agreed that this is not necessary.

Regarding banners, the Board decided to recycle the old one, by reducing it to a more appropriate size. Lina and Ranjan will be taking care of this. Erlend will take care of buying the vertical banners.

## **14. Delegation of responsibilities while Melania is away.**

Melania will be in the UK in the period 16.04 – 20.05 for a research stage. While she’s away

she will take care of her responsibilities as the TODOS Board Chair and if there are issues that can't be solved by e-mail, she'll contact the Board and delegate responsibility.

**15. Others.**

- a.** The Board discusses whether or not to post on the web the videos of the interviews that Melania and Ranjan gave for course for supervisors.
- b.** It was proposed to have a Halloween Party in October.
- c.** The next TODOS Board meeting will be held in week 21.