

TODOS Board Meeting Minutes – 07.02.2013

Time: 09:00

Place: NFH/BFE, B-064

Present: Melania Borit, Erlend Dancke Sandorf, Konstantinos Antypas (had to leave at 10:00), Thibaud Freyd, Sandra-Iulia Ronai, Lina Stangvaltaite

Notice of absence: Lene Østvand and Ranjan Parajuli

Referent: Lina Stangvaltaite

Agenda:

1. Welcoming of the new Board.

Short presentations of all TODOS board members present at the Board Meeting.

2. Presentation of the organization (structure, collaborators: HNA; AFU, POA, KS, APECS - Alexey Pavlov joins the meeting at 10:00; temporary employees representatives (TER); PhD candidates representatives in Research Committees (FU)).

Melania informed about PhD candidates at UiT (employed and not employed by UiT); different concepts regarding how to refer to a person enrolled in a PhD program (PhD candidate vs PhD student); the structure of TODOS; collaboration with other organizations: HNA (High North Academy), AFU (Department of Research and Development), POA (Department of Personnel and Administration), KS (Career Centre).

The president of APECS (Association of Polar Early Career Scientists), Alexey Pavlov, introduced APECS. APECS provides transferable skill courses, arranges open seminars and webinars. It has been agreed to collaborate with APECS concerning information flow, merging members and possible seminar on the topic of career development. Melania will update the TODOS transferable skills calendar according to APECS as soon as they have the schedule ready.

3. PhD students meeting at the Department of Geology, 08.02.2013, 17:15.

TODOS representatives were invited by PhD candidates at the department of Geology. Sandra and Lina will attend on behalf of TODOS and will present and

promote the organization.

4. Routines (including new ones) and allocation of responsibilities:

a. E-mails (lists, replying time etc.);

Melania is responsible for the TODOS board e-mail list and the todos-news one; the chairs of the committees are responsible for the committees' e-mail lists. The reasonable e-mail replying time has been agreed to be 48h.

b. Dropbox;

All TODOS board members use Dropbox. When the file is changed by one of the members, the title of the document should end with the person's initials, e.g. Lina Stangvaltaite -> LS.

c. Website;

It has been suggested to synchronize the transferable skills calendar and the news page with the Facebook webpage and Outlook. Agreed, but looking for technical solutions. Erlend will try to be in touch with someone who has knowledge in IT (students, PhD candidates) to help improve and maintain the TODOS website (*pro bono* / volunteer work).

d. FaceBook;

It has been decided to hide the TODOS Facebook person account, as TODOS already has a Facebook page and a Facebook group. The Facebook account might be reactivated if there are no possibilities to invite PhD candidates to TODOS events using the Facebook group.

In order to improve visibility, it has been decided that events on the Facebook page should appear automatically one by one, not all at the same day, like done manually.

e. Newsletter;

The newsletter will be send as often as there is new relevant information. News is mostly in English unless the original information is taken from another source in Norwegian. Everyone from the board informs Melania about news from their faculties. Melania and Sandra write newsletters.

f. Brochure;

Brochure has to be updated and published with the new TODOS logo. Working group has been created: Melania, Erlend, Sandra, and Lina.

- g. Advertisement (Tavla, Announcements, electronic info screens, posters, e-mail, website, newsletter, Facebook, local newspapers/radio);**

Thibaud is responsible for coordinating the advertising of all TODOS events using different channels.

- h. New routines:**

- i. All official documents to be uploaded on the website.

It has been agreed and will be done by Melania.

5. AC and SC transfer.

Committees' chairs will be informed and instructed personally by e-mail by Melania.

6. Proposals to change the TODOS Statutes (see Lene's e-mail!).

Discussion postponed till the next TODOS Board Meeting.

7. Forsker Grand Prix (10:30; organizer Else Bottengård joined the Board meeting at this point).

Information about FGP event. It has been decided to arrange a 45 min course on presentation techniques, given by Audun Hetland. The course is open for all PhD candidates and is followed by information on, and invitation to participate in, FGP 2013. Possible date: 10.04.2012. Melania will discuss details with Audun.

8. Compensation for Board time.

It has been decided to use 150 000NOK for compensation and 100 000NOK for activities. The compensation issue will be discussed again in May-June.

9. Budget: draft for 2013.

All expenses should be written in the Budget file in Dropbox. The routine of getting refunded was explain (use the "Refusjon av utlegg" form + glued receipts and send to Sølvi). All expenses are discussed in the board.

10. Activities for 2013: set general objectives; set specific objectives.

The document in Dropbox "Objective and activities" should be filled with ideas from all board members. The document will be discussed in the coming Board Meeting.

11. SiN collaboration. Elections for the new SiN board will be in May. More information will be given in the next meeting. TODOS members are welcome to join the SiN Board.

12. Unfinished tasks from the Old Board:

- a. TODOS concept development;**

Three seminars were dedicated to the concept of career development in 2012. Concept issue will be discussed during the next meeting.

b. Letter: Use of the concept “PhD student” in English language – the UiT PhD Regulation;

TODOS supports that in English the concept of “PhD candidate” and not “PhD student” to be used. An official letter will be written by Melania and Sandra regarding the use of this concept in the UiT PhD Regulation.

c. Letter: PhDs registration on StudentWeb;

TODOS does not agree with the need to register in advance for PhD courses on StudentWeb (in the manner this is done for master and bachelor students). This issue will be discussed during the next meeting.

d. Letter: PhDs housing rights;

PhD candidates not employed by UiT should be allowed to stay in student housing or get a longer period to find private housing, due to economical reason. Kostas and Thibaud are responsible for writing this document.

e. Letter: PhD candidates representative in Miljøutvalget;

TODOS wants to have a representative in Miljøutvalget. Sandra will write an official letter concerning this issue.

f. Get updates about: PhDs representative in the UiT Ethics Committee; the course for supervisors (AFU); the pedagogy course for PhDs (Lina and Ranjan + AFU + IPL);

Melania will ask if a PhD representative was accepted in the Ethics Committee. Melania will ask AFU about the course for supervisors and the pedagogy course.

The pedagogy course for PhD candidates was successful according to Lina, who has participated.

g. Follow up on: HelseFak letter, HSL meetings;

Sandra and Melania will arrange a meeting with HSL.

h. Advertisement give-aways;

Erlend contacts companies for offers. TODOS business cards were considered to be an important part of advertising.

i. Meeting with all TER and FU representatives;

It has been decided to meet representatives twice a year.

j. Link to TODOS website and newsletter on the UiT website;

On the UiT website, TODOS has a webpage with the links to the real TODOS website and Facebook webpage.

k. Update Brochure, upload it on our website; send it to who asked for it;

Brochure update discussed under point 4f. Uploading and sending will be discussed after updating.

l. Get the e-mail address todos@uit.no (like a person account);

Melania is responsible for this issue. She will also ask about getting the TODOS newsletter on the RSS feed webpage of UiT.

m. Write an intro e-mail for all the all PhDs list and for the e-mail lists managed by TODOS;

The Intro e-mail will automatically reach newly registered PhD candidates on both e-mail lists. The e-mail will be in both English and Norwegian. Sandra and Erlend will work with it.

n. Possible seminars/activities: mobility day with Elin Kollerud (the Norwegian Research Council); EU grant writing with Per Magnus Komandantvold (the Norwegian Research Council) and Thorbjørg Hroarsdottir (UiT).

In March or April it is planned a seminar regarding the Marie Curie research program. Melania is in touch with Thorbjørg who needs help with advertising the event and register PhD candidates.

o. Meetings with PhD candidates from all departments.

TODOS will visit around 3 departments each semester in order to increase visibility and to get closer contact with PhD candidates.

13. Miscellaneous.

a. The survey among PhD candidates at UiT is planned to be repeated in the fall semester. Erlend leads the working group. Thibaud and Melania are in this working group for the moment.

b. TODOS representative Erlend will participate in the debate about the Rektorteam 14.02.2013 and will ask questions regarding PhD candidates and internationalization issues. TODOS Board members have to write questions

for the Rektorteam debate in the file “rector teams debate” in Dropbox.
Kostas will use also Facebook to address these questions to the rector teams.

- c. Each member updates his/her personkort at UiT webpage.
- d. TODOS is planning to ask for an English platform concerning Rektorteam and PhD regulations.
- e. Erlend will look into college-sweaters/fleeces with the TODOS Logo to make the board and the organization more visible at events etc.