

TODOS Board Meeting Minutes

Date: 29.02.2012, 15:15pm

Place: NFH/BFE, B-063

Referent: Ranjan Parajuli

Present: Melania Borit, Sivertsen Annfrid, Ranjan Parajuli, Lina Stangvaltaite, Konstantin Zaikov, Konstantinos Antypas

Guests: Lene Østvand (attended points 1, 2 and 10) and Petter Gjerpe (attended point 1)

Agenda and decisions:

1. Updates from Petter Gjerpe, TER in UiT Board: The new board was informed by Petter Gjerpe about his role as temporary employees' representative in university board. He underlined the importance of making more PhD students more involved in the activities related to them organized at UiT.
2. Board, AC and SC transfer to new Board and AC, SC Chairs: Melania Borit and Lene Østvand transferred their AC and SC chair to Konstantin Zaikov and Lina Stangvaltaite respectively.
3. Board work routines: Melania informed board members about the general procedures on replying messages in the TODOS Board. She requested all the board members to take an active role in decisions making/ sharing information in TODOS.
4. Dropbox routines: Melania gave brief information on how to use Dropbox in connection with TODOS documents.
5. Budget routines: Updating the excel file with budget for TODOS will be Ranjans' responsibility as new accountant. Relevant information regarding budget was given to Ranjan. The new Board members were informed about the routines related to accessing

money from the Budget.

6. Tavla, newsletter, Facebook, website, electronic screens, regular mail box, mailing lists routines: different responsibilities were divided as follows:

- Tavla: Konstantinos Antypas and Ranjan Parajuli
- Newsletter: Melania Borit
- Facebook: Lina Stangvaltaite and Konstantinos Antypas
- Electronic screens: Ranjan Parajuli
- Regular mail box: Melania Borit and Konstantin Zaikov
- Website: Konstantinos Antypas
- Mailing list: Sivertsen Annfrid

7. Utopia collaboration: Melania will continue the dialog with Utopia regarding a possible collaboration. She and Annfrid will contact Labyrinth, too.

8. Ralph's position in SiN's Board: Konstantinos Antypas will replace Ralph in SiN

9. SiN AGM, week 19: Board briefly discussed about SiN's coming AGM which will be held in week 19 in Tromsø. Konstantin Zaikov will take responsibility for organization of this AGM in connection with a seminar regarding PhD students supervision. All board members will help him according to their time and availability.

10. Logo contest – Logos 3 and 10 (based on number 1) have been selected by the board to the next stage. These logos will be further modified according to the suggestions and comments from board members. Melania Borit will follow up this issue.

11. Briefing about ongoing cases:

- HSL and Health Sciences letters: the HSL letters will be resent by regular mail. By Konstantin.
- NT CS letter
- NT TSC letter: Melania Borit will follow up.

- Questback account: Will be further discussed on upcoming board meetings as per necessity.
- Mailing list for all PhDs at UiT: Sivertsen Annfrid will follow up with Orakle.
- UiT prizes: TODOS has nominated Curt Rice and BFE department for two UiT prizes.
The result will be made public on 28th of March, 2012
- English language course, teaching course, supervisors course
- HS confidential case

12. Activities plan for 2012: All board members will list different ideas and that will be discussed in the next Board meeting.

13. Others: All board members were asked to update their information on their personkort in UiT website

Next Board meeting is planned either for week 11 or 13.