

## Agenda board meeting

Date & Time: October 21, 2020 13:00-14:00

Place: Zoom <https://umu.zoom.us/j/65303338153>

**Attended:** Michele Persiani, Maitreyee Tewari, Lucas Hedstrom (from 13:43, 7 in the agenda), ~~Zahoor Islam~~, Anjan Rao Puttige, Nazanin Fouladgar (till 14:18, 13 in the agenda), Erik Steinvall (from 13:29, 7 in the agenda), ~~Daniel Nilsson, Sharmin Sodestrom, Helena Eklof~~

### 1. Selection of the meeting chair

Michele was selected as the chair

### 2. Selection of the meeting secretary

Anjan was selected as the secretary

### 3. Selection of adjuster

Maitreyee was selected as the adjuster

### 4. Approval of summon of meeting

The summon of the meeting was approved

### 5. Approval of the agenda

The agenda of the meeting was approved

### 6. Revisit of last grand meeting minutes

The minutes of the grand meeting were revisited. The need for formalizing the routines for departmental elections was emphasized.

### 7. Planning for the economic situation

The following measures to ensure economic sustainability of the section were discussed:

- Increasing membership by reaching out to PhD students via multiple channels
- Increasing membership fees
- Decreasing administrative costs

Viktor Johansson and Eleonora Hedin will be invited to the next meeting for their inputs on the subject

### 8. Planning of the next social activity

The decision of whether to hold a social event will be made in the next meeting based on COVID-19 situation

## 9. Look through the bylaws

A separate meeting to discuss the bylaws will be held.

## 10. Discuss about updating the routines for elections

The following points were discussed

- Erik suggested that the head of the departments must take the responsibility to inform all the PhD students about the available administrative positions for PhD students
- The faculty will be asked provide an updated list of available positions for PhD students to NTK every year. Erik will follow up with the faculty regarding this
- Michele, Maitreyee, Nazanin and Zahoor from the board will propose guidelines for election of positions. The guidelines will be discussed in a later meeting

## 13. Inventory and support system for PhDs

The faculty asked the board for their opinions and suggestions regarding the current state of support system for PhD students. The following suggestions were made:

- Simplify/clarify the procedure to change supervisors
- Facilitate better supervision
- A better WebISP is required
- Improve visibility of information on Aurora
- PhD courses: Simplify the procedure to find courses, register and report results
- Better information for foreign nationals to get acquainted with the Swedish system

The suggestions will be conveyed to the faculty by Erik

## 14. The corona survey

Some important findings of the survey were summarized by Erik. The main issues identified by the survey were:

- Cancelled conferences
- Decreased productivity
- Higher teaching load
- Effect on collaborative work

## 15. Any other topics

## 16. Questions and suggestions

## 17. Closing of the meeting

Meeting closed at 14:35