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Operational year: 16/17
Meeting #6

Protocol DOMFIL board meeting

When: 2016-11-02, 17.15-20.00

Where: Frøet

| | | Attachment |
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| §1 | <p>Opening of the meeting</p> <p>Meeting opened.</p> | |
| §2 | <p>Election of attestant</p> <p>Arjan Mofers was chosen as attestant.</p> | |
| §3 | <p>Meeting eligibility due to time of call</p> <p>The meeting was called eligibly.</p> | |
| §4 | <p>Adjunctions</p> <p>No adjunctions during the meeting.</p> | |
| §5 | <p>Registration of new questions</p> <p>The new questions were registered under "Other questions".</p> | |
| §6 | <p>Establishment of the agenda</p> <p>The agenda was established.</p> | |
| §7 | <p>Previous protocols</p> <p>All the questions that were discussed at last meeting are in the</p> <p>The board decides to put the previous protocol to file.</p> | 1 |
| §8 | <p>Reports from board members</p> <ul style="list-style-type: none"> • Board representatives <ul style="list-style-type: none"> ○ Chairman <p>There is an introduction for people working in student unions and organization like DOMFIL that Juristgruppen at Valla are holding. Unfortunately it is in Swedish and we will not be presented, but the Chairman will ask them for a short summery in English that will be distributed to the board.</p> <ul style="list-style-type: none"> ○ Vice chairman <p>All points will be discussed in later point in the agenda.</p> <ul style="list-style-type: none"> ○ Treasurer <ul style="list-style-type: none"> ▪ Banking ▪ Budget <p>The budget has been looked over and will be prepared for the section meeting. Maite will be responsible for this presentation.</p> | |

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- Educational supervisor

- Educational survey 15/16

There will be a meeting with the people that are in charge of the mandatory PhD courses to discuss the survey and the precautions that will be taken.

- Representative meeting

There will be a representative meeting tomorrow, not all representatives can come but they have sent in a summary of their work. The major points that DOMFIL wants to work with during the year will be presented to the representatives, and they will present what is discussed in the boards.

- Communication officer

- Newsletter

There is a draft on a newsletter that was presented by Arjan on the meeting. The content of the newsletter and the content is decided was discussed.

The agenda for each meeting should always have a point about the newsletter, during the meeting it will be decided what goes in to the newsletter and then Arjan will summarize and send the newsletter out to our members.

- Promoting posters?

The board discussed what kind of information that should be presented in what kind of form. The permanent posters that are placed on DOMFILS notice boards should contain:

- Benefits
- Information about renting stuff (hats and speakers)

DOMFIL will also send out information in a newsletter that will contain more short-term information like information and dates about events, news from the board and save-the-dates.

The DOMFIL board would like to do the permanent posters a bit fancier and therefore the Chairman will look at options to print posters.

- HURS 2017

- Short update on companies

The companies from last year's HURS have been contacted. So far not many has replied to our invite, but last year's project manager informed the board that most companies reply in January. However, reminders should be sent out until then.

- Science committee dinner

The Chairman will book venue and dinner for the Science committee that is in charge of the competition during HURS. Last years cost was approximately 3 500kr.

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| | <p>So far, the committee consist of:</p> <ul style="list-style-type: none"> • Stig Linder • Lasse Jensen • Maria Jenmalm • Niclas Björn • Robert Lindau (hasn't answered) • India Morrisson (hasn't answered) • Ingrid Jacobsson (hasn't answered) <p style="padding-left: 40px;">○ Preliminary schedule</p> <p>A preliminary schedule for HURS will be made by the Communications officer and sent to the Chairman, which in turn will send it to the Science School at Karolinska Institute.</p> | |
| §9 | <p>Doktorandombudsman</p> <p>A proposal has been written by a group at Valla, and sent to DOMFIL to look over. This proposal was carefully looked over and in the form it is now the board will not sign it. Feedback about the proposal was sent back to the group in charge.</p> | |
| §10 | <p>PhD survey (official from LiU)</p> <p>The PhD survey was looked over by the board and feedback will be sent to the responsible ones.</p> | |
| §11 | <p>Nobel banquet</p> <p>The venue for the Nobel banquet is booked and the invitations should be sent out as soon as possible. Anna will make a google-doc and Maite will send her all the information that should be in the form. A template from last year's invitation is found in the drive.</p> | |
| §12 | <p>Marketing</p> <ul style="list-style-type: none"> • Posters <p>The DOMFIL board has put up posters on both boards to increase the marketing opportunities.</p> <ul style="list-style-type: none"> • Lunch for PhDs – when? <p>The DOMFIL board discussed having a lunch with the members, more details and dates will be decided on the next meeting.</p> <ul style="list-style-type: none"> • Open Pub night for recruiting members – when? <p>To increase more members the DOMFIL board would like to have one after-work that is open for all possible members, which will all get coupons. When this will happen will be decided on next meeting.</p> <ul style="list-style-type: none"> • Commercials? Ordering? <p>The DOMFIL board would like to order marketing merchandize, therefore everyone in the board should send suggestions on what to buy to the Treasurer.</p> | <p style="text-align: right;">A.I WA</p> |



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| <p>§13</p> | <p>Section meeting</p> <ul style="list-style-type: none"> • Annual report The annual report for last year's DOMFIL board will be presented by riccardo at the Section meeting. • Audit/ financial report Last year's board has still not sent the audit and financial report for the Section meeting, a reminder will be sent. • Motions? No motions have been submitted to the board. • Practicalities For the meeting, the Chairman will be the chairman of the meeting. The Vice Chairman will be the secretary of the meeting. <p>After the meeting dinner will be served at Beer and Burgers (First Hotel). The treasurer is responsible for the booking of 15 persons.</p> <p>A reminder and possibility to sign up for the meeting and dinner should be sent out soon.</p> <ul style="list-style-type: none"> • Project X <ul style="list-style-type: none"> ○ Suggestions The board discussed different suggestions and then took a decision that will be presented during the section meeting. • Set final agenda (see by-laws) <ul style="list-style-type: none"> ○ Election of new board members During the Section meeting Arjan, the Communications officer, will be voted in and likewise will all the representatives. | |
| <p>§14</p> | <p>Other questions</p> <p>14.1 Forum sciencium Forum sciencium is a non-profit organization at the university that has contacted DOMFIL with information about an event that they are arranging. They will show PhD movie and want to invite us and our members.</p> <p>14.2 FeelGood Annelie Lindström has contacted DOMFIL about a wellness program that will be offered by the university to all PhD students. The DOMFIL board has been offered the opportunity to be hosts of an informational meeting and at the same time be able to present DOMFIL to PhDs. The Vice Chairman will contact Annelie that we are interested in such an event.</p> | <p>A.I AA</p> |



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| | <p>14.3 Sharepoints</p> <p>The system of share points and the calculation of the sharepoints is a diffuse system that many are confused about, even in the boards that are responsible for it. The DOMFIL board have been discussing the distribution of them and how it differs between institutes (IKE/IMH).</p> <p>14.4 Distribution of documents</p> <p>The DOMFIL board deals with a lot of information daily, both at work and with the board, therefore, to make it easier all important documents that needs to be read before meetings will be placed in a folder in the drive. And each board member is responsible to check it and read the documents.</p> <p>14.5 Protocols</p> <p>All protocols should be up on the Drive for the whole board to read them. However, only signed protocols should be on the webpage.</p> <p>14.6 Admissions seminars – how to give the information to new PhDs</p> <p>Postponed to another meeting.</p> | |
| §15 | Next meeting Lunch meeting (12-13.00) the 14th of November. | |
| §16 | Closing of the meeting | |

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Anik Islam
Chairman

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Anna Asratian
Vice Chairman

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Arjan Mofers
Communication officer

