



Operational year: 18/19  
Meeting #1

## Protocol DOMFIL Board Meeting

When: 2018-09-14, 17.15-20.00

Where: Utsikten

Attendance: Andrea, Maike, Olof, Georgia, Giulia

Board 18/19: Andrea Molinas (Chairman), Maike Bensberg (Treasurer), Olof Rundquist (Educational supervisor), Georgia Papapavlou (Communications officer), Giulia Pizzolato (Secretary)

### §1. Opening of the meeting

The meeting is opened by Chairman Andrea Molinas

### §2. Electing a Secretary

Giulia Pizzolato was chosen as the Secretary.

### §3. Electing a Minutes adjustor

Georgia Papapavlou was chosen as a Minutes adjustor.

### §4. Previous protocol

The previous protocol was discussed and put to file.

### §5. Registration of new questions

No new questions were registered.

### §6. Reports from Board members

#### a. Chairman

#### Contract with Consensus

The section contract between Consensus and DOMFIL will be signed.

#### Meeting with Consensus

Andrea and Georgia met Consensus President Jacob Larsson on 21<sup>st</sup> August:

1. We will meet with Consensus regularly and discuss specific things which are relevant for us.
2. Consensus is willing to help us whenever we need. We need help for the recruitment of new PhD students, marketing, etc.
3. In the section contract with Consensus it is specified how the money from Consensus should be used.
4. The new DOMFIL webpage will be under Consensus website. Giulia will meet Consensus Vice-president Louise Abrahamsson next week to receive instructions about how to upload files/update the webpage (see next point on webpage).

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5.Consensus works on the new GDPR regulation. Regular memberships are made through Consensus and this guarantees the compliance to the regulation. For other kind of memberships, activity pass/supportive member, we will contact Consensus Vice-president Louise Abrahamsson, who also will be contacted regarding lists of members we need to have before section meetings, activities with vouchers and for sending the newsletter. Consensus suggests that members can show their membership directly in their mobile phone through Consensus login that members get upon registration. However, PhD students do not have access to this login yet. Consensus gives also instructions on how to handle information according to the GDPR regulation. We need to go through the old documents in drive and cancel all personal information, the same with the old emails.

6.Consensus does not send anymore a regular newsletter to all members. There is instead a link on the website to register to the newsletter. They suggest to us to do the same on our webpage (see next point on newsletter).

7.Consensus does not publish pictures of people on the website or Facebook page, without consent of the people in the picture. They suggest to do the same in our page. For marketing of events like HURS, they suggest to take group pictures of crowds.

#### **Bank account**

Andrea and Maike took over the bank account.

#### **Painting of the "logo-hill"**

Georgia and Andrea repainted DOMFIL's "logo-hill" at the beginning of the autumn semester.

#### **Faculty Club**

Andrea and Georgia will participate at IKE Faculty Club on November 6<sup>th</sup>. We suggested our own topic of conversation for that day.

#### **b. Treasurer**

Treasurer Maike Bensberg is waiting for her new ID-card to be able to get access to the bank account.

#### **c. Educational supervisor**

##### **Appoint representatives to the boards and committees**

It is a priority for the board for the autumn 2018 to find two representatives for the two positions in the employment board, "anställningsnämnd/docentur" which is now vacant, and "anställningsnämnd/anställningar, rekryteringar" which will be vacant in spring 2019. These two positions in the employment board are the most important to fill for Consensus and must be communicated as soon as possible to Consensus Head of Educational Affairs Thea Sandqvist. The representatives in these positions receive a compensation.

Educational supervisor Olof Rundquist has requested a list of all the PhD students currently active at IKE who may be interested to fill these positions.

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### **Educational Survey**

Olof will summarize the results from the educational survey that was collected during the spring and send it out to all course leaders, FUS and FUN and call for a meeting with all representatives to discuss the results (see below the autumn representatives meeting).

### **Introduction meetings PhD**

Olof has introduced DOMFIL at the information session for new PhD students at IKE on September 11<sup>th</sup> at 2:00-4:30 pm at Citronen. Another information session will be held on November 13<sup>th</sup>.

### **Information about DOMFIL**

Before, IMH and IKE had information about DOMFIL in their papers that are sent to newly admitted PhDs, however, this has not been done or updated for a long while. Therefore this should be updated/written and sent to both FUS.

### **UKÄ evaluation**

There is an ongoing evaluation of the PhD program and a committee has sent in questions ("kvalitetsrapport") that need to be answered by the Medical Faculty. The board is invited to attend the meeting concerning this document that will take place on October 25<sup>th</sup> at 1:00-3:00 pm.

### **vi. Institutionsutredning för fakultetsstyrelsen**

Olof has participated to a meeting with the investigators.

## **§7. Marketing and recruitment strategies**

### **a. Newsletter**

Send the autumn newsletter with the dates of:

1. Autumn section meeting (November 28th)
2. HURS (March 29th 2019)
3. Recruitment event for new PhD students (September 27th; Pizza buffet + bowling)
4. Kick off event (October 19th/20th)
5. Autumn event (October 25th; Shuffle board)
6. Afterwork event (November 15th; Horse and Hound)
5. Floorball (every Monday)
6. Vacant positions for representatives
7. Link to become member at Consensus (<https://medlem.consensus.liu.se/snabbbetalning/>); mention that it is possible now to pay with Swish.

Ask to Consensus Vice-president Louise Abrahamsson for a mailing list of members (only to send the newsletter).

### **b. Facebook updates**

Everyone in the board is administrator and can update the page. The same information in the newsletter will be posted in the Facebook page and webpage.

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### c. Webpage

DOMFIL's webpage will be a part of the Consensus website.

Giulia will meet Consensus Vice-chairman Louise Abrahamsson to get the permissions to modify and upload files to DOMFIL's subfolder on Consensus website.

Make visible:

1. HURS (March 29th 2019)
2. vacant positions for representatives
3. Link to become member at Consensus (<https://medlem.consensus.liu.se/snabbbetalning/>); mention that it is possible now to pay with Swish
4. link to postgraduate courses at LiU and other universities (see the old webpage and check if it is updated)
6. subfolder to upload documents and protocols from board and section meetings
7. upcoming events/important dates (see newsletter)

Information from the old website has been backed up. The old website will redirect to the new webpage, until closed at the end of November 2018.

### d. Representatives

The information about representatives will go out in the first newsletter and in the new webpage.

Consensus offered their help to create a "Representative positions" flyer that should be distributed all over the year.

### e. Text to newly admitted PhDs

Send information about DOMFIL to newly admitted students at IKE and IMH. Email lists to all PhDs at the Medical Faculty (check with Sonia Lander for mailing lists):

IMH: doktorander@imh.liu.se

IKE: doktorander@ike.liu.se

ISV: ask to eva.rehnholm@liu.se for a mailing list

These mailing lists are used also for information on HURS.

### f. Pre-research course (forskningsförberedande kurs)

Contact Eva Åström (eva.i.astrom@liu.se) for the pre-research course and find out if there is any email list.

### g. Membership

Full member:

- registered PhD student, research engineer or research assistant at the Medical Faculty of Linköping University or pre-research course full time at Medical Faculty, covering at least 15 credits
- pay the Consensus established union fee
- 190kr/semester or 360kr/year

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Supporting member:

- Previous members of DOMFIL, postdoc or other persons with a connection to the section
- Active PhD students at the Medical Faculty cannot become a supporting member
- Pay the joint student union and section fee established by the Consensus council.
- Supporting members obtain part of the benefits as full members at DOMFIL's social events.

Activity pass:

- Allows to join selected DOMFIL events for people not eligible to be full members, for example friends to members of DOMFIL
- Applications for activity pass should go through the DOMFIL board.
- Price: 60kr/semester

## **§8. Events**

### **a. Section meeting**

#### **Date**

Autumn: Wednesday 28<sup>th</sup> of November at 17:15. Andrea will book the room. We will have dinner with members who participated, after the meeting.

Spring: preliminary end of May

### **b. HURS**

#### **Date**

Friday 29<sup>th</sup> of March 2019.

A separate meeting will be held for this (next board meeting).

Andrea will book the rooms.

Contact the Procurement office from LiU before setting the date ([sofia.gripenback@liu.se](mailto:sofia.gripenback@liu.se)).

Georgia will be the contact person for the companies and send a "save-the-date" email to the companies in September. In the mail, ask them for invoice address but also whether it is ok if you send them the invoice via mail or whether you need to send a printed version via post. Ask the Procurement office for an update of the companies to add to the list (see HURS testament in the Drive).

### **c. Autumn representatives meeting**

Olof will call the representatives and Consensus Head of Educational Affairs Thea Sandqvist for the autumn meeting with representatives, followed by a dinner, 2-3 weeks before the section meeting (at the beginning of November).

### **d. "Fuck off" and "kick in"**

Andrea will send a Doodle to figure out the date.

Activity?

According to the general testament 17/18, a present box from Norins (cheese basket, 200-300sek/each) and a bottle of wine will be given to each of the previous board members.

### **e. Recruitment event for new members**

#### **Date**

Thursday 27<sup>th</sup> of September kl. 18.00, sign up until Monday 24th, pizza buffet and bowling.  
Advertise on Facebook and mail.

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**What?**

All potential members should be invited, including the pre-research course.  
Pizza buffet and one drink per person will be offered.

**f. "Kick off" 19-20th October ?**

**g. Afterwork/other event**

**i. How often? Where?**

1. Thursday 25<sup>th</sup> of October: Activity, shuffleboard. Check for vouchers.
2. Thursday 15<sup>th</sup> of November: Afterwork at Horse and Hound? Maike will check if they accept the vouchers as payment. At the end of the event, the treasurer pays the "voucher"-bill.

**h. Nobel prize dinner**

7<sup>th</sup> or 8<sup>th</sup> of December together with LiU-PhD. Andrea will contact LiU-PhD.

**i. Floorball (Innebandy)**

Olof will check the floorball activity with Manus Ziegler, who is responsible for the Floorball and has all the equipment.

**§9. Other questions**

No other questions.

**§10. Next meeting**

The next meeting is on ~~Friday 12<sup>th</sup>~~ of October, kl. 17.15, at Utsikten (Organize HURS).  
*Wednesday 31/10*

**§11. Closing of the meeting**

Meeting was closed.

Andrea Molinas, Chairman

Giulia Pizzolato, Secretary

Georgia Papapavlou, Minute adjustor