



Operational year: 18/19
Meeting #4

Protocol DOMFIL Board Meeting

When: 2018-12-14, 17.00-19.00

Where: Utsikten

Attendance: Andrea, Maike, Georgia, Giulia, Olof

§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

Andrea will be on parental leave from January 2019.

Andrea uploaded on the drive things to do at the end of the Operational year 18/19, see document in the board meeting folder.

See Annual report 18/19 folder on the drive, to send to Consensus at the end of the Operational year 18/19.

Proposal of a new Swedish course for employees at campus US with possibility of an evening course. Andrea has discussed this proposal with Junior Faculty representative. Junior Faculty is also interested in this proposal, with keeping two courses in parallel, one in day time (as it is today) for employees who cannot attend the evening course (for example, parents of small children) and one in the evening. A suggestion is to investigate if and how many PhD students at the Medical Faculty are interested in this course.

Andrea will meet Klervie from LiU PhD on 17/12. Another board member can come along to the meeting to continue the dialogue with LiU PhD.

Maike and Andrea met Consensus, LinTek and LiU PhD representatives at LUST-DK meeting on 11/12. Issues of prolongation, engagement of students in representation, reimbursement for representatives, ombudsman and different PhD students problems were discussed.

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A new meeting will be held to continue the work to create the role of the PhD ombudsman common to both campuses US and Valla.

Thea from Consensus asked for a document with a list of what is considered the ideal PhD student situation, in order for the student sections to better understand the general PhD student problems and to aim to the ideal situation.

b. Treasurer

Maria Teresa Casado will be the auditor for fiscal year 18/19.

c. Educational supervisor

Representatives

Rikard Tordön has newly communicated his dismissal as representative for FSM and Barnafriid committees.

A list of vacant positions for representatives will be updated and sent to PhD students.

Olof will send the educational survey around the end of January.

d. Communications officer

Georgia is advertising the scientific paper award for HURS 2019.

e. Secretary

Giulia will update the new page under Consensus with latest events, the old web site and the Facebook page with pictures from the Nobel dinner.

Giulia receives the nominated papers for the scientific paper award for HURS 2019 and will maintain the communication and the procedures with the scientific paper award committee.

§7. Marketing and recruitment strategies

Georgia will send out in January informations about positions as representatives and call for new board members.

Maike will order DOMFIL hoodies and polo shirts for HURS for board members.
The board will work on a guide with informations for new PhD students.

§8. Events

a. Nobel banquet

The Nobel banquet was held on 8th December at Scandic City Verandan vid ån. There were 28 participants, of which 20 from DOMFIL (4 activity pass, 1 supportive member), 6 from LiU PhD and 2 guests.

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b. Autumn section meeting

28th November 2018. 14 members were present. See protocol on the drive. The meeting was followed by a dinner for attending members at Grekisk och gott.

c. Spring section meeting

Suggested date: 28th May 2019.

A written summons for the section meeting shall be sent to the members at least **three weeks** prior to the meeting. The summons must contain a preliminary agenda. The preliminary and final lists of discussion points together with the proposed resolutions must be sent to the members at least **five days** prior to the meeting.

The majority of the present members must be non-board members.

1. Establish **Budget 19/20**
2. Establish **Operational plan 19/20**
3. Elect **Board members 19/20**
4. Elect new representatives

d. HURS

Friday **29th of March** 2019.

Georgia promoted the scientific paper award by email to all PhD students.

The scientific paper award will be advertised in the three newsletters of the Faculty of Medicine and in posters for HURS.

Advertising for HURS starts now.

Adverts are placed in:

1. Newsletters (MedFak, IKE, IMH)
2. Kalendarium (MedFak, IKE, IMH)
3. Both webpages
4. Facebook
5. Poster in both campus US and Valla
6. Consensus and LiU PhD facebook
7. When the speaker schedule is confirmed, advertise the schedule to Forum Scientium and IFM newsletters
8. Procurement office

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Highlight that the event is free of charge and open for everyone. Include information on the opportunity for PhD students to present their research through a poster session or a short talk.

e. Event with the previous board

Andrea have sent a Doodle to figure out the date and will send a reminder.
Spa day activity at Mantorp or Vadstena.

f. Afterwork

23rd January afterwork at Yellow Fellow.
20th February, another event (suggestion: laser-tag + afterwork)

§2. Next meeting

The next meeting is on 21st January.

§3. Closing of the meeting

Meeting was closed.

Andrea Molinas

Andrea Molinas, Chairman

Giulia Pizzolato

Giulia Pizzolato, Secretary

Georgia Papapavlou

Georgia Papapavlou, Minute adjustor

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