



Operational year: 19/20
Meeting #3

Protocol DOMFIL Board Meeting

When: 2019-09-25 17.00-19.00

Where: Utsikten

Attendance: Maike, Kate, Damon, Sandra, Sophia

§1. Opening of the meeting

The meeting was opened by chairman Maike Bensberg.

§2. Electing a Secretary

Damon Frampton was chosen as the Secretary.

§3. Electing a Minutes adjustor

Sophia Beeck was chosen as a Minutes adjustor.

§4. Previous protocol

The previous protocol was discussed and put to file.

§5. Registration of new questions

The following new questions were registered:

- Future afterwork events (Ryds Herrgård, another event with shuffleboard)
 - Addressed during §7.h "Afterworks"
- Discrepancies in PhD salaries across departments
 - Question was tabled for a future meeting.
- Mecenat discounts for PhD candidates
 - We will continue our dialogue with Consensus. The issue is that departments are no longer reporting PhD candidates to Mecenat. Without the university reporting who is registered it is difficult to claim eligibility for discounts, which have been helpful for those who use discounts when traveling or purchasing books.
- The new LiU-ID card
 - Consensus has already raised the issue of the new ID cards with the university, and will continue to campaign against the new "bare-bones" design. The new cards do not state if the card holder is a student or employee, which can affect eligibility for student discounts when abroad or in Sweden.

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§6. Reports from Board members

a. Chairman

Meeting about "Doktorandombud" (DO)

- Maiké attended a meeting with LUST-DK on the 16th of September regarding establishing a Doktorandombud (PhD representative/spokesperson). The position will be discussed further on the 6th of December, Maiké will in that case not be able to attend. Suggested that Vice chairman Signe Skog take her place.

DOMFIL-branded hoodies and t-shirts for this year's board have arrived

- Invoice was sent to Karin Wåhlen, had to be forwarded to the board. Maiké will see if we can change the contact information at ProfilPartner so this doesn't happen in future.

Sektionsordförandemöte (SOM, Consensus' committee for section chairs)

- Maiké attended a meeting for section chairs arranged by Consensus. Not much of relevance to our operations was discussed, as the focus was on the undergrad student organisations.

More lax GDPR rules

- Rules regarding data storage are not as strict as once thought, meaning we can now receive a list of our members. However, contact information is still regulated. We can update our list of contact details that we have saved for a 12 month period, but at the end of the 12 month period we must ask everyone on the list if they would like to remain on the list.

TimeEdit login

- Maiké has received a TimeEdit login, so we can now book rooms in DOMFIL's name for our events.

b. Vice Chairman

Not present due to illness.

c. Educational supervisor

Discussion of course evaluation

- Sandra attended discussions with Fredrik Elinder and Siw Carlfjord regarding course evaluations by DOMFIL. All courses have received criticisms. The course "Scientific methodology" is updating its course contents, and they are trying to clarify the course purpose and contents, so that it's clear what is taught during the course from the start. Fredrik and Siw are aware of the complaints from DOMFIL, such as the critique that course contents reflect a priority/bias for clinical PhDs over preclinical, though Fredrik and Siw do not agree with this sentiment. The Scientific methodology course is meant to provide a broader context of medical research and not be constrained to clinical or preclinical contexts. Many courses, such as "Scientific communication and information retrieval", are considered irrelevant for preclinical PhDs, as they already know how PubMed works. Separate courses for clinical and preclinical were discussed, however neither Fredrik nor Siw were open to this suggestion. Siw would like to see individual comments and feedback, in order to get a better idea of what can be improved.

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- Something DOMFIL could do is provide links for courses given at other institutions on our website. This would make options clear to PhD candidates who do not find LiU's range appealing.
- Discussions have been raised regarding compensation of some kind for serving as a PhD representative or for serving on DOMFIL's board, potentially in the form of an extension of PhD time, or monetary compensation as a travel grant. Members of DOMFIL may be able to get a travel grant, but it's unclear as to how this policy of compensations can be enacted, and who we would need to discuss the matter with. Maike will ask if extensions can be made automatically so board members need not apply for them, and Sandra will ask if monetary compensation can be changed from 1 week's salary to a travel grant for the board members.

Meeting with people responsible for the Swedish courses

- A meeting was held with the heads of the university's Swedish courses, who are very keen on improving the courses and making them available to a broader audience. New courses are now available to everyone ranging from, from BSc students to employees. LiU is obliged to provide courses that run during the daytime, however many would like the course to be scheduled after working hours. The idea of splitting the courses into daytime and evening sessions was raised, however there may be too few attending each session if courses are split. The course leaders say they are very flexible and are willing to help design a course plan with those who want to vary intensity and hours, provided they be contacted in advance. Course heads plan on collecting evaluations from those attending the course, including those who drop out. This means we do not have to collect the information ourselves. Heads were slightly hesitant to share evaluations with us out of privacy concerns, but we may be able to persuade them at a later date.
- Suggestion: include information on Swedish courses on the DOMFIL website, along with courses provided at other institutions. We can also send out information in a future newsletter.

List of representatives; which positions are vacant & need to be filled? Which positions will be vacant soon and need to find a replacement? Which positions should we prioritize?

- An Excel sheet is up on the Google Drive, so we now can see who needs to be replaced and which positions are open. We should ask PhDs we know if they're interested in serving as a representative.

Utbildningsutskottet (Consensus education committee)

- Sandra attended a committee meeting with the education supervisors from other sections, arranged by Consensus. Not much of relevance to our operations was discussed.

d. Treasurer

Nothing significant to report as of yet. Receipts are being collected and people are being reimbursed.

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e. HURS-manager

To-do list for HURS + timeline of what needs to be done when and by whom (discussed later in more detail)

- Discussed in depth during §10 of the agenda.

f. Communications Officer

First newsletter of the year.

- Texts have been written, Damon will ask Signe for help making the final product. Idea is to have a PDF of some kind that we can upload to the website and email to our members.
- Suggestion: Include information on becoming a supportive member for DOMFIL.

Meeting with Giulia and Georgia (old board)?

- Damon has met with Georgia briefly, and discussed the roles of the Communications officer. Responsibilities are likely to differ, now that we have an official HURS manager on the current board.
- Giulia is unavailable for now, but Damon will meet with her as soon as possible to discuss the DOMFIL website and how to operate it.

We are continuously collecting email addresses to which we can send newsletters and other information. This has been asked for by some members, and makes our work much easier. The email list will be deleted after 12 months at the end of our DOMFIL year (in June 2020). With every email people have the option to send an email asking not to be included in this list anymore. All emails should be sent so that all email addresses are secret and recipients cannot see other recipients (i.e, use the Bcc field when sending emails en masse).

§7. Events

a. Open recruitment event

Our recruitment event was held on 11th September as a pizza and board games evening. Attended by about 20 people.

b. Board Kick-In

Date: 12th October

What/Where: Escape room and dinner in Norrköping

Responsible: Kate and Maïke

- Date no longer works for Kate, as she is travelling. We will look for a new date, and so a Doodle will be sent out. Kate will send out the Doodle as punishment.
- Kate and Maïke will write up an itinerary for the day, including travel plans to and from Norrköping.
- Damon will look into restaurants in Norrköping, will send details via Slack.

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c. Send-Off with the old board

The current idea is to have a Chocolate/Truffles and coffee/tea tasting session in Norrköping. Maybe with dinner as well.

Has the old board been contacted? How much would it cost?

Responsible: Damon

- Damon will ask Jolla in Norrköping for a quote.
- Doodle for the event with suggested dates will be sent out soon.

d. Monthly PhD breakfast

Last breakfast: 2nd September

Next breakfast: 1st October

- We have: muesli, crackers, cheese, marmalade, butter
- We need: bread, yoghurt, fruits, vegetables for sandwiches, cold cuts, milk
- Damon will purchase the products we need.
- Kate will make the coffee.
- Everyone on the board can bring cutlery, mugs, etc. from their fika rooms.
- Maike will look into if we can get some DOMFIL mugs from ProfilPartner for future breakfasts.
- Damon will make a Facebook event for the breakfast ASAP.

e. Seminar with Tina Persson

When: 22nd October 14:00

Title: Career perspectives beyond academia - Tips & Tricks on what a PhD is adding to your future career

Where: Belladonna (booked 14:00 – 16:00)

Advertisement: Posters around campus US, email to all PhD students at the medical faculty, facebook, DOMFIL website

Coffee/tea will be available outside the lecture room (ordered from Deli Marche café).

- Maike will pick up contact with Tina again in a week or so.
- Damon will make a Facebook event at the beginning of October, using a text provided by Tina.
- No AfterWork is planned afterwards, as Tina needs to leave urgently.

f. Next seminar

When: late November to early December

Responsible: Signe

- Signe has yet to receive a formal confirmation from AstraZeneca, but they have indicated interest. We will continue to pursue this.

g. Nobel Dinner

Responsible: Signe

We have to contact LiU PhD asking if they are interested in collaborating again. Klervie Toczé (klervie.tocze@liu.se) can be contacted, we can ask her to forward the email to the responsible person at LiU PhD.

- Signe will be our contact person.
- Pricing will be discussed, as LiU PhD feel there is currently an imbalance in fees (DOMFIL subsidises part of the costs for our members who attend the dinner)

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- We should look into other possible venues, in order to adjust price without compromising quality. Suggestions include Östgöta Kök and Von Dufva. We need to ensure they can adjust for dietary preferences, including veganism and common food allergies.
- Signe shall continue diplomatic discussion with LiU PhD. For the sake of future dinners we do not want to shun LiU PhD, however we do not want our members to feel the Nobel Dinner has decreased in standards as this may discourage future attendance.

h. Afterworks

Suggestions for future afterwork events: What could our next afterwork be (escape room?), and when?

- Shuffleboard was a popular idea, and some who could not attend our last AfterWork have requested we do it again so they can join. We'll look into it for next semester, so it doesn't become too repetitive.
- Further suggestions include bowling and ice skating. Ryds Herrgård has been renovated and recently reopened. It would be nice to go there for an AfterWork. May be hard to encourage people to travel to Ryd without more than just (hg).. Ice skating + Ryds Herrgård would be a good way of attracting people to the Valla/Ryd region.
- We will look into arranging tickets for a hockey game, perhaps in early November.
- We could also arrange a DOMFIL event with a movie (Harry Potter marathon suggested).
- A December AfterWork with pepparkaka, board games and ugly Christmas sweaters.
- For future AfterWork events we shall print out a list of members to check that those who attend are indeed paying members.

§8. Recruitment and Marketing

a. Flyers during welcome seminars for new PhD students

b. Goodie-bags for new PhD students

Discussion of §8 was tabled until the next meeting, due to insufficient time.

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§9. Section Meeting

When: 14th November 17:00-19:00

Where: Almen (will be booked for the meeting by Maike)

- Fika will be offered during the meeting (ordered from deli marche).
- The meeting will be followed by dinner for everyone attending the section meeting. Suggested venue for the dinner: Cioccolata. Maike will see if there's a possibly more social venue for the dinner. DOMFIL will pay for 2 dishes/person, one main course meal and a choice between an appetiser or dessert.
- Sign-up for the meeting and choice of food will be done via Google forms.

A summons including a preliminary agenda has to be sent no later than 3 weeks before the meeting (24th October). This also includes a call to send us any topics they wish to discuss until at least 10 days before the meeting (4th November).

- Maike will tend to this.
- We need to acquire the audit report sometime in October from our auditor.

A final agenda including all documents (annual report, audit report, final budget for 2018/19 and planned budget for 2019/20) have to be sent no later than 5 days before the meeting (8th November).

The following points have to be discussed and handled during the meeting:

- Address the annual report and audit report.
- Decide upon the freedom of liability for the previous board.
- Appoint a new auditor (contact Elisabeth Paul).
- Elect representatives to the boards and committees where DOMFIL have representatives.
- Vote on any motions and bills.
- Address any other duly brought questions.

At least 10% of section members must be present, with more than half of those in attendance being regular members (i.e, not serving on the DOMFIL board) for the section to be able to make decisions.

§10. HURS 2020

Main responsible: Kate

Date: 6th March

To-do list/timeline

- Rooms need to be booked as soon as possible. It may be a good idea to book 3 rooms for the company exhibition this year, as the exhibition was quite crowded last year. In the event that fewer companies sign up for HURS this time then we can use the 3rd room for the poster session.
- Suggestion to see if we can book the North Entrance like the WCMM did, much nicer venue than Building 511.

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Do we want to have a poster prize? What should the prize be? Who should be on the committee?
What are the criteria for submitted posters?

- Following prizes will be awarded:
 - Best Scientific Paper award (determined by a jury appointed by DOMFIL), 1st, 2nd and 3rd prizes
 - Best Poster award (determined by a jury appointed by DOMFIL and by popular vote), 1st and 2nd prizes
 - Best Scientific Picture (determined by popular vote)

Jury/committee for the best scientific paper award.

- Suggestions for members of the jury:
 - Antonios Pantazis (Senior lecturer, IKE)
 - Björn Wallner (Professor, IFM)
 - Björn Ingelsson (Research fellow, IKE)
 - Amaya Jauregi Miguel (PhD candidate, IKE)
 - Magnus Ziegler (Postdoc, IMH)
- Damon will contact Giulia about guidelines etc. used last year, and email suggested jury members. (Maïke will provide Damon with an email to email the jury from).
- Kate will arrange a separate jury for the poster award.
- Suggested that we have people submit photos to a DOMFIL email address or our Instagram (open submissions in November, continue until February?)

§11. Next meeting

The next board meeting will be held on Wednesday the 23rd of October.

§12. Closing of the meeting

Meeting was closed by Maïke Bensberg.

Maïke Bensberg, Chairman

Damon Frampton, Secretary

Sophia Beeck, Minute adjustor

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