



Operational year: 20/21
Meeting #7

Protocol DOMFIL Board Meeting

When: 2021-03-30, 17.15 – 19:30

Where: Zoom

Attendance: Lovisa Karlsson, Jesper Karlsson, Jan Neelissen, Veronica Lizano-Fallas, Annabel Burkard

§1. Opening of the meeting

Lovisa opened the meeting at 17.20.

§2. Electing a Secretary

Lovisa was elected the secretary.

§3. Electing a Minutes adjustor

Veronica was elected the minutes adjustor.

§4. Previous protocol Board

We discussed the UKÄ evaluation. We discussed the new strategic plan for LiU and Veronica, Jesper and Lovisa developed questions that were discussed with and sent to PeO Bhremer and Per Dannetun. Members week with consensus was planned and preformed as planned. The work with the new survey for PhD-student, a meeting with Deputy Vice-Chancellor Margareta Bachrack Lindström was held and the work is in progress.

§5. Reports from board members

• Chairman

○ LUST-DK meeting

- the new survey for PhD students and the division of work-load between the unions and the universities was discussed.

○ Universitetskanslietsämbetet (UKÄ)/ Swedish Higher Education Authority visit

- Two “tracks” were selected by UKÄ and a second interview will be held on April 29th. Lovisa will be in the interview along with 5 other PhD students.

○ Revision of section agreement

- Consensus has revised the section agreement. The board made comments and the agreement will be sent back.

○ Digital diplomas

- The issue of digital diplomas has been discussed in a meeting with LUST-DK.

• Educational supervisor

- No reply regarding a representative for the good laboratory practices and good clinical practices (GLP, GCP) courses. Jesper will reply and ask them if the question can be distributed to all PhD-students at med.fac, not only the DOMFIL members as of now. Due to the pandemic, as previous semesters, instead of having a representatives meeting, the representatives will be asked to send a report.



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- **HURS-manager**
 - Working on advertisement.
- **Communications**
 - Working on advertisement, Instagram, Facebook, advertising to other universities.
- **Treasurer**
 - The invoices for HURS funding have been sent to BKV, HVM and FUN. Invoices have also been sent to all companies participating in HURS. Discussion regarding the travel grant, how the money could be transferred from DOMFIL to the Pls account, with the economics department. Waiting for reply. The registration form for HURS was checked and some individuals that filled in that they were members were not, they received an email to inform that they were not members. DOMFIL has received a certificate from IUPAC for organizing a Global Women's Breakfast during February.

§6. Rent a storage

Currently the things are stored in Veronica's office. Consensus do not know when the storages will be done. We will wait with the decision on renting another storage (outside on LiU), Veronica feels that there is no problem to have the things in her office for now.

§7. Proposition to HVM regarding prolongation

Lovisa have had meetings with Anna Strömberg (FUN vice-chair) and Lasse Jensen (assistant FUS at HVM) and presented the problem of that DOMFIL members are not ensured prolongation or any compensation for their work in DOMFIL. The problem was raised as a result of the UKÄ evaluation, they were asking how we were compensated. The suggestion from DOMFIL was that a fixed number of days would be given out as either prolongation of the employment or getting the sum of money without prolongation of the employment from the institution.

Meeting to write the proposition on the 3rd or May 17.15.

§8. Discussion: How should the course-evaluation results be presented to students?

Transparency is good. The course evaluations should be presented when applying for the course. DOMFIL should not be responsible for this. The answer percentage should be presented as well. Suggestion that LiU could make the course evaluation mandatory to fill in, but perhaps this is not possible.

§9. Info board meeting

Will be held on 8th April 17.15, 4 people have signed up. The board will meet at 17.05. On the meeting the board can briefly present the work DOMFIL does, and each individual can present the responsibility for each board position.

§10. Spring section meeting

Will be held on 25th of May at 17.15-19.30. The deadline for sending the preliminary agenda is on the 4th of May.

Lovisa made a document with the operational plan from 20/21 and we can revise it accordingly. Every board member reads through the part relevant for themselves and signs the document.

Motion: travel grant



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The travel grant proposal from DOMFIL will be revised after Vero gets a reply from the economics department. A form should be written to make a clear structure for the "report" that is asked for in the proposition.

§11. HURS

We should arrange a brochure by April 7th with pictures and abstracts about the speakers.

Annabel will arrange for flowers and chocolate for the speakers. The budget is 13 000. Flowers should be

3 speakers – 1300 kr/each

2 PhD short talks- 1000 kr/each

5 jury members for scientific 1000 kr/each

3 jury members 1000 kr/each

For the HURS mingle Lovisa will arrange it.

Lovisa and Vero are responsible for printing the diplomas for winners and committee members.

Lovisa will meet the jury on the 1st on April and contact the Scientific Paper award winners after this to get bank account information and inform the winners we need the presentations pre-recorded.

Jesper will send posters for print and fix some new graphics.

Lovisa will order T-shirts.

Annabel will make a Facebook event.

Annabel contacted the newsletters.

We will record a short video on the 6th April for welcoming participants to HURS, thanking the sponsor, explaining HURS and DOMFIL. Some board members will film in the morning at 8.00-9.30, some others in the afternoon.

§12. Schedule next meeting

HURS meeting: 13th April 17.15

Board meeting: 26th April 17.15

§13. Closing of the meeting

Lovisa closed the meeting at 19.48

Lovisa Karlsson, Chairman

Lovisa Karlsson, Secretary

Veronica Lizano-Fallas, Minute adjustor