**UiAdoc: Meeting Minutes**

3rd Board Meeting (03.06.2022)

Time: 14:00

Location: Digital (Teams)

**Agenda**

1. Fit FORTHEM: sending delegates from UiAdoc
2. Update on budget requests
3. Update on academic activities
4. Communication with administration
5. Updates on Quarterly SiN meeting
6. Action plan for events & activities based on survey
7. Reviewing statutes
8. SOP for financial dispenses by the board
9. Improving Communications within the Board
10. Roles, Responsibilities and Duties (SOP for decision making)
11. Operations (suggestion from members, library, SiA food, inviting Lucia)
12. Other topics (UiADoc intro day, Collaboration with UiA Library and Blue Box (related to topic 5)

**Minutes**

Present: Martin, Saishashank, Lik, Sarang, Juan, Lucija, Matthias

Meeting start: 14:00

1. **Fit FORTHEM: sending delegates from UiAdoc**

Shashank: Updates of Fit FORTHEM Alliance, must send 2 delegates from UiAdoc to represent UiA at the Opole Conference. Funding for the conference must be applied from EM+ mobility program manager at UiA (with Clare’s support). Have been in talks with Clare since the beginning and from what I gather, UiA would very much like one of us to go and represent.

Martin: Essentially UiA needs opinion from PhDs, FITFORTEM alliance has 9-member universities feom EU and 7 FORTHEM Labs. UiA needs to decide which topic will be useful for the researchers at UiA, and thus Clare approached Uiadoc for opinion.

- Juan: Should focus on expanding priority centers, because those are already established and could be useful.

-Matthias: Must also consider music and arts, because that is also developing research field in UiA.

Shashank: Decision must be made on whom to send for the conference at the end of this month, so is anyone interested?

- Sarang: Martin and I would like to go, since we have been in talks with Clare about it and given the timeframe it’s easy for us to attend.

- Matthias: Suggest including reps from diverse backgrounds in future.

- Martin: Will make sure that all intertest are represented and suggest including other board members in future conferences/meetings.

Martin: Calls for vote on sending delegates (Sarang & Martin).

**Board accepts the proposal (votes 6/6)**

1. **Update on budget requests**

Sarang: Øyvind gave initial green light. Will send out mails and faktura ASAP.

Shashank: Message to directors and faculty heads is already drafted. Messaging from UiAdoc is important, that’s why the mail is coherent and detailed, and besides UiAdoc sends only one message/mail to faculty heads per year, so must be a burden for them to read.

Martin: Suggest a shorter message, so it’s a quick read.

- Matthias: Message by shashank not that big, must be easy for expert readers.

- Martin: Suggest using a shorter mail with annual report and other documents.

- Lik: Message must be proofread before sending out, suggest sarang to share the mail on teams.

-Sarang: Will wait for confirmation from board before sending out the mails.

1. **Update on academic activities**

Shashank: Have been in talks with PhD program committee, help them with developing a new course for all PhD’s at UiA. Will help Christian with organizing trial modules. The committee needs 4-5 PhDs from various backgrounds for testing.

* + - Matthias: Check if the modules by Christian id at both campuses.
    - Martin: It is a generic course designed by members of Tekreal, will check for hybrid testing.
    - Shashank: Will check with the committee and ask for hybrid version.

Shashank: Will continue working with them, testing of the course expected after summer, early august. Will update when there’s new development.

1. **Communication with administration**

Martin: Following the meeting with administration, UiAdoc conveyed that we represent all PhD’s and postdocs. Attention must be paid to the needs of academic staff and research funding. Future collaboration with the library will be explored.

1. **Updates on quarterly SiN meeting**

Martin: Main topic on the meeting was research theft, SiN will follow up with member organizations with an opinion statement where UiAdoc can suggest measures. Initial idea by SiN is to include an undertaking by supervisors on fair treatment on research content and not pushing themselves on the paper/journal.

Issue with the Ministry dissolving Norwegian Research Council was discussed and the SiN board will continue to stress the importance this matter at higher levels.

SiN made the decision only to include the leader of local/member organization to attend the quarterly meeting. Talks about a separate communication channel for leader(s) is ongoing.

Sarang: What happened to the 1st quarterly meeting, why weren't uiadoc invited?

- Martin: Forgot to add the new board in mailing list. Olsomet and UiAdoc has elections after the SIN AGM, so they missed our elections and our mail.

- Shashank: Henrik (president former board) and I sent out the message to SiN, about our elections and requested them to add the new UiAdoc board to their mailing list. Must not be a problem, just resend the mail.

Martin: Also discussed the hosting venue for the next SIN AGM. NTNU, UiT and UiA expressed interest in hosting the SiN AGM.

* Shashank: As part of the previous board, Henrik and I expressed interest in host for the next year, it is an option that we should consider and decide as the board.
* Matthias: When's the AGM, finances and what kind of support do they need?
* Martin: SiN takes care of funding, event operations, logistics and general help with the AGM will be needed.
* Shashank: Not very difficult to do. With the help of 3 event coordinators and other board members it must be relatively easy. Also, (as former treasurer) I have allocated funds nevertheless for this event should we need support.
* Liucija: Supporting operations and logistics for 30-35 people is not much of a problem.

Shashank: Calls for vote on expressing formal intent as host SiN AGM at the next quarterly SiN meeting.

**Board accepts the proposal to express intent to host SiN AGM (Votes 6/6)**

1. **Action plan for events & activities based on survey**
2. **Reviewing statutes**

Shashank: Done reviewing and editing the new statutes as accepted by the UiAdoc AGA. I have also asked Lik to do an independent review of the same.

Lik: Review of the statutes is done, and changes are suggested.

Shashank: Suggestions are considered and finished with the final version. The statutes will be published on our website and available internally in the teams.

1. **SOP for financial dispenses by the board**
2. **Improving Communications within the Board**

Juan:

*Lik leaves the meeting due to previous engagements*

Matthias: We need someone to moderate the chats internally, keep track of time and a threshold on message in WhatsApp and to keep things flowing.

* + Martin: Good suggestion, we should check with Lik as she's the communication manager.
* Shashank: Will take care of operations of the board and board meetings.
* Matthias: Good idea, because he has experience on board, and I support it.

1. **Roles, Responsibilities and Duties (SOP for decision making)**

Shashank: According to the statues decisions can be made only if the president (Martin) or Vice-President (Shashank) are present. A majority vote is needed for any decisions to be made. The current board has 7 registered members, but 2 of them (Matthias and Lucija) share the position hence it is considered one vote. Just the board has 6 voting positions as per statutes.

Martin: Agree with that as per statutes it’s only 6 votes on the board. I believe shashank (By extension the former board) made a proposal to this joint candidacy and it was accepted by UiAdoc AGA

Lucija and Matthias: We agree to this, and we are usually on the same page.

Matthias: What happens when there is a tie (3/3).

Shashank: We have provisions for that in the statutes, we deliberate on the topic of discussion for 3 more rounds and if it’s still a tie, the president had final call.

1. **Operations (suggestion from members, request from library, SiA food, inviting Lucia)**

Shashank: Suggestion from a member form WhatsApp group regarding the UiA being on QS ranking list. Should we talk with the administration?

* Martin: UiA is at 900ish on the rank from previous list. Besides, the parameters of the list are not very fair and transparent. Wouldn’t benefit UiA in any way.

Martin: Had meeting with SiA Mat og drikke campus GRM head about having vending machines for students, researchers and other academic staff post 16:00 at both campuses. This might be logistically difficult, but Ronny suggested meals ready to eat can be made available. Will get in touch with Tekreal admin about this plan and will update on it.

Juan: Jon (librarian) contacted Juan Diego (former board member) for help on information about PhD at UiA, based on the survey that was conducted in 2020. So that they can arrange events accordingly.

- Matthias: Have people on the survey consented to sharing data with third parties?

- Juan: Survey was done 2 years before and no idea about consent in sharing.

- Shashank: I don’t think we should share the information. It would be violating the GDPR rights.

Shashank: Need to invite the newly elected representative for temporary employees as a liaison officer between UiA and UiAdoc

* + Martin: Will send out invite to Lucia Castro to serve on UiAdoc board as Liaison officer with university committee

1. **Other topics (UiADoc intro day, Collaboration with UiA Library and BlueBox )**

Shashank: We have new PhD at HH, and will soon have new PhDs at HumPed, so it’s important to have an intro day.

- Juan: We will explore the possibilities to have one before summer vacation.

Juan: Will be having meeting with Jon regarding collaboration for academic events in early July will update post meeting.

Juan: Had a meeting with reps from Bluebox and ESN, willing to collaborate on events and to use their facilities for our events.

**Meeting end: 16:27**