**PhD Council Meeting**

25 April 2022, EU law library Domus Media

**Present:** Trygve Losnedahl, Laura Letourneau-Tremblay, Tomas Tobiassen, Elsabé Boshoff, Rose Boyle, Dinie Arief.

**Agenda**

1. PFF Meeting
* PFF agenda does not seem to have any items which need discussion from the PhD Council.
1. Finances
* Currently, the PhD Council have three sources of financing:
1. PhD Council Internal Account (Managed by Elsabe): NOK 6,500
2. Funding from the Dean/Faculty for PhD Council Activities 2022 (via the University): NOK 10,000
3. Grant from *Lovsamlingsfondet* for PhD Council Shut Up and Write Event in Fall (date tbc): NOK 75,000
* Funding from the Dean is on an ad-hoc basis. This means that the Council needs to apply annually and can use the fund discretionary. It is advised that the PhD Council raise the need for such funding annually, with deliberations to the Dean regarding proposed annual planned activities.
* The funding from the Dean is granted through the University's account. Trygve will sort out the administrative aspect of using the funding for upcoming events in May and June.
* The grant from *Lovsamlingsfondet* is suggested to be transferred to the University account (possibly makes payments to providers easier), or the PhD Council Internal Account. Trygve/Tomas will follow up on this.
* Suggestion accepted that the Council develop a user manual for finances, highlighting the protocol/rules in utilizing finances received from the Faculty or grants received externally. Elsabe and Dinie to develop, Trygve to provide summary of process for accessing money in the University account.
1. On-boarding of new PhDs
* The survey was released on 1 April 2022 and will close on 1 May 2022 (at midnight).
* To date, 12 people have responded to the survey. Dinie will send a reminder e-mail today.
1. Upcoming PhD Council Events
2. **Shut-up and Write (28 April 2022)**
* To date, there are 12 registered participants. The session will be held in DJ 7227.
* Lunch will be arranged by Trygve, utilizing the grant received from the Dean. In addition, some refreshments (drinks) from previous sessions will be served.
* The estimated expenses for lunch is NOK 2,500.
1. **Shut-up and Write (31 May 2022)**
* Elsabe and Annichen will reserve the venue DJ 8113.
* Dinie will send the invitations.
* Funding from Dean budget will be used to provide lunch.
1. **Seminar on “After the Pandemic: How to do Research Stays” & Summer Party (22 June 2022)**
* These two events will be jointly convened in DJ 8113, from 15.00 – 20.00.
* The 1-hour seminar will kick off the summer party. We will invite speakers from recently graduated PhD (Nicola Claire Strain) and the Faculty Administration (Jens Peder Lomsdalen, Advisor – Study Section). Laura will follow up on the availability of Nicola, while Trygve will follow up on the availability of Jens Lomsdalen.
* Food and drinks will be served; from Dean budget.
1. **Welcoming Session (August 2022, tbd)**
* Trygve informed that the Faculty would hold such a session in August 2022.
* The Council suggests having a joint welcoming session with the Faculty. If not, the Council will hold an Introduction Session of the PhD Council, inviting all PhD students, with topic “How to survive your PhD”, can invite an excellent supervisor and recent graduates to advise.
1. **Shut-up and Write (Fall Semester)**
* Tomas will confirm dates that suit most people (per Doodle survey) and book venue (Lysebu Hotel, Voksenåsen Culture or Conference Hotel)
* The Council to advertise the event before summer.
* Tomas will draft an e-mail for invitations.
* Funded from *Lovsamlingsfondet* budget with small contribution from participants.
1. **Friday Lunches**
* Suggest moving the venue to the DJ rooftop (for summer).
* Dinie will send the update through the new PhD mailing address with information on the current proceedings of the activity.
1. AoB
* Means of communication: Laura has set up a new e-mail for communication amongst PhDs (phds-to-phds@jus.uio.no). Laura will include the list of PhDs in the mailing list. To send email welcoming PhDs to the mailing list and and explaining the purpose of the list.

Minutes submitted by: Dinie Arief and Elsabé Boshoff