**PhD Council Meeting**

30 May 2022, Room 7224, Domus Juridica

**Present:** Laura Letourneau-Tremblay, Tomas Tobiassen, Elsabé Boshoff, Rose Boyle, Annichen Sæteren.

**Agenda**

1. PFF Meeting
* Onboarding survey presentation:
	+ 20 people have responded to the survey and it has been placed on the PFF agenda for noting. Suggestions were made for how to improve the powerpoint presentation, including by adding demographic information, direct quotes and charts.
	+ Discussion about what we want to achieve through the presentation on 1 June: to inform the PFF about the main finding of the survey. To get input on the suggestions and further proposals from PFF.
	+ This will be followed up with a more comprehensive discussion of the findings in our next meeting, and then we will prepare a comprehensive concept note on how we see our role and those of other actors (Dean, Gøril, PFF). Discussion of concept note to be placed on Agenda A of next PFF meeting, for further discussion towards implementation.
	+ To clarify whether the proposal for a buddy system is similar to the mentoring system. The mentoring system has now been extended to both men and women, but this has not been communicated to PhDs.
* PhD seminar on supervision: Laura to give feedback to PFF that it was a success and we propose that it should be held again. Should try to get somenone to also present it in English.
1. Upcoming PhD Council Events
2. **Shut-up and Write (31 May 2022)**
* 10 participants have signed up.
* Funding from Dean budget will be used to provide lunch.
* Reminder will be sent and first-come-first-serve on the remaining 5 spots!
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 have invited speakers from recently graduated PhD (Nicola Claire Strain - confirmed) and the Faculty Administration (Jens Peder Lomsdalen, Advisor – Study Section - TBC). If Jens is not available, we could consider asking Gøril if she could advise on this or knows someone who can speak on this from the administrative side. It is also possible to contact the International Mobility Office of the University for advise on who could speak on this. (Laura to follow up on this).
* Food and drinks will be served; from Dean budget.
* Laura to ask Gøril to provide us with a list of deadlines for funded exchange opportunities in the year.
* A summer party committee was established: Rose, Laura, Annichen, Elsabe and Dinie, who will meet on 13 June and 20 June to finalise preparations. Need to physically buy alcohol, order food.
* Invitation will be extended to post-docs.
* Funded from budget provided by the Dean.
1. **Shut-up and Write (Fall Semester)**
* Voksenåsen hotel has been confirmed.
* Invitations sent out, but only 8 people have registered so far. PhD Council Members to follow up with PhDs individually to encourage sign-up, since we have funding for 25.
* Funded from *Lovsamlingsfondet* budget with small contribution from participants. Depending on final number of participants, could approach *Lovsamlingsfondet* and ask them to fund in full.
* A reminder to be sent just before the summer to remind people to sign up – sign up closes 20 June. To add some pictures of the venue to encourage participation.
* Thomas is taking care of logistical arrangements with the hotel.
* Thomas advised that it may be better for the money from *Lovsamlingsfondet* to be paid into a university account and set up as a “project”, because then the personal driftsmidler of attending PhDs can more easily be credited for their participation contribution. Thomas will follow up with Elsabe on this.
1. PhD Council Website:
	* The PhD Council website has not been updated this year.
	* Elsabe and Dinie should have admin rights transferred from Emma (to confirm this)
	* Most important updates to be made: (1) members of PhD Council; (2) upload abridged minutes of PhD Council Meetings; (3) upload annual report 2021; (4) update page with funding sources: during 2022 we acknowledge funding from the following donors… (for transparency).
2. AoB
* PhD to PhD: Laura has set up a new e-mail for communication amongst PhDs (phds-to-phds@jus.uio.no). 18 PhDs have signed up so far. To continue advertising this in next few emails to PhDs. For formal events we will continue to use the stipendiater email address.

Minutes submitted by: Elsabé Boshoff