

Protocol

Present

Caroline Björnerås (AE), Anna Drews (MEMEG), Dafne Ram (BD), Raphael Gollnisch (AE)

1. Start of meeting

9:05

2. Choosing secretary

Chair of meeting: Caroline Björnerås

Secretary: Anna Drews

Minutes approving person: Dafne Ram

3. Approval of agenda

The agenda was approved.

4. Organization of the Dropbox folder

We have decided to re-organize the dropbox folder so that it is easier to find the relevant information. It was suggested that we move older things to a new folder and then have folders for minutes, agenda, invited guest lecture, the PhD guide and the introduction course. Dafne volunteered to organize this. Also, we should remember to send the link to the dropbox folder to the new representatives.

5. Meeting with the perfect and vice prefect

As discussed during the last meeting we should invite the perfect and vice prefect to a meeting next semester. Since this was the last meeting of the semester we decided to determine possible dates during the first meeting in the autumn.

6. Social event

We will organize some form of social event for the PhD students during September. Possible suggestions were a barbeque, a pub or some other outdoor activity. We will decide in September exactly what to do.

7. Permanent reminders

a. September - call for nominations of spring guest lecturer

b. Early spring - check with current PhD-representatives in the various organs if they want to keep their positions, and if not call for new representatives and nominate these for election through NDR. Elections take place in April/May with a change-over in positions in July.

c. After NDR elections – update lathunden with information for all new PhD students and the information for new foreign PhD students.

d. January and September – after scheduling the coming semester's meetings, invite the prefect and the vice prefect to join one of meetings.

9. Other issues

It would be good to get a copy of the election list from NDR so that we know who are the representatives for the different boards. Dafne will check with Elsa if she has a copy.

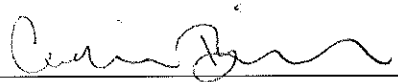
Since some of the representatives in BDR have changed after the election we need to update the representative list on the BDR webpage. Also, we are changing the contact person from Caroline to Anna. Caroline will email Inger and ask her to update the page.

10. Next meeting

Next meeting will be 1th of September 2017 at 9:00.

11. Meeting closed

9:40



Caroline Björnerås
Chair of meeting



Anna Drews
Secretary



Dafne Ram
Minutes approving person