

SiN Board meeting minutes

Date: 17.06.2013, 15:30 - 16:40

Place: Skype

Participants: Marthe Emelie Melandsø Buan (DION), Melania Borit (ref.) (TODOS), Muhamamd Ramzan (UiODoc), Oscar Iheshiulor (FODOS), Marte Cecilie Wilhelmsen Solheim (UiSDC), Erlend Dancke Sandorf (TODOS), Njål Sparbo (Kunststipendiat Forum)

Notice of absence: Pål Preede Revheim (PhDUiA), Hege Rudi Standal (UiODoc), Ahmet Oguz Tezel (DION)

Agenda and decisions:

1. **Presentation of the new Board + press release:** the press release text was approved. Melania will make a list of contacts and Marthe Emelie will send the press release on behalf of SiN.
2. **Work routines in the SiN Board + Dropbox routines:** it was agreed that:
 - a. Board members will do their best in replying SiN related e-mail within 48 hours from when they receive them.
 - b. The internal guidelines document is moved to Dropbox (update: done).
3. **Delegation of responsibilities:**
 - a. *Webpage:* Melania will ask Tezel if he wants to be webmaster (update: done, waiting for reply)
 - b. *Twitter:* Melania will ask Ricardo if he want to continue his work with Twitter.
 - c. *FaceBook:* Marte Cecilie volunteered to be in charge with this and she'll solve the administrator rights issue
 - d. *Board meeting minutes:* Melania will make a list with the names of the Board members and everybody will get the turn in writing minutes. (update: done)
 - e. *Call for Board meetings:* Marthe Emelie; she can delegate this responsibility if she decides so.

4. Representation in FU UHR and duties:

- a. Hege is SiN's representative, with Melania and Marte Cecile as deputies.
 - b. E-mails concerning issues in FU UHR should be replied as soon as possible by Board members
 - c. During the SiN Board meeting in August it should be decided on a strategy to make SiN a member of the UHR Board.
 - d. UHR and UiAgder conference on researcher education, Kristiansand, 27 - 28.08 (http://www.uhr.no/aktuelt_fra_uhr/nasjonalt_forskerutdanningskonferanse_2013_-_kristiansand): Melania asked Ragnar (FU UHR) for a fee waiver; Ragnar forwarded the request to Rakel Christina (FU uHR) and hse forwarded to Øivind (UiAgder); we're waiting for reply. Local organizations should discuss attendance and fee payment from their local budgets. Pål and Erlend might have time to attend.
5. **Board meetings plan 2013:** it was decided to have a flexible meeting schedule with meetings planned using doodle. It is planned to have a meeting on Skype each month, , except July, and two face-to-face meeting, one in Novemebr/ December and one in May, when the AGM will be organized. Marthe Emelie will call for the meeting and make a draft Agenda file that can be modified until the day before the meeting.
6. **Budget:** Ramzan wil contact Ricardo in order to take over SiN's account. NB! remember to fill in the expenses Excel file in Dropbox whenever you make an expense on behalf of SiN!
7. **Advertisement possibilities:** all Board members will think about this during summer and this point will be re-discussed in the August meeting.
8. **Eurodoc:**
- a. The persons present at the meeting would like to be include on the Eurodoc consultation list. Melania will ask Sverre about this (update: done). If other members of the Board would like to be added on this list, please either ask Melania or Sverre.

b. Marthe Emelie will work with the draft of the Eurodoc survey submitted by Melania in April 2013 so SiN submits a full survey by the end of the year. If she considers necessary, she'll ask for help. Most of the data is available here: <http://dbh.nsd.uib.no/> and <http://www.nifu.no/files/2012/11/NIFUrapport2012-25.pdf> . The draft survey file is in Dropbox -> Eurodoc.

9. **Collaboration SiN and NSO:** over the summer the Board will think about possible areas to collaborate with NSO with. The Board is also looking forward to Pål's input on this, during the August meeting.

10.Others:

a. It was agreed at Marte Cecile's suggestion to include on the website the names, pictures and short description of the members of the 2013-2014 Board, therefore everybody is asked to upload a picture and a short description in Dropbox - > pictures - > board.