

Conference room Building 31, Höskolan i Gävle
Time: 13:00-16:00

Attendees: Jonas Preisz, chair
Camilla Lodin, secretary
Gottfried Weinberger, cashier
Absent: Shahriar Ghahremanian, vice chair
Paula Larsson
Javier Ferrer Coll

§29. Meeting called to order

Jonas Preisz, chair person of the board, called to order

§30. Minutes from last meeting

The minutes from the last meeting were reviewed and approved with editorial changes.

§31. Announcements

- Jonas Bousted is no longer the dean of research education. His replacer is Per Jernberg, who will be working part time (20%).
- Jonas P will attend a meeting with the chair of the student union at HiG and a representative from Mecenat regarding the possibility for doktorands enrolled at HiG to have a student Mecenat card.
- The information meeting for doktorands with HR, the union and DiG will be October 17.

§32. Communication and web-page

- Camilla will soon have administrator rights for the DiG web-page on HiG's intranet, with rights to publish documents (e.g. minutes) and news/announcements. Until then, we can publish on the web-page through Lena Aminne.
- The HR department has translated an English version of the paragraph concerning PhD-students in the Higher Education Ordinance (Högskoleförordningen). This document will be published on the web-page.
- Camilla has updated the mailing lists.
There is a need for guidelines on how to keep the mailinglist up to date with new PhD-students. There was a discussion earlier in UFK about a doktorand-database.

Board decision:

- All new HiG-doktorands can be identified through FUN, and Jonas P keeps Camilla informed about newly enrolled doktorands.

- Until the database is available, information about new doktorands enrolled elsewhere can be retrieved from each faculty. Camilla sends an e-mail to all department managers and ask them to inform DiG about new doktorands.

§33. Economic considerations

- The Chancellor, the deans of the faculties', and UFK has decided that UFK will have the financial responsibility for the DiG board starting 2013.
- During 2012 the faculties' have the responsibility to finance the time for each member of the board.

Board decision: That each board member is responsible to make an agreement with the faculty dean or the department manager about time allocation (tjänstefördelning) for 2012.

The guidelines for the time allocation are:

Chair: 10 days/year

Secretary: 8 days per year

Cashier: 7 days per year

Members: 4 days per year

Included in this is board meetings and normal board work according to the board rolls, but not any extra time for the DiG-meetings.

§34. Preparation prior the annual meeting

- Annual report March 26 – June 30 2012:
The annual report prepared by Jonas was reviewed, discussed and approved.
- Operational plan June 30 2012 – June 30 2013.
The operational plan prepared by Jonas and Gottfried was reviewed, discussed, and approved with supplementary information on DiG's aim.
- Annual economic report March 26 – June 30 2012:
Gottfried has prepared the economic report together with an accountant. The economic report was reviewed and discussed.
- Budget June 30 2012 – June 30 2013:
Gottfried will prepare a budget for the annual meeting in line with the decision regarding budget made on last board meeting.

Board decision: See above. All four documents mentioned above will be attached to the invitation to the annual DiG meeting. The Annual DiG meeting will be held in the end of October. Jonas P will send out the invitation. Camilla will make an announcement about the meeting on the web-page.


§35. Information from FUN

Jonas: Four new doktorands have been enrolled at HiG.

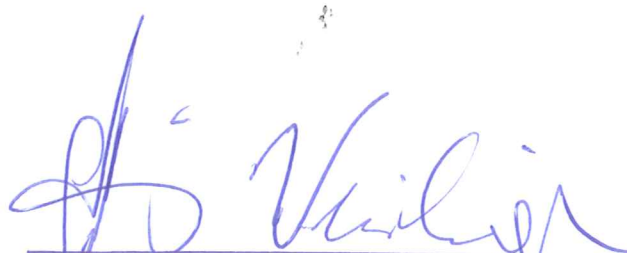
§36. Social activities

DiG will during the autumn start with DiG-lunches, where all doktorands are invited to have lunch together (at own expence) at e.g Silvanum, Teknikparken, Konserthuset or Hedvigs every two or fourth week.

Board decision: Jonas is responsible to invite to the first occasion.



chair Jonas Preisz



Gottfried Wemberger