

## **Protocol, Organism Biology steering committee meeting**

**Aug 28 2017, 10-12; BioC conference room A-436**

Attending: Peter Bozhkov  
Christina Dixelius  
Pernilla Elander  
Petra Fransson  
Magnus Karlsson  
Charles Melnyk  
Minerva Trejo  
Lina Sjöholm (coordinator without right to take part in decisions)  
Mattias Thelander (coordinator without right to take part in decisions)

Not attending: Miguel Angel Redondo

### **§ 1 Welcome - Purpose of meeting**

Since this was the first meeting for the new steering group and no chairperson had yet been elected, the coordinator Mattias Thelander opened the meeting.

### **§ 2 Election of chairperson and vice chairperson for entire funding period**

Petra Fransson was elected chairperson and Christina Dixelius was elected vice chairperson. Both decisions were unanimous. It was decided that Mattias should inform FUN about this. Petra took over and chaired the meeting from here.

### **§ 3 Appointment of secretary and adjustor**

Mattias was appointed secretary and Peter was appointed adjustor.

### **§ 4 Rules and regulations from FUN for the new funding period (3 attachments, in Swedish)**

The steering group was briefed about the content of three documents with instructions sent out by FUN, all of which are attached with this protocol:

- Instruktioner för forskarskolor vid NJ-fakulteten 2017-2021
- Riktlinjer för ersättning för fristående forskarutbildningskurser vid NJ-fakulteten
- Report of education activities performed by a research school

It was decided that the application for support for the fourth funding period as well as the funding decision from FUN should also be attached with this protocol.

### **§ 5 Shortage of docents in steering group**

It was decided to suggest to FUN that another docent should be added to the steering group, either from Plant Biology or from Forest Mycology and Plant Pathology, and that actual names should be discussed at the next meeting.

## **§ 6 Working routines for steering group work**

In addition to the instructions received from FUN (attachment 1 to this protocol), the following was decided:

- Agendas for meetings should be prepared by the chairperson with help from coordinators
- The chairperson should send out meeting invitations
- The coordinators should write meeting protocols
- The coordinators should make sure that protocols are adjusted, posted on home page and archived
- To make decisions, at least half of the steering committee must be present
- In the event of a tie, the chairperson should have the casting vote

## **§ 7 Time points for regular steering group meetings to improve forward planning of activities**

It was decided to have steering group meetings in October and April to decide about the activity program for the spring and fall, respectively, and to also have one more meeting towards the end of each semester (December and June, respectively). Time points for the next-coming two meetings were set to: Oct 26, 10-12 and Dec 13, 10-12

## **§ 8 Per capsulam decision-making via e-mail voting**

It was decided that per capsulam decisions via e-mail are OK given that the requirements agreed on for decision-making in meetings are met (at least half of steering group must vote, a majority of votes should be from docents, chairperson has the casting vote if there is a tie).

## **§ 9 Work description for coordinators**

It was decided to adopt the following general work description for the coordinators:

- Help chairperson to prepare steering group meetings and write meeting protocols
- Interact with core target group to survey their needs of courses and other activities
- Help activity proposers to convert ideas to concrete activity suggestions
- Support activity organizers in all reasonable ways
- Spread information about the research school and its activities
- Pay invoices and take care of daily economy administration
- Gather information and draft reports requested by FUN and SLU.
- Coordinate activities with other NJ research schools and other external collaborators

## **§ 10 Memberships**

It was decided to drop the concept of memberships. It was decided to define all PhD students at the BioCentre, and their supervisors, as our core target group. It was decided that all information about the OB research school and its activities should always be sent to the entire core target group. It was decided that

an individual plan for advertisement to people outside the core target group should be made for each activity together with activity organizers.

## § 11 OB activities – guidelines for division of work

It was decided to adopt the guidelines for division of work for the planning and execution of OB activities according to the suggestion (attached to the protocol).

## § 12 Mobility support criteria

It was decided that the rules and criteria for mobility support during the new funding period should be:

*A limited portion of the annual spending budget of the Graduate School in Organism Biology may be used to support participation in course activities organized by other universities/companies/organizations.*

- *The OB steering committee decides about mobility support*
- *Applications can be sent to the coordinators at any time. The application will then be discussed at the nextcoming regular steering committee meeting.*
- *A minimum of 1000 SEK and a maximum of 10,000 SEK can be granted per activity and application. Grants applied for from other sources for the same activity must be stated in the application form.*
- *Support is intended for upcoming activities and requests for support for already concluded activities will not be prioritized.*
- *Granted support is made available in retrospect once certificates of attendance, receipts, tickets and boarding cards etc. specifying costs have been presented.*
- *Within one month after finishing the activity a short final report, max one A4, must be sent to the organizers of the graduate school. This report will be posted on the graduate school's home page. The recipient should also be prepared to share the knowledge obtained with other graduate school members by giving an oral presentation at an appropriate occasion.*

It was also decided that the coordinators should update the form for applying for mobility support accordingly and post it on the home page.

## § 13 Short update about autumn activities

- Careers outside university, workshop: Lina reported that contacts have been taken with other NJ research school to initiate planning
- How to write and publish a scientific paper: Lina reported that contacts have been taken with people involved in the organization of the course previous years to initiate planning
- Mycology course: Petra reported that planning is lagging behind but that a course will be given before the end of the year.
- Future plant disease epidemiology: Lina reported that the course will be given in conjunction with a conference on Sept 13-14 and that 5 PhD students have signed up so far.
- Genome editing by CRISPR/Cas9 in theory and practice, 5 HEC: Mattias reported that the course will be organized by Panos Moschou at Plant Biology in October. A preliminary schedule and a syllabus was presented and approved.

- Laser microdissection microscopy: Mattias reported that this hands-on course will be given by Victoria Sanchez and will be focused around new equipment at Plant Biology. The preliminary plan is a one week course (two lectures, two discussion seminars and about seven hours of lab work) giving two course credits with preliminary start time Oct 23. A syllabus draft exists and will be sent out for approval by e-mail shortly.
- Community profiling by sequencing: Petra reported that this course is organized by Karina Engelbrecht Clemmensen in collaboration with external partners and that it will be given during autumn.

### § 13 Additional questions

Charles brought up the question if PhD students formally registered at UU but located at the Department of Plant Biology should be considered as part of our target group or not. It was decided that they should be invited to all activities but that they cannot come into question for mobility support.

### § 14 Time for next meeting

Oct 26, 10-12

#### Protocol attachments:

- Instruktioner för forskarskolor vid NJ-fakulteten 2017-2021
- Riktlinjer för ersättning för fristående forskarutbildningskurser vid NJ-fakulteten
- Report of education activities performed by a research school
- Application for support 2017-2020 consisting of three documents
  - a. OB budget fall2017-spring2018, FINAL
  - b. OB application step2, FINAL
  - c. OB activities 2017-2020, FINAL
- FUN decision about funding 2017-2020 (Forskarskolesatsning 2017-2020, justerat\_sign)
- Guidelines for division of work for the planning and execution of OB activities

  
 Mattias Thelander, Secretary

170830

Date

  
 Peter Bozhkov, Adjustor

170501

Date