

Protocol, Organism Biology steering committee meeting

March 8 2022, 10-12

Zoom

Attending:

Christina Dixelius (chair)

Mattias Thelander (took over as chair at point 4 on agenda)

Charles Melnyk

Marisol Sánchez García

Salim Bourras

Martina Leso

Carol Kälin

Florentine Ballhaus

Eddy Vélèz (coordinator without right to take part in decisions)

Katarina Landberg (coordinator without right to take part in decisions)

Not attending:

Peter Bozhkov

§ 1 Meeting was opened by Christina Dixelius

- a) Katarina Landberg was appointed secretary
- b) Mattias Thelander was appointed adjustor
- c) No additional questions were raised
- d) All attendees introduced themselves briefly

§ 2 Election of the chairperson, decision

Mattias Thelander was elected as new committee chairperson.

§ 3 Election of the vice-chairperson, decision

Election of the vice-chairperson was postponed until next meeting.

§ 4 Newly elected chairperson takes over for the rest of the meeting

Mattias took over the meeting.

§ 5 Decisions from the Faculty, information

- a) Funding for 2022-2025

Mattias informed that the faculty board has decided to, based on the application submitted by the old OB steering committee, re-establish the research school Organism Biology (OB), and to fund it with SEK 1,130,000 SEK per year from March 2022 to Dec 2025. Further details from decision protocol and letter with clarifications from Dean for doctoral education:

- i. Funding cannot be used to grant mobility support
- ii. The research schools should once a year submit a brief report describing activities and economy to Fun-NJ.

- iii. Funds not used at the end of a budget year will go back to the faculty (exemptions can be allowed under special circumstances).

b) Approval of steering committee

Mattias informed that Fun-NJ decided, Feb 28, 2022, to approve the steering committee members suggested by the applicants:

- Christina Dixelius (Plant Biology)
- Charles Melnyk (Plant Biology)
- Mattias Thelander (Plant Biology)
- Marisol Sánchez García (Mykopat)
- Salim Bourras (Mykopat)
- Peter Bozhkov (Mol. Sci.)

On Feb 24, 2022, Mareile Wiebke at ULS PhD council approved the steering group student representatives in a mail to Mattias:

- Martina Leso (Plant Biology)
- Carol Kälin (Mykopat)
- Florentine Ballhaus (Mol. Sci.)

c) Approval of coordinators

Mattias informed that on Feb 28, 2022, the Fun-NJ decided to approve the coordinators suggested by head of departments:

- Katarina Landberg, Plant Biology
- Eddy Velez, Mykopat

§ 6 Instructions from the Faculty, information

a) Attachment: Instructions for research schools at the NJ Faculty 2022-2025

Mattias summarized and informed about the most important points of this document.

§ 7 Extra routines for steering group work, decision

Mattias listed six additional routines suggested to apply to the OB research school steering group work:

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

The list was approved and decided on.

§ 8 Job description for coordinators, decision

In the instructions from the faculty, tasks for which the research school's coordinators are responsible are listed. In addition to these tasks, Mattias presented a list with extra tasks suggested to be included in the job description of the OB coordinators:

1. Help chairperson to prepare steering group meetings and write meeting protocols
2. Interact with core target group to survey their needs of courses and other activities
3. Support activity organizers in all reasonable ways
4. Pay invoices and take care of daily economy administration
5. Coordinate activities with other NJ research schools and other external collaborators
6. Ask steering group for approval of the following before an activity is announced
 1. Syllabus (in case the activity is a new course)
 2. Preliminary schedule
 3. Activity budget
7. Give a brief oral report to the steering group after an activity has been concluded. Report should cover
 1. Summary of participation
 2. Summary of evaluation
 3. Economical closure

A decision was taken approving these extra coordinator tasks.

§ 9 Routines for *per capsulam* decisions via e-mail, decision

Eddy informed about how *per capsulam* decisions via e-mail works. On occasions the coordinators need a formal approval that can not wait until the next Steering group meeting (for example a new course syllabus or a revision of a course budget). The coordinators then send out a mail to all steering group members asking for a formal decision on the question. It is important that these e-mails have a date set for replying and that the steering group members answer before this date since a majority of the group members need to vote in order for the decision to be valid. This is a smooth and quick way to take decisions without an extra meeting. *per capsulam* decisions should then always be reported on the next regular steering group meeting. It was decided to continue with *per capsulam* decisions via e-mail.

§ 10 Decision on the principle of remuneration of coordinators, decision

Mattias informed that there is a sharp rule stating that we can only use 30% of the annual budget for administration, which in our case is for the salaries to the coordinators. Since the coordinator salaries and OH of their departments are slightly different, the principle that has been followed previously is that the budgeted money is used so that the two coordinators in the end get paid the same percentage of full time. This would roughly give each coordinators 15% of full time (given the annual funding granted by the faculty, the current salaries and the current OH). It was decided that we will stick to this principle. Mattias brought up the question what will happen if we fail to spend all funding a certain year. Do we then need to reduce coordinator salaries accordingly? Mattias got the task to ask Petra Fransson about this issue and report back at the next meeting.

§ 11 Meetings for rest of year, decision

Mattias informed that the steering group normally have two meeting every semester, one in March-April, one in May-beginning of June, one in October and one in early December. It was decided to keep to this schedule. However, the next meeting was suggested to take place already the last week of April or first week of May and Eddy and Katarina got the task to set up a Doodle to find a date suiting all steering group members.

§ 12 Spring activities including budget, decision

It was decided that the coordinators should work to realize the following activities during spring 2022:

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| • Planning/info meeting | 4k |
| • Course: Understanding and coding the R | 30k |
| • Workshop: How to become a postdoc | 10k |
| • Course: Visualize Your science | 100k |
| • Workshop: PhD Biocenter Connectivity activity | 20k |
| • Course: Advances in enzyme regulation | 40k |
| • Course: Human Driven Environmental changes... | 50k |

§ 13 Status report on planning of spring activities, information

- a) Confocal Microscopy, 5 ECTS (PNS0138), spring 2022: Katarina reported that this course originally planned for 2021 is ongoing right now. It has 15 students and Adrian Dauphinee, Stefanie Rosa and Katarina Landberg are the organizers.
- b) Network activity suggested by BioC PhD students, spring 2022: Katarina reported that this activity, arranged by Klara Nilsson and Anis Meschichi, was planned for last autumn but new dates are set to 19th and 21st of April. Registration is still open.

§ 14 Final reports from concluded activities, decision

- a) Visualize your science, autumn 2021 (4 credits): Katarina reported that this course organized by Andreas Dahlin was given on Zoom Sep 21st to Nov 26th. 20 students were registered and all of them were PhD-students. So far, 13 have passed the course and 3 more are likely to pass soon. Out of the budgeted 100 000 kr, 92 700 was spent. The activity was very well received by the students giving 5.0 / 5 as their general opinion about the course. The final report was approved.
- b) Analysis of High Throughput Sequencing RNA-Seq Data, autumn 2021: Katarina reported that this course was arranged by Nicolas Delhomme and colleagues from UPSV/SLUBI. It is divided into three modules, the middle one (2 credits) is taken by everyone, the first and third are optional (1 credit each). 22 students (11 PhD-students) were registered for the 1st module, 27 (14 PhD-students) for the 2nd module, and 3 students (all PhD-students) were registered for the 3d module. 8 students passed Module 1, 10 passed Module 2 and 3 passed Module 3. We had budgeted 100 000 kr for the course and this is also what was spent. The activity was very well received by students as indicated by a score of 4.6 / 5 on an evaluation question asking for their general impression of the activity. The final report was approved.
- c) Understanding and coding the R language, autumn 2021: Eddy reported that the course was given in Nov-Dec 2021 vi Zoom. It was a collaboration with the Ecology and Focus on Soil and Water research schools and the organizers were Helena Bylund and Matt Low. Eddy has not received any final reports yet from the organizers so the approval of this course was postponed until next meeting.

§ 15 Additional questions

Since no additional questions were raised Mattias closed the meeting.

Katarina Landberg, secretary

Date and Place

Mattias Thelander, adjustor

Date and Place

Signature page

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using eduSign.

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