

DION Board Transition Meeting (24/04/2021)

Date: April 24, 12:00- 14:10

Place: Teams

Invited: DION board members 2020/2021

Invited observers: none

Meeting chaired by: Ida

Minutes by: Aida

Review of projects, roles, responsibilities and ideas of the DION board 2020/2021

DION channels:

Ida explained different channels of DION and went through important files stored in the DION team.

She pointed to the importance of having a vice president and suggested to the new DION board to elect the vice president in the first meeting and it was highly recommended that vice president be fluent in Norsk.

She mentioned that every meeting required an agenda and it should be announced before the meeting publicly. If it is possible, announce the meeting in advance through the newspaper/innsida/facebook to keep the transparency.

Masab explained that the previous board (2019-2020), used Facebook to receive questions and concerns of temporary stuff to discuss in the meetings and take proper actions. However, it was not that much popular but new board might like to continue that.

DION Social media:

Lisa said Dion twitter was not that much active and it is better to be more active on LinkedIn as well.

DION has a forum on Facebook for those who would like to actively participate and discuss.

Handling social media:

Be sure you have time to respond the messages received on Facebook messenger before opening them, since once you open it, others cannot distinguish it. For all the activities, the person in charge of the activity should write the text and then just hand it to the person who is in charge of sharing it through the Facebook. Schedule sending the DION post in a way that do not overwhelmed people with too many information and notification. The person who is responsible for the social media channels should be aware of all the events, since he/she will be the first contact person. Notice that DION has two channels on Innsida, DION channel and the PhD and Postdocs channel.

Budget:

Ida briefly explained the DION budget.

Inquiries:

“Put someone for replying the email inquiries, ask people who reach out through the Facebook to send an email to DION email” said Ida. Lisa shared her experience and recommended to dedicate this work to more than one person and since DION receives email in Norsk, it would be better to have someone who can read those emails as well. Be careful and remember that we can never go beyond the rule and we are not lawyer (in responding the inquiries). In case someone is not confident to talk with HR, DION can attend the meeting as the third party. Be aware of your tone.

Anne also added that when we have inquiries regarding the legal assistant, at the beginning it is good to ensure if they are part of a union or not.

DION website:

Irina explained how to manage DION website and how to work with the WordPress. She recommended to buy the WordPress plugin to keep a backup before updating the website. Don't forget to update the minutes. Elodie also mentioned the possibility of keeping some information and pages as private to use it later in case it is required.

DION newsletter:

Aida briefly mentioned different parts of the newsletter and importance of dissemination of past events.

Faculty presentation:

Musab suggested that Dion can make a list to see which faculty do not present the DION and reach out to them.

All the faculty have a faculty day and Lisa recommended to check with them and ask to allocate time to present the DION in their faculty day.

DION collaboration with union:

Elodie:

You can find the contact persons in the DION team>PR file>union contact person.

She recommended to increase the collaboration with NIRC international research center.

DION Grants:

Twice a year DION make a post and invite everyone to send their ideas. Then based on the budget, Dion will choose among the applications received. DION will just be a co-host in those events and would not be in charge of organizing the events.

Suggestions:

- Plan what kind of board you are.

- If there is a large issue, DION can contact the SIN board for the support and backup. It will be of value to nominate one of the DION board in SIN. Currently, Ida is part of the SIN and the next election will be on December.

- University should try to help the young scientific staff to get a good network.

- CV workshops, finding a job in Norway are some of the topics that the last DION board aimed to address. Elodie suggested that the new board continues to work on that.

- Lisa mentioned the importance of organizing family events and highly recommend looking for places that everyone can attend particularly people with disabilities.

- It's always good to invite your friends to increase the visibility of the DION events.

- Musab pointed to the result of the survey conducted after the Mental Health Awareness week. Survey showed that 95% was happy and asked DION to repeat that event and also DION received some suggestions to improve the Mental Health event.

- In the annual report, there is a list of topics/issues that DION was involved in or hoped to develop. Work on some topics like the Covid-19 still needs to be continued, while the rest of them just could be seen as ideas for future events.

- Contact at NIRS: Kathrine Vangen kathrine.vangen@ntnu.no; Iuliana Mariana Hussein: iuliana.hussein@ntnu.no

- Also, don't hesitate to remind your partners (e.g. unions, NIRS, even NTNU committees) that activities should be made relevant to all campuses (e.g. streaming, local contacts....).

- Olga suggested inviting someone from Alesund to the new board. Then new and old members discussed the opportunity of expanding DION and how DION can reach out to Alesund to make sure all three cities are included. It was decided that the new board members will continue this discussion and investigate different possibilities.

Q&A:

The new members asked some questions regarding the responsibilities and the old board members elaborated more.