



# April Reports

MAY 31, 2021

POSTGRADUATE COUNCIL 2021



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<b>Submission To</b>	Postgraduate Council
<b>Meeting Date</b>	31 May 2021
<b>Category</b>	Select: Confidential or Non-Confidential
<b>Authors</b>	Jerry Ofor
<b>Item No</b>	[Governance use only]

## PRESIDENTS' REPORT

### April 2021 Report

#### *Executive Summary:*

The President's Office was actively involved in assisting and supervising the successful implementation of all April PGC events, especially the PGC exclusive 'Communication strategies for being an inspiring leader' training workshop. Extensively worked with all committee members to accurately prepare for the PGC biggest flagship events "Tell Me Your Story event". The President also held several meetings with UNSW stakeholders and other partners for effective students' representations. The president Office will continue to supervise and assist in all PGC deliverables in the month of May.

#### *Progress Summary:*

<b>Date</b>	<b>Task Description</b>	<b>Status</b>	<b>Hours Invested</b>
Apr 7	Supervised and worked alongside Diana to execute the PGC exclusive 'Communication strategies for being an inspiring leader' training workshop facilitated by a communications expert Michael Kelly. All deliverables were fully met	Completed	7.5
Apr 12	Chaired PGC Emergency Council Meeting	Completed	1.5
Apr 12	Held a meeting alongside Diana, Saurabh and members of the PGC Editorial, Marketing and Media Committee to discuss and assigned the various roles and responsibilities based on their individual expertise.	Completed	0.75
Apr 13	Attended a meeting along other PGC members and Committee members, Arc Marketing Manager, Jess and few UNSW stakeholders to discuss plans for T2 O-week and Postgraduate Week. This was necessary to further facilitate proper engagement of PGC with Postgraduate students	Completed	1
Apr 13	Held a meeting alongside Diana with Arc executives Joelle and Anna to discuss proposed plans for the addition of Paddington Officer to PGC.	Completed	0.75
Apr 15	Together with Diana, made a presentation to new HDRs at the GRS information session about PGC and.	Completed	0.5



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Apr 19	Attended a meeting with DVCA, Merlin, Arc CEO Shelley, SRC President, Tom and Chair of Arc Board Sahana, to discuss various student issues raised.	Completed	1
Apr 20	Attended a meeting with PVCE, Rorden, Arc CEO Shelley, SRC President, Tom and Chair of Arc Board Sahana to discuss various student issues raised, especially on students as partners and coursework representation	Completed	1
Apr 20	Attended a meeting with DVC EDI, Eileen, Arc CEO Shelley, SRC President, Tom and Chair of Arc Board Sahana and EDI team to discuss UA related materials	Completed	1
Apr 19	Together with Diana and other PGC members and Committee members, held a fruitful meeting with Jess and her team to discuss how to better facilitate virtual networking event for postgrads in T2 O-week.	Completed	0.5
Apr 20	Attended Arc Board Finance	Completed	20mins
Apr 22	Executed Ozharvest delivery, and supervised PGC Coffee Catch Up hosted by Swarali	Completed	1.5
Apr 23	Held a meeting alongside Diana with Arc executives Joelle and Arc Marketing Manager Mitch to discuss urgent issues and other various PGC related matters	Completed	0.75
Apr 26	Attended and chaired PGC Council Meeting	Completed	2
Apr 27	Held a meeting with Team members for Tell Me About Your Story Events Along with the team (VP, Equity and Women's Office) discussed and assign roles and responsibilities to everyone.	Completed	1
Apr 28	Attended a meeting with PVCE, Rorden, Arc CEO Shelley, SRC President, Tom and Chair of Arc Board Sahana to discuss various student issues raised, especially on UAQC proposals, students as partners and Mulwaree apartment.	Completed	1
Apr 28	Attend Arb Board Meeting alongside other board members where I presented a proposed resolution as passed by PGC and recommended to the board.	Completed	2
Apr 1- 30	Strategically followed up with all Office bearers to effectively complete their various responsibilities and deliverables, effectively carried out all administrative work relevant to April actionable. Resolves several issues as presented to PGC from students across faculties and schools.	Completed	11:30



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**Key Actionable Items for May:**

1. Continue meeting and working with UNSW Stakeholders, Academic board and other partners for effective students' representation
2. Supervise and assist on executing PGC flagship event "Tell me your story event" on May 14
3. Supervise and direct the execution of Term 2 O-week
4. Work with the VP Office in supervising and organising every needed support for PGC Postgraduate week to be held in Week of T2



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## VICE-PRESIDENTS' REPORT

### April 2021 Report

#### **Executive Summary:**

The Vice-President's Office was heavily involved in successfully executing and providing logistical support to several PGC events which included the flagship PGC exclusive 'Communication strategies for being an inspiring leader' training workshop. In addition to extensive organising and preparations for upcoming events (such as Tell Me Your Story event), the VP Office also continued to liaise with key UNSW stakeholders and provided extensive administrative support and content creation (e.g. Monthly PGC Newsletter, co-ordination of PGC Committee communications, online assets). The VP Office will continue to provide support in a number of PGC deliverables and events in May.

#### **Progress Summary:**

Date	Author(s)	Task Description	Status	Hours Invested
Apr 5 Apr 11 Apr 12 Apr 13 Apr 17 Apr 18 Apr 25 Apr 29	D.Z.	Completed various administrative and executive matters for PGC which includes writing and editing meeting minutes, editing PGC website, creating PGC assets (e.g. PGC Call-back request form, Ambassador of the Month), creating social media assets, liaising with committee members, scouting potential venues for Tell Me About Your Story and Culture event, writing agenda proposal for Postgraduate Week and TMAYSC event, managing PGC Calendar for May, writing newsletter drafts, compiling PGC reports, compiling PGC meeting agenda, liaising with judges for the TMAYSC event, editing online newsletter	Completed	12.25
Apr 6 Apr 12 Apr 19 Apr 26	D.Z.	Meeting with Ex-Officio member, Saurabh to discuss, plan, and execute PGC Newsletters and marketing related matters	Completed	2
Apr 7	D.Z.	Along with President, Jerry, successfully executed and facilitated the PGC exclusive 'Communication strategies for being an inspiring leader' training workshop with communications expert, Michael Kelly. This included printing table cards, picking up catering, liaising with Michael, setting up and packing down event, and attendance at the event.	Completed	7.5
Apr 12	D.Z. R.P.	Attendance at PGC Emergency Council Meeting (please see Minutes)	Completed	1.5



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Apr 12	D.Z.	Along with President, Jerry and Ex-Officio member, Saurabh met with members of the PGC Editorial, Marketing and Media Committee to discuss the various roles and responsibilities and delegating tasks based on interest/experience	Completed	0.75
Apr 13	D.Z.	Along with several PGC members and Committee members, met with Arc Marketing Manager, Mitch and Alumni Officer, Jess and other UNSW stakeholders to discuss initial plans for Postgraduate Week and PGC's involvement during T2 O-week. This included a brainstorming session on what events could be held and what platforms can be used to facilitate postgraduate engagement	Completed	1
Apr 13	D.Z.	Along with President, Jerry, met with Arc executives Joelle and Anna and student rep from Paddington Art and Design Council to discuss plans for integrating Paddington Officer within PGC.	Completed	0.75
Apr 13	D.Z.	On behalf of President, Jerry, attended a meeting with PVCE, Rordern Wilkinson and SRC President, Tom and Chair of Arc Board Sahana, to discuss various student issues raised during Academic Board.	Completed	0.5
Apr 15	D.Z.	Along with President, Jerry presented at the GRS information session about PGC and how HDR students can get involved.	Completed	0.5
Apr 19	D.Z.	Along with President, Jerry and several PGC members and Committee members, met with Alumni Officer, Jess and her team to discuss how to facilitate a virtual networking event for T2 O-week.	Completed	0.5
Apr 22	D.Z.	Provided logistical support and attended PGC Coffee Catch Up (hosted by Events' Officer, Swarali) which included picking up groceries and setting up.	Completed	1.5
Apr 23	D.Z.	Along with President, Jerry met with Arc executives Joelle and Mitch to discuss various PGC related matters and urgent requests	Completed	0.75
Apr 26	D.Z. R.P.	Attendance at the PGC Council Meeting (please see Minutes)	Completed	2
Apr 26	D.Z.	Provided support in a dry run of the PGC virtual event hosted by Councillor, Saurabh and ex-officio officer, Shruthi	Completed	0.5
Apr 27	D.Z. R.P.	Along with the TMYSC team (i.e. President, VP, Equity and Women's Office) discussed roles and responsibilities for the upcoming event.	Completed	1



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Apr 15 Apr 21 Apr 23 Apr 27 Apr 28 Apr 29	D.Z.	Completed various responsibilities for the upcoming TMYSC event which includes: liaising with judges, scouting potential venue locations, creating online assets, reading all submitted stories for TMYSC and shortlisted personal top 20, organising training workshop for shortlisted applicants, liaising with guest workshop trainer, Prof. Michael Kent,	Completed	7.5
Apr 28	D.Z.	Provided technical support for the PGC virtual event hosted by Councillor, Saurabh and ex-officio officer, Shruthi	Completed	1.25
Apr 30	D.Z.	Along with PGC Committee members, met with Arc Marketing Team Mitch to finalise PGC May Newsletter and issues concerning Eventbrite, as well as other PGC Marketing matters.	Completed	0.5

**Key Actionable Items for May:**

1. Oversee and successfully execute the flagship PGC *Tell me your story* event (May 14)
2. Oversee and successfully execute Term 2 O-week
3. Organise and provide logistical support Postgraduate week (T2 Week 5)
4. Continue to liaise with existing UNSW services and personnel to advance PGC mission





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<b>Authors</b>	Jing Sun & Chuka Madumelu
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## EQUITY OFFICE REPORT

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### April 2021 Report

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#### *Executive Summary:*

The month of April was engaged in more meetings of both official PGC monthly meetings and meetings for discussing “Tell me about your story and culture” event to be held in May. ‘Movie Night’ event was skipped this month due to the coming exam period and limited on new released movies.

#### **Progress summary:**

Dates	Author(s)	Task description	Status	Hours spent
Apr 7	JS&CM	Quick check in meeting with Joelle Barallon	Completed	0.5
Apr 12	JS&CM	PGC emergency meeting	Completed	1.5
Apr16	JS&CM	Write and submit March Report	Completed	1
Apr 16	JS	Advertise on Wechat Plarform (promote “Preparing Yourself for the Future Job Market” event)	Completed	1
Apr 26	JS&CM	PGC monthly meeting	Completed	1.5
Apr month	JS&CM	Planning and preparing for ‘Tell me about your story’ conference	Ongoing	2

#### **Key action items for May:**

1. Last preparation and hold ‘Tell me about your story Conference’ Event.
2. PGC monthly meeting



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<b>Authors</b>	Kalyani Patil & Christine Castor
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## ISO REPORT

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### April 2021 Report

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#### Executive Summary:

**Office bearer report from International Students Officers for the month April 2021.** The International Students office was involved in arranging its community building event – Postgraduate Pub.

#### Progress summary:

Author initials	Dates	Task description	Status	Hours spent
Christine	April 12	Emergency Meeting	Completed	1.0
Christine, Kalyani	Apr 16	Meeting with Arc - Joelle	Completed	0.45
Christine, Kalyani	Apr 19	Postgraduate Pub Trivia Night	Completed	3.45
Christine, Kalyani	Apr 26	Postgraduate Council Meeting	Completed	2
Kalyani	April 30	Promotion of Subsidised Student Accomodation – collaborated with SRC Poster created – awaiting for the permission to publish	On-Going	1.5

#### Key action items for May:

1. Database for Postgraduate Hub
2. Planning Migration Seminar
3. Postgraduate Pub – collaboration with Research Officer to attract HDR students.
4. Postgraduate Pub Video



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<b>Authors</b>	Niharika Kodare & Simon Xu
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## COURSEWORK OFFICERS' REPORT

### April 2021 Report

#### *Executive Summary:*

A monthly work report for the month of April 2021 from the office of coursework with all the tasks mentioned.

#### **Progress summary:**

<b>Author initials</b>	<b>Dates</b>	<b>Task description</b>	<b>Status</b>	<b>Hours spent</b>
SX	8 <sup>th</sup> April, 2021	Assist the VP to host the communication of Leadership from Michael Kelly, and involve the training of events, like taking photo all the events, evolving in video-taking process.	Completed	5
SX/Jing, Cathy	1 <sup>st</sup> , 13 <sup>th</sup> , 26 <sup>th</sup> , April 2021	Advertise the various events in WeChat news platform, such as the communication of Leadership from Michael Kelly, Tell me about your story and culture. Virtual Educational event” Preparing yourself for future job markets.	Completed	4
NK/SX	25 <sup>th</sup> 26 <sup>th</sup> April, 2021	planning and assisting to the Educational subcommittee about events, like “Virtual Educational event” Preparing yourself for future job markets.”, Podcast proposal with Saurabh, Shruti, hand lively show the events in Facebook.	Completed	3
NK/SX	12 <sup>th</sup> , 26 <sup>th</sup> April, 2021	Fourth board meeting and one online for the team of 2021 in person or online, Proposals of each office were discussed. Gave more clarity on what could be worked upon and achieved. Planning the O-week events and discussion.NK resigned the position, the statement presented by Jerry.	Completed	4



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<b>Authors</b>	Swarali Marathe & Emilia Nwakpa
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## EVENTS OFFICERS REPORT

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### April 2021 Report

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#### *Executive Summary:*

The office of events has successfully participated in meetings, organised and coordinated events to support student's wellbeing.

#### *Progress Summary:*

Date	Author(s)	Task Description	Status	Hours Invested
26/04	EN & SM	PGC Meeting	Completed	2
14/04	EN & SM	PG O week meeting with Arc	Completed	2
21/04	EN	Dance with Milli	Completed	2
22/04	SM	Coffee catch-up	Completed	2

#### *Key Actionable Items for May:*

1. PGC meeting
2. UNSW O-week & PG O-week preparation
3. UNSW O-week events organization and coordination
4. Dance with Milli
5. Coffee catch-up



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<b>Authors</b>	Constantine Tsounis & Mariam Soomro
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## RESEARCH STUDENT OFFICE REPORT

### April 2021 Report

#### *Executive Summary:*

Research office continued to support students by distributing fortnightly Ozharvest food hampers. The research officers are preparing and planning for two main events to be held in second half of this year, PGC Research Student and Supervisor awards and Cicada Innovations event. The Research Committee also commenced planning its goals for the year, starting with a panel session on career pathways for HDRs which is anticipated to be held on 29<sup>th</sup> June 2021.

Research office closed the PGC survey on 20<sup>th</sup> April and received 276 responses. The survey results will be utilised to give the current and future PGC members a better understanding of the needs of postgraduates, especially on the recovery from COVID-19.

In addition to this, the usual student outreach, advocacy, and Arc Board policy proposals + amendments continued, with the goal of making the PGC a sustainable and prominent organization which represents, supports, and provides opportunities to as many postgraduates as possible.

#### *Progress Summary:*

<b>Date</b>	<b>Author(s)</b>	<b>Task Description</b>	<b>Status</b>	<b>Hours Invested (each)</b>
01/4/2021	CT, MS	Coordination of PGC OzHarvest Hamper delivery with Jerry and Diana	Completed	1
05/4/2021	MS	OzHarvest discussion and planning meetings (arrangement of pick up days) with Alan	Completed	3
08/4/2021	CT, MS	Planning Research Student and Supervisor Awards (various internal discussions and meetings, also with GRS)	Completed	3
10/4/2021	MS	Venue confirmation for Research Student and Supervisor Awards (MCIC)	Completed	3
10/4/2021	CT, MS	Research Office fortnightly meeting (general discussion on progress and goals for April)	Completed	1
12/12/2021	CT, MS	PGC Emergency Meeting	Completed	1.5
14/4/2021	CT	Slides for GRS/PGC welcome	Completed	1.5
19/4/2021	CT	O-week discussion and planning session with Jess Theakstone (as well as discussion on T2 and T3 VC welcome)	Completed	0.75



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22/4/2021	CT	Stakeholder Catch-up with Mitchell McBurnie	Completed	1
22/4/2021	CT	Arc AGM	Completed	0.5
23/4/2021	CT, MS	Research Committee Inaugural meeting to discuss plans and goals of the committee, and initiate execution	Completed	1
23/4/2021	CT	Preparation and meeting with Neil Morris on low-cost housing for international students. Identifying opportunities, challenges, and discussion on a marketing plan (with SRC)	Completed	1.5
24/4/2021	CT, MS	Research Committee Panel Session planning (coordination of committee, support for finding panellists and general task execution such creation of marketing assets)	Completed	3
26/4/2021	CT, MS	April PGC Meeting	Completed	2
26/4/2021	MS	Preliminary analysis of survey and presentation	Completed	4
4/2021	CT, MS	General inbox management on enquiries, support advice and follow up	Ongoing	3
4/2021	CT	GRS proposal planning and writing (on professional development of HDRs) to be presented at UHDRC in June	Ongoing	4
4/20/21	CT	Various discussions and planning sessions with Charter Committee for updates to the PGC Charter	Ongoing	1+

**Key Actionable Items for May:**

1. Continue OzHarvest collaboration and logistics
2. Analyse PGC survey results
3. Finalize details for Cicada event
4. Continue planning Research Student and Supervisor Awards
5. Plan June professional development panellist event with PGC Research Committee and continue meetings
6. Plan and execute collaboration with ISO "Postgraduate Pub" for HDRs
7. Meet with GRS to plan and execute way forward for HDR professional development
8. Prepare for the university HDR committee discussion session in June
9. Continue working on updates to the PGC charter



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<b>Authors</b>	Saltanat Paritova & Rabia Mobeen
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## WOMEN'S OFFICERS REPORT

### April 2021 Report

#### *Executive Summary:*

Women's office together with Equity office, VP and President were working on the "Tell me your story" project throughout April. This involved planning, organising and monitoring submissions.

#### *Progress Summary:*

Date	Author(s)	Task Description	Status	Hours Invested
12.04.2021	Rabia	PGC emergency meeting	Completed	2
26.04.2021	Saltanat	PGC Meeting	Completed	1.5
27.04.2021	Rabia & Saltanat	"Tell me your story" meeting	Completed	1.5
28.04.2021	Saltanat	Arc Respect week catch up	Completed	0.5
30.04.2021	Saltanat	PGC Marketing committee meeting with Arc (Mitch)	Completed	1
ongoing	Rabia & Saltanat	"Tell me your story": <ol style="list-style-type: none"> <li>1. Monitoring submissions</li> <li>2. Compiling files for blind selection process</li> <li>3. Compiling files for the Marketing of the event</li> <li>4. Bling selection organisation and monitoring</li> <li>5. Contacting contestants - communication</li> </ol>	Completed	20

#### *Key Actionable Items for May:*

1. "Tell me your story" event and e-book:
  - a. Organisation of the event
  - b. Marketing
  - c. Communication
  - d. E-book creation