



December Reports

JANUARY 18, 2020

POSTGRADUATE COUNCIL 2021



Contents

PRESIDENT'S REPORT	3
VICE-PRESIDENTS' REPORT	5
EQUITY OFFICERS' REPORT	7
EVENTS OFFICERS' REPORT	8
INTERNATIONAL STUDENTS OFFICERS' REPORT	9
RESEARCH STUDENTS' OFFICERS' REPORT	10
COURSEWORK STUDENTS' OFFICERS' REPORT	12
WOMEN'S OFFICERS' REPORT	13



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Meeting Date	January 18, 2021
Category	Select: Confidential or Non-Confidential
Authors	Jerry Offor
Item No	[Governance use only]

PRESIDENT'S REPORT

December 2020 Report

Executive Summary:

The President started by holding different meetings with Office bearers on case by case basis to set the agenda for PGC 2021 and other stakeholders meetings, he supervised the initial planning of Term 1 PGC initiatives and administrative matters including but not restricted to Executive and Non-executive Subcommittees and Ambassador's Program. The President successfully reached a compromised with all Office bearers to see to the implementation of all plan events for 2021.

Progress summary:

#	Dates	Task description	Status	Hours spent
1	24 Nov	Attended the first academic board meeting	completed	2
2	Dec 1	PGC Meeting: Chaired the first PGC meeting and presented a proposals to be executed in Term 1 by the office of the president and vice president. Deliberated extensively on key issues and proposals put forward by all Office Bearers and Councillors	Completed	3
3	Dec 3	Met with Shelley, Arc CEO and accompanied by the Vice President (Diana) to officially put forward the various projects for PGC 2021 and to reach a compromised on the benefits for Executive Sub-committee, Also met the Dean and Deputy Dean of Graduate Research school Vice President and Research Officers), together we presented PGC initiatives and proposals for all HDRs.	Completed	2.5
	Dec 8 th	Had a pre-brain storming session with Diana on Executive and subcommittee structure for PGC 2021		
4	Dec 10 th	Attended the first Arc Board meeting were various issues were deliberated	Completed	3
5	Dec 14 th	Attended the first EDI and Student Representative meeting, and had a meeting with Arc's Marketing Manager Mitch on PGC 2021 Collateral	Completed	2
6	Dec 15 th	T3 Arc Touch Based with Arc CEO, Pro Vice-Chancellor Education & Student Experience (Rorden) and Director of Wellbeing (Neil)	Completed	1



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7	Dec 16 th	Updated the PGC website on	Completed	2
8	Dec 17 th	First Conduct and Integrity Meeting with UNSW Office	Completed	1
9	Dec 7 – 22	Supervised and followed up on our flagship PGC event which was a community outreach Co-ordinated by the Office of the Vice President (Diana) with other Office Bearers and was tagged “Pay it Forward Salvation Army Christmas Appeal”. Donations were raised through GoFundMe Page and all gift items were delivered to Aged Care Facility in Balmain and Women’s Facility in Surry Hills on December 22nd.	Completed	7
10	Dec 18	1. Planning of subcommittee selection criteria, structure, and information (with Vice President and International Officers). 2. Planning of selection criteria and information for PGC Ambassadors Program (with Vice President and International Officers). 3. Discussion about applying for the new Discussed the UNSW EDI Anti-Racism grant (with Vice President) and gave the necessary advised on the project and grant application process.	Completed	1
11	Dec 27-31st	Modifying and updating the award session of PGC Website, worked on the Ambassadors Program information and drafted an initial arc PGC ambassador and Course-coordinator award for 2021	Completed	2.5

Key action items for January:

1. Oversee and Supervise the implementation of all proposed projects for Term 1
2. Follow-up with the various Postgraduate Executive members of Postgraduate associations of the different faculties and schools.
3. Schedule a meeting with the Deputy Vice Chancellor Academics
4. Supervise PGC’s first Newsletter (issued mid-January from the Office of the Vice President)
5. Follow-up and oversee the various formed subcommittee structures
6. Followed up with the appropriate quarters on O-week
7. Engage with Deans of Faculties
8. Attend schedules meetings as planned



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VICE-PRESIDENTS' REPORT

December 2020 Report

Executive Summary:

The Vice-President's Office was heavily involved in the initial planning of various PGC initiatives and administrative matters (e.g. Executive and Non-executive Subcommittees, Ambassador's Program, mock PGC Calendar 2021) and presenting of these new initiatives to key UNSW stakeholders. The Office also oversaw the first PGC event – Pay it Forward Salvation Army Christmas Appeal which has been met with positive community feedback. The Office will push forward the first PGC Newsletter from Jan 2021 and will connect with potential high-profile invited guests for future PGC events in 2021.

Progress summary:

#	Author initials	Dates	Task description	Status	Hours spent
1	DZ RP	Dec 1	PGC Meeting: Presented proposals for Term 1, 2020 and discussed various issues such as formation of sub-committees and roles	Completed	3
2	DZ	Dec 2	Writing up the minutes from the PGC Meeting on Dec 1	Completed	2
3	DZ	Dec 3	Meeting with Arc CEO (with President) and Dean of Graduate Research school (with President and Research Officers): Contributed to the presentation of PGC initiatives and proposals.	Completed	2.5
4	DZ	Dec 7 – 22	Co-ordinating the Pay it Forward Salvation Army Christmas Appeal: This event was a flagship PGC event that highlighted the importance of community outreach. All donations raised in a GoFundMe page was used to purchase 90 Christmas gifts for vulnerable men and women as identified by Salvation Army. The duties included: planning an initial meeting, managing a GoFundMe page, shopping, wrapping and delivery of gifts. The final delivery of the gifts were made at the Aged Care Facility in Balmain and Women's Facility in Surry Hills on December 22nd. Behind-the-scenes footage were taken and will be released in early 2021. A certificate of appreciation from Salvation Army was also received.	Completed	10



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5	DZ	Dec 8	Initial discussion on subcommittee structure with President.	Completed	1
6	DZ	Dec 10	Discussion meeting with Ex-Officio PGC member, Saurabh on how to execute PGC's marketing plans. This included discussions on PGC's newsletter, YouTube videos, email subscription services, surveys, and O-week representation.	Completed	1
7	DZ	Dec 14	Marketing meeting with Arc's Marketing Manager, Mitch. We discussed PGC apparel (to be ordered), QR codes for marketing material, and potential use of Arc's existing postgraduate database and regular newsletter.	Completed	0.5
8	DZ. RP	Dec 18	1. Planning of subcommittee selection criteria, structure, and information (with President and International Officers). 2. Planning of selection criteria and information for PGC Ambassadors Program (with President). 3. Discussion about applying for the new UNSW EDI Anti-Racism grant (with Equity and Women's Officers). It was decided that an application on the idea of 'tell me about your story and culture' will be submitted. Participants can submit their personal story which will be compiled into an electronic book. A TEDx-style event will also be held to share these stories in person with prizes to be won.	Completed	1
9	DZ	Dec 28-29	Working on administrative matters including: creating a mock calendar for 2021 based on proposals submitted for the Dec 1 meeting; editing the Ambassadors Program information; drafting the EDI Anti-Racism grant proposal; and drafting an initial PGC report template	Completed	2.5

Key action items for January:

1. Oversee submission of EDI grant
2. Oversee PGC's first Newsletter (issued mid-January)
3. Contact professional experts/guests for PGC events in 2021



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Authors	Jing Sun & Chuka Madumelu
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EQUITY OFFICERS' REPORT

December 2020 Report

Executive Summary:

The Equity Office supports all enrolled postgraduate students who are Aboriginal and Torres Strait Islander, or those with different cultural backgrounds, low socio-economic backgrounds, and a disability, or those who perceive they have been discriminated against.

The Equity Office is committed to fostering an inclusive culture which promotes equality, values diversity, supports disability and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.

For the new year-round, a proposal for the events was presented, including the promotion of inclusivity and understanding of equity concerns. In particular, the Office hopes to highlight Indigenous groups, cultural diversity, people with disabilities and from low socio-economic backgrounds. This would be achieved through various events/initiatives such as: cultural festival that celebrate food, music, and culture; film premieres that showcase artistic diversity; and building a network of disability services available to students.

Progress summary:

#	JS&CM	Dates	Task description	Status	Hours spent
1	JS&CM	1 st Dec	1 st PGC meeting. This was the first official meeting of the newly inaugurated PGC, and provided an avenue for office holders to present ideas and propose activities to be carried out	Completed	2.5
2	CM	10-22 Dec	This was a Christmas appeal to provide basic support items to indigent members of society. 90 gift packs were bought, packaged and donated to Salvation Army for distribution to people in need.	Completed	5
3	JS&CM	18 th Dec-8 th Jan	Part of a team to submit a proposal for a \$2,500 EDI grant to promote anti-racism focused activities. The proposal was submitted, and feedback is currently being awaited.	Completed	3

Key action items January:

1. Draw up list of international holidays/ celebrations to promote/ create awareness of, via existing PGC social media platforms.
2. If grant application is successful, begin active planning and coordination for proposed event kick-off



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Authors	Swarali Marathe & Emilia Nwakpa
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EVENTS OFFICERS' REPORT

December 2020 Report

Executive Summary:

Progress summary:

#	Author initials	Dates	Task description	Status	Hours spent
1	SM & EN	1 st December	1 st official PGC meeting	Completed	2
2	SM	7 th December/ 23 th and 24 th December	Package finalization, shopping, gift wrapping.	Completed	10
3	EN	18 th , and 21 st December	Book appointment with Marc Dewitte	Ongoing	1
4	EN	14 th December	Discussion about O week alongside Jerry, Diana and Mitchell Mcburnie	Completed	1

Key action items for January:

1. Item 1— Boat cruise negotiation
2. Item 2— Preparations for O week
3. Item 3— working towards the new PGC subcommittee structure



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Authors	Kalyani Patil & Christine Castor
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INTERNATIONAL STUDENTS OFFICERS' REPORT

December 2020 Report

Executive Summary:

Progress summary:

#	Author initials	Dates	Task description	Status	Hours spent
1	Christine	Dec 18	Subcommittee EOI Form: Description for recruitment of ISO Subcommittee c/o Christine	DONE	3
2	Christine	Dec 18	ISO KPI – Roles and Responsibilities Outlining success outcomes for ISO term 2020-2021	DONE	0.5
3	Christine	Dec 1	Scout venue and logistics activities for PGC ISO summer event	ONGOING	0.5
4	Kalyani	Dec 1	PGC Official meet – Ideas and Proposals for 2021, Sub-committee formation proposal presentation	COMPLETED	2
5	Kalyani	Dec 1	Database for Postgraduate Hub	ONGOING	0.5
6	Kalyani	Dec 7, Dec 23, Dec 24	Salvation Army – online meeting, Product finalization, shopping, gift wrapping and delivering it to age care facility	COMPLETED	13
7	Kalyani	Dec 18	Sub-committee formation discussion	COMPLETED	3

Key action items for January:

1. Item 1 - Database for Postgraduate Hub (to be added in PGC website)



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RESEARCH STUDENTS' OFFICERS' REPORT

December 2020 Report

Executive Summary:

December 2020 saw a new era in the PGC with the handover of the reigns to team TRUST. The team TRUST research office has an overarching onus to facilitate the professional and personal development of postgraduate students at UNSW, by providing them with opportunities to develop skills which they will keep for life. In T1 2021, the research office aims to: 1). Facilitate a "Pitch your Research" competition in conjunction with UNSW Founders, 2). Finalize an "all-in-one" HDR Handbook for postgraduates on how to best approach a research degree, and 3). Build better relationships and links with the HDR cohort, including a better understanding of their needs. The events completed in December 2020 lay the foundation to achieve these objectives in T1 2021. Overall, the office is satisfied with its progress in December 2020, and looks forward to meeting these milestones in 2021.

Progress summary:

#	Author initials	Dates	Task description	Status	Hours spent
1	Constantine Tsounis & Mariam Soomro	1-Dec	PGC Board Meeting	Completed	2.5
2	Constantine Tsounis & Mariam Soomro	3-Dec-	Monthly PGC meeting with GRS to discuss goals for 2021	Completed	2
3	Constantine Tsounis & Mariam Soomro	11-Dec	Research Office regular meeting to discuss objectives, plans and milestones for T1 events (including first steps for HDR handbook).	Completed	2
4	Constantine Tsounis & Mariam Soomro	Dec	Respond to research office inbox queries, specifically regarding disputes between students and supervisors, as well as students affected by WPC	Completed	3
5	Constantine Tsounis & Mariam Soomro	Dec	Discussion with students affected by WPC and supervisor disputes and how the PGC can best support and address these issues	Completed	1



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5	Constantine Tsounis & Mariam Soomro	Dec	Survey preparation draft to quantitatively understand postgraduate needs across UNSW	Completed	3
6	Constantine Tsounis	8-Dec	Meeting with David Burt to discuss the pitch competition run in conjunction with Founders	Completed	1

Key action items for January:

1. Finalize Survey for quadratics and discussion on possible publication of results
2. Plan the pitch your research competition in conjunction with UNSW founders
3. HDR handbook - Design and structure to be drafted
4. OzHarvest collaboration framework to be drafted and discussed
5. Reach out to student who are affected by WPC
6. Support ongoing efforts for O-Week



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COURSEWORK STUDENTS' OFFICERS' REPORT

December 2020 Report

Executive Summary:

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

Progress summary:

#	Author initials	Dates	Task description	Status	Hours spent
1	NK/SX	1 st Dec, 2020	First board meeting for the team of 2021. Proposals of each office were discussed. Gave more clarity on what could be worked upon and achieved.	Completed	3
2	SX	7 th Dec, 2020	Discussion of Salvation Army Appeal. Purpose was to raise considerable donation with the help of the PGC and our team could achieve the same.	Completed	2
3	NK	15 th , 21 st , 24 th Dec	Purpose was to promote 3 arc events which were, Tea tasting, Movie Night and Walking Crew. Wrote content to post on Facebook to ensure maximum participation in these events.	Completed	1.5

Key action items for January 2021:

1. Updating the postgraduate executives name list and contacting them by end of January.
2. Editing and adding new points in the course coordinator award document and working on the same



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WOMEN'S OFFICERS' REPORT

December 2020 Report

Executive Summary:

Being elected and running Women's office from 1st of December involved many training and onboarding programmes. We are aimed to be knowledgeable and credible to run the office for our community. After our 1st PGC meeting we have organised and planned activities with other office bearers (Christmas fundraising and application for Anti-racism grant).

Progress summary:

#	Author initials	Dates	Task description	Status	Hours spent
1	RM, SP	1 Dec 2020	PGC Onboarding Training by ArC and online training with quizzes	Completed	Training - 6h Portal - 3h
2	RM, SP	1 Dec 2020	Preparation for the meeting and 1 st PGC meeting. We organised our aims for the new council	Completed	Prep – 4h Meeting – 2.5h
3	RM, SP	1-3 Dec 2020	Sexual misconduct training. Understanding the UNSW policies and channels for any issues regarding sexual misconduct, which is essential for Women's officers to know	Completed	3h
4	SP	26 Nov 2020, 3 Dec 2020	Inclusion influencers programme (EDI) workshops (2 out of 3) that helped to understand challenges and how to become inclusion influencer (champion) and lead the team and people	Ongoing	3h
5	RM, SP	22 Dec 2020	Christmas Appeal with Salvation army discussion, checking prices at stores, with following packing and delivering presents to Salvation Army Aged home facilities. The activity has raised the awareness about issues and raise funds for the community	Completed	Prep – 5h Wrap – 3h Deli – 2h



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6	RM, SP	6 Jan 2020	EDI Anti-racism grant application discussion with Equity officers. The grant will give us additional funds to run “Tell your story project” together with Equity office – “Tell me about your culture”. It will help create inclusive community at UNSW	Completed	3h
7	RM, SP	7 Jan 2020	Planning our events for next year and preparing initial draft	Completed	1h

Key action items for January:

1. Presenting our team on Social Media (video introduction)
2. Creating channel/email for anonymous issues reporting
3. Getting clear dates on Women’s office events
4. Planning and organising for O-week event
5. One-hour online session per week with women at UNSW to listen their issues.