



March Reports

APRIL 26, 2021

POSTGRADUATE COUNCIL 2021



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Submission To	Postgraduate Council
Meeting Date	26 April 2021
Category	Select: Confidential or Non-Confidential
Authors	Jerry Offor
Item No	[Governance use only]

PRESIDENTS' REPORT

March 2021 Report

Executive Summary:

March was one of the most active months for me in student governance, attending numerous meetings, debriefing student members in person at different levels, and being actively involved in public relations activities, advocacy, and student life on campus. I was also involved in the overall supervision of all PGC events in March alongside the Vice president. As a tradition, held meetings with several office-bearers alongside the vice president to solidify and uphold the Postgraduate Council's mission. Through my leadership and supervision, we successfully initiated several events, especially "Tell me about your story and culture conference." The President will continue to lead the initiation, supervision, and execution of all PGC events in April.

Progress Summary:

Date	Task Description	Status	Hours Invested
Mar 1	Supervised and supported the Research Students' Officers for their first event in March titled " Researcher's Introduction to Entrepreneurship "	Completed	4
Mar 1	Had a meeting with Mitch, Arc Marketing manager to discuss PGC welcome and Arc PGC ambassador Video shoot.	Completed	1
Mar 2 Mar 3	I had a video shoot with other PGC Officers. Together with Diana, Mariam and Constantine, we had a pre-intensive meeting to discuss deliverables to be discussed on our next meeting with Graduate Research School.	Completed	2
Mar 3	Contacted one of our potential judges for our flagship event on "Tell me about your Story and Culture conference"	Completed	1
Mar 9	Had a meeting with Community & Events Manager from Cicada Innovations (Niamh Kyriacou) alongside Diana and Constantine, we met with to discuss potential partnership between Postgraduate Council and Cicada. This meeting gave rise to our next HDR event that will hold at Cicada facilities.	Completed	1
Mar 10	Alongside the SRC President, Arc CEO had a meeting with DVC EDI. Also had a personal catch-up meeting with Shelley as well attending Arc Board SDC meeting	Completed	3



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Mar 11	Attended our PGC Movie Night event alongside Diana, Equity Officers, Jing and Chuka	Completed	2
Mar 13	Had a catch-up session with the Office of the Vice President (Diana and Ramana) to discuss and cross-examined last quarter of PGC activities and areas of improvement.	Completed	1
Mar 15	Together with Diana, we had an important catch-up session with International Students' Officers, Kalyani & Christine to discuss the successes of previous months as well identifying ways to better improve in the coming months. Also had another meeting with DVCA alongside SRC to discuss major points affecting students	Completed	2
Mar 15	Interviewed 3 potential candidates for the PGC Marketing, Editorial & Media Committee alongside Diana and Ex-Officio member, Saurabh.	Completed	1.5
Mar 16	Together with Diana, we had an important catch-up session with Research Students' Officers, Mariam & Constantine to discuss and de-brief on the last quarter of PGC activities and as well as identifying ways for improvement in the coming months. Also had a meeting with Director of Student Experience Neil on International student storage facility.	Completed	3
Mar 23	Together with Diana, had a strategic meeting with Sydney University Postgraduate Representative Association (SUPRA), Minran Liu and discussed on potential ways of collaborations between PGC and SUPRA in the coming months. Also had a meeting with David alongside SRC President and Arc Board chair on Conduct and integrity issues. Ended the day with Arc Board meeting	Completed	4
Mar 24	Together with Diana, we had an important catch-up session with Women's' Officers, Saltant and Rabia to discuss and cross-examined our last quarter performance of PGC activities and as well as identifying ways for improvement in the coming months. Also had another meeting with PVCE to discuss several items including PVCE strategy, QILT result and spaces on campus.	Completed	2
Mar 25	Helped in the delivery of PGC OzHarvest food hampers and also provided some support for PGC Coffee Catch up. Also had an integrity meeting with Bron Greener alongside SRC President.	Completed	3
Mar 29	Attended and chaired the March 29th PG Council board meeting.	Completed	2.5
Mar 29	Along with the Vice President Diana, we had a productive meeting with postgraduate leaders from	Completed	0.75



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	the Student Union at University College London to discuss future potential collaborations with PGC.		
Mar 31	Along with Diana, we actively followed with Arc Executives, Joelle and Anna, on a number of issues to be addressed which includes but not limited to postgraduate lounge access, Arc reception issues and creation of financial bank account.	Completed	0.75

Key Actionable Items for April:

1. Supervise and follow-up with Diana on our flagship PGC Leadership and Training Workshop with Michael Kelly taking place on April 8th
2. Supervise and provide the necessary support for the upcoming *Tell me about your story and culture* Conference taking place in May
3. Supervise all PGC related Events in April
4. Lead all student advocacy and academic concerns throughout April
5. Attend all meetings



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VICE-PRESIDENTS' REPORT

March 2021 Report

Executive Summary:

The Vice-President's Office was heavily involved in providing logistical support and overseeing the successful delivery of several PGC events in March that was attended by 500+ students (virtually and on-campus), such as Movie Night, Virtual Games Night, Virtual Education Series, as well as leading several rounds PGC Committee interviews and quarterly catch-ups with PGC Officers. In addition to providing extensive administrative support and content creation (e.g. Monthly PGC Newsletter, co-ordination of PGC Committee communications), the VP Office also successfully liaised and signed a number of key guest panellists for the upcoming *Tell me about your story and culture* event including Producers from Australian Broadcasting Corporation (ABC). The VP Office will continue to provide support in a number of PGC deliverables and events in April.

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested
Mar 1	D.Z	Provided logistical support for the Researcher's Introduction to Entrepreneurship event hosted by the Research Students' Officers	Completed	3.5
Mar 1 Mar 8 Mar 15 Mar 22	D.Z	Meeting with Ex-Officio member, Saurabh to discuss, plan, and execute PGC Newsletters and marketing related matters	Completed	1.5
Mar 3	D.Z	Along with President, Jerry and Research Students' Officers, Mariam and Constantine, we had a pre-meeting and de-brief prior to/following a meeting with Dean, Deputy Dean and administrative staff from Graduate Research School to discuss various PGC matters including planning of industry week and summary of survey results.	Completed	2
Mar 3 Mar 4 Mar 18 Mar 20 Mar 22 Mar 24 Mar 27 Mar 28 Mar 30	D.Z.	Completed various administrative matters for PGC which includes writing meeting minutes, compiling PGC Committee Expression of Interest forms, compiling PGC Office reports and budgets, contacting potential judges for Tell me about your Story and Culture event, writing and editing upcoming Newsletter, updating online Newsletter and PGC website, shopping for PGC assets and groceries etc.	Completed	12



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Mar 5	R.P	Along with other student representatives had a meeting with David (President of Academic Board)	Completed	0.5
Mar 7	R.P	Conducted meeting with Hugo Councillor-B to organize for the interview and discuss about the selection criteria	Completed	1.5
Mar 8	D.Z.	Along with Research Students' Officers Constantine, we met with administrative staff from Graduate Research School to discuss improved communications of PGC activities via the GRS platform (i.e. using the communications template for promotion via GRS newsletter and emails)	Completed	0.5
Mar 9	D.Z.	Along with President, Jerry and Research Students' Officer, Constantine, we met with Community & Events Manager from Cicada Innovations, Niamh Kyriacou to discuss potential collaborations between PGC and Cicada. Some of the ideas included a tour of Cicada facilities, networking session and/or speed networking with start-up companies.	Completed	1
Mar 10	R.P	Along with Hugo conducted interviews for PGC Networking and alumni team interview	Completed	2
Mar 11	D.Z.	Along with President, Jerry and Equity Officers, Jing and Chuka, provided logistical support for PGC Movie Night, Tenet	Completed	3
Mar 12	D.Z.	Along with Events Officer, Swarali, provided support for a Cultural Mentors Discussion group facilitated by Ex-Officio members, Shruthi and Saurabh. During this meeting, we individually led a focus group to discuss some academic and professional development concerns from postgraduate students.	Completed	1.5
Mar 13	D.Z. R.P.	Along with President, Jerry, had a catch-up session to discuss and de-brief on the last quarter of PGC activities and areas of improvement.	Completed	1
Mar 13	R.P	Along with Hugo conducted interviews for PGC Networking and alumni team interview	Completed	2.0
Mar 15	D.Z.	Along with President, Jerry, had a catch-up session with International Students' Officers, Kalyani & Christine to discuss and de-brief on the last quarter of PGC activities and areas of improvement.	Completed	0.75
Mar 15	D.Z.	Along with President, Jerry and Ex-Officio member, Saurabh interviewed 3 potential	Completed	1.5



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		candidates for the PGC Marketing, Editorial & Media Committee.		
Mar 16	D.Z.	Along with Womens' Officers, Saltanat and Rabia, interviewed 4 potential candidates for the PGC Marketing, Editorial & Media Committee.	Completed	2
Mar 16	D.Z.	Along with President, Jerry, had a catch-up session with Research Students' Officers, Mariam & Constantine to discuss and de-brief on the last quarter of PGC activities and areas of improvement	Completed	1
Mar 17	D.Z.	Along with Councillors, Emmy and Min and Coursework students' Officer, Simon, we did a practice run for the upcoming virtual games night	Completed	0.5
Mar 17	R.P	Along with other student Representatives had a meeting with Con Doolan (Deputy dean Engineering) and Theresa	Completed	1
Mar 18	D.Z.	Provided logistical support for the PGC Virtual Games Night: Codenames, hosted by Councillor, Emmy	Completed	1
Mar 18	R.P	Along with other student Representatives had a meeting with Con Doolan (Deputy dean Engineering), Arcot Sowmya (Director of Governance), Stephen Foster(Dean of Engineering), other members.	Completed	2
Mar 22	D.Z.	Along with Coursework Students' Officer, Niharika, Councillor, Vintii and Ex-officio member, Saurabh, did a dry practice run for the upcoming virtual educational event on How to ace LinkedIn as a postgraduate	Completed	0.5
Mar 23	D.Z. R.P.	Along with President, Jerry, met with Sydney University Postgraduate Representative Association (SUPRA), Minran Liu and discussed on potential collaborations between SUPRA and PGC, as well as understanding commonalities and differences between the two organisations.	Completed	1
Mar 24	D.Z.	Along with President, Jerry, had a catch-up session with Womens' Officers, Saltanat and Rabia to discuss and de-brief on the last quarter of PGC activities and areas of improvement	Completed	1
Mar 24	R.P	Along with other student Representatives had a meeting with David (President of Academic Board), also had a discussion session with other student representatives to discuss about	Completed	2



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		the students problems and submitting a paper to AB		
Mar 25	D.Z.	Provided logistical support for the PGC Coffee Catch up hosted by Events' Officers, Swarali and Emilia. At the same time, along with President, Jerry, provided support for the PGC x OzHarvest delivery of food hampers.	Completed	1
Mar 25	D.Z.	Provided logistical support for the Facebook LIVE PGC Virtual Event: How to ace LinkedIn as a postgraduate hosted by Coursework students' Officer, Niharika and Ex-Officio member, Saurabh	Completed	1
Mar 29	D.Z. R.P.	Attendance at Mar 29 Council meeting. Please see meeting minutes for more information.	Completed	2.5
Mar 29	D.Z.	Along with President, Jerry, met with postgraduate leaders from the Student Union at University College London to discuss potential collaborations with PGC and learn about commonalities and differences between respective organisations.	Completed	0.75
Mar 31	D.Z.	Met with Arc Marketing Team Mitch and Lydia to finalise PGC April Newsletter and issues concerning Eventbrite, as well as other PGC Marketing matters.	Completed	0.5
Mar 31	D.Z.	Along with President, Jerry, and Arc Executives, Joelle and Anna, we raised a number of issues including postgraduate lounge access, creation of financial bank account and Arc reception issues.	Completed	0.75
Mar 31	D.Z.	Along with Research Students' Officers, Constantine and Mariam, met with administrative staff from Graduate Research School to discuss initial planning of the PGC Arc Student and Supervisor Awards.	Completed	0.5

Key Actionable Items for April:

1. Oversee the flagship PGC Leadership and Training Workshop with Michael Kelly (April 8)
2. Provide logistical support for the upcoming *Tell me about your story and culture* event (May 14)
3. Provide support to various PGC Events in April
4. Continue to liaise with existing UNSW services and personnel to advance PGC mission



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Authors	Jing Sun & Chuka Madumelu
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EQUITY OFFICE REPORT

March 2021 Report

Executive Summary:

The month of March saw a continuation of activities we had begun earlier in the year. A movie night and a monthly drop-in session was organized at the PGC lounge. More meetings were held in preparation for the PGC flagship “Tell me about your story and culture” event to be held in May. In addition, the statutory PGC meeting was held in-person.

Progress summary:

Dates	Author(s)	Task description	Status	Hours spent
Mar 2	JS&CM	Draft Write up for ‘Tell me about your story Conference’ event	Completed	1
Mar 11	JS&CM	Held Movie Night Event	Completed	2
Mar 17	JS	PGC general Drop-in Session	Completed	1
Mar 19	JS&CM	Write and submit February Report	Completed	1
Mar 22	JS	Advertise on Wechat Platform (promote” tell me about your story and culture conference’ event)	Completed	1
Mar 29	JS&CM	Meeting for ‘Tell me about your story Conference’. (Discuss details of actions and decide on the new dates, time and other potential activities for the conference)	Completed	1
Mar 29	JS&CM	3 rd PGC monthly meeting	Completed	2

Key action items for April:

1. Strategy meetings around ‘Tell me about your story Conference’ Event.
2. Grading of submitted entries for forth-coming conference.
3. PGC monthly meeting
4. Sports committee meeting in preparation for PGC Olympics.



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Category	Select: Confidential or Non-Confidential
Authors	Kalyani Patil & Christine Castor
Item No	[Governance use only]

ISO REPORT

March 2021 Report

Executive Summary:

Office bearer report from International Students Officers for the month March 2021. The International Students office was involved in arranging its community building event – Postgraduate Pub. The IS office had meetings with UNSW Accomodation working group and ISEU to discuss 2021 proposals and collaborate to arrange programs and events for UNSW PG International students.

Progress summary:

#	Author initials	Dates	Task description	Status	Hours spent
1	Christine	Mar 8	Postgraduate Pub Meeting	Completed	1.0
2	Christine, Kalyani	Mar 15	Meeting with President and VP	Completed	0.45
3	Christine, Kalyani	Mar 15	Postgraduate Pub March	Completed	3.0
4	Christine, Kalyani	Mar 29	Meeting with Kalyani	Completed	0.45
5	Christine, Kalyani	Mar 29	Postgraduate Council Meeting	Completed	2.15

Key action items for April:

1. Subcommittee Member Selection
2. Database for Postgraduate Hub
3. Planning Migration Seminar
4. Postgraduate Pub – St. Patrick's Day
5. Postgraduate Pub Video



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Authors	Niharika Kodare & Simon Xu
Item No	[Governance use only]

COURSEWORK OFFICERS' REPORT

March 2021 Report

Executive Summary:

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

Progress summary:

#	Author initials	Dates	Task description	Status	Hours spent
1	SX	15 th March, 2021	Assist the ISO officer to host " St. Patrick's Day" in Whitehouse. taking photo all the events, Evolving in video-taking process. And advertise the other events like"Monet and friends" gallery	Completed	3
2	SX/others	20 th March, 2021	advertise the various events from the faculty of society in wechat news platform, PGSOMME networking events in WeChat Team.St patrick's Day, Monet and friends, Milli dancing, the communication of Leadership from Michael Kelly, Tell me about your story and culture.etc	Completed	4
3	NK	24 th , 25 th March, 2021	Organizing and planning the Educational subcommittee about events, like "How to use LinkedIn in the virtual Career workshop", and lively show the events in facebook	Completed	3
4	NK	24 th March, 2021	Edit the criteria for "Arc PGC Ambassador and Course Co-ordinator of the year award", Manage the the newcomer of Educational Subcommittee	Completed	2
5	NK/SX	29 th March, 2021	Third board meeting 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. especially the election of Arc Board member. Liam's Birthday Party, Assist the group photos with subcommittee	Completed	2



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Authors	Swarali Marathe & Emilia Nwakpa
Item No	[Governance use only]

EVENTS OFFICE REPORT

March 2021 Report

Executive Summary:

The office of Events has successfully participated in meetings and organised events to support students' wellbeing.

Progress Summary:

#	Date	Author(s)	Task Description	Status	Hours Invested
1	26/03 & 12/04/2021	EN & SM	PGC meeting	Completed	4 hours
2	24/03/2021	EN	Dance with Milli coordination	Completed	2 hours
3	25/03/2021	EN & SM	Food items and grocery hampers distribution	Completed	2 hours
4	01/04/2021	EN & SM	Meeting with Mitch	Completes	30 minutes
5	14/04/2021	EN & SM	PG O-week events planning meeting	Completed	1 hour
6	10/04/2021	EN & SM	Cruise party planning meeting with the office of President and Vice President	completed	1 hour

Key Actionable Items April:

1. PGC meeting
2. Dance with Milli event
3. Coffee catch-up event
4. Cruise party planning
5. PG O-week planning



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Authors	Constantine Tsounis & Mariam Soomro
Item No	[Governance use only]

RESEARCH STUDENT OFFICE REPORT

March 2021 Report

Executive Summary:

March saw the continuation of the execution of T1 events and milestones planned by the PGC Research Office. The Entrepreneurship Introduction event for HDR students was held on the 1st of March. Overall, the event was successful with up to 35 individual participants joining us at some stage on the day. However, this was a significantly smaller amount than that was registered, which will be taken forward as a learning for the next events. The OzHarvest hampers were also distributed in March with significant demand and reach, proving to be a success. The collaboration with OzHarvest is expected to continue due to its strong demand. In addition to this, planning for the PGC Research Student and Supervisor awards continued, as well as a collaboration with Cicada Innovations, both of which are going to be held in the second half of this year. The Research Committee also commenced planning its goals for the year, starting with a panel session which is anticipated to be held in May.

The PGC Survey results are on track to be analysed shortly, with over 250 participants. This survey is expected 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:

#	Date	Author(s)	Task Description	Status	Hours Invested (each)
1	1/3/2021	CT, MS	A Research Student's Introduction to Entrepreneurship Event	Completed	7
2	8/3/2021	CT, MS	Meeting with GRS and planning session	Completed	1
3	9/2/2021	CT, MS	Meeting with Cicada Innovations and Planning	Completed	1
4	15/3/2021	CT, MS	Research Committee planning, communications and interviews	Completed	3
5	15/3/21	CT, MS	Debrief with UNSW Founders on the entrepreneurship event and future collaborations	Completed	0.5



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6	16/3/2021	CT	PGC Video Filming	Completed	1
7	22/3/2021	CT	Charter discussion with Liam	Completed	1
8	24/3/2021	CT	Academic Board proposal planning meeting with David Cohen	Completed	2
9	29/3/2021	CT, MS	PGC Council Meeting	Completed	2.5
10	29/3/2021	CT	Charter discussion with Liam	Completed	1
11	31/3/2021	CT, MS	Meeting with GRS on planning student supervisor awards	Completed	1
12	31/3/2021	CT, MS	General inbox management on enquiries, support advice and follow up	Ongoing	2
13	31/3/2021	CT, MS	OzHarvest discussion and planning meetings	Ongoing	3
14	31/3/2021	CT, MS	PGC Survey promotion and analysis	Ongoing	3

Key Actionable Items for April:

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 May event with PGC Research Committee and continue meetings
6. Plan collaboration with ISO "Postgraduate Pub" for HDRs
7. Finalize Arc Board proposals for Paddington Campus
8. Continue efforts in HDR Handbook
9. Support Academic Board student proposals on assessment standardization



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Meeting Date	26 April 2021
Category	Select: Confidential or Non-Confidential
Authors	Saltanat Paritova & Rabia Mobeen
Item No	[Governance use only]

WOMEN'S OFFICERS REPORT

March 2021 Report

Executive Summary:

March has been a highlight month for Women's office bearers, as we hold an initiative for the International Women's Day.

Participated and attended events organised by office bearers to show the presence of Women's officer, promoting future initiatives, and working towards the implementation of the "Tell me about your story project". We hope that this flagship event will be one of the best events during our tenure. The visibility of Women's officer in all events is crucial to promote all-welcome environment.

Progress Summary:

#	Date	Author(s)	Task Description	Status	Hours Invested
1	02.03.2021	Saltanat	Video shoot for "Tell me about your story"	Completed	1
2	08.03.2021	Saltanat	Creation of the PGC International Women's Day display, featuring 40 postgraduate female-identifying students. https://youtu.be/pSq-dOWAso	Completed	15
3	15.03.2021	Saltanat	Postgraduate Pub event organised by International Student office bearers	Completed	2
4	16.03.2021	Saltanat Rabia	Women in STEM committee recruitment	Completed	2
5	16.03.2021	Saltanat Rabia	PGC Report filing (Women's officer)	Completed	0.5
6	17.03.2021	Saltanat & Rabia	"Tell me about your story and culture" – publication of Video on YouTube, Post on Facebook, and Creation of Webpage on Arc website. Ongoing promotion: Posting on Social Media, Sending direct emails, working on the Flyers for the event.	Completed	6 & 0.5
7	17.03.2021	Saltanat	Finance and Sponsorship committee recruitment	Completed	1
8	27.03.2021	Saltanat	PGC Excursion event – PGC goes to Monet and Friends. Organisation (tickets, promotion) and event coordination	Completed	4
7	28.03.2021	Saltanat	Filing Financial performance for February for PGC Meeting	Completed	1
8	29.03.2021	Saltanat Rabia	PGC Meeting	Completed	2



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Key Actionable Items April:

1. "Tell me about your story/culture" event:
 - a. organisation (Deadline for submission extended)
 - b. selection
 - c. communication
 - d. training