



September Reports

OCT 25, 2021

POSTGRADUATE COUNCIL 2021



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Submission To	Postgraduate Council
Meeting Date	25 Oct 2021
Category	Select: Confidential or Non-Confidential
Authors	Jerry Offor
Item No	[Governance use only]

PRESIDENTS' REPORT

September 2021 Report

Executive Summary:

The President's Office was in charge of overseeing, assisting, and ensuring that PGC operations in September went off without a hitch. This was the year that one of PGC's greatest events, "The Arc PGC Ambassador of the Year and Course Co-Ordinator Award," was held in collaboration with the DVCA's office. The President continued to represent the interests of postgraduate students while also meeting with various stakeholders within the university.

Progress Summary:

Date	Task Description	Status	Hours Invested
Sept 2 Sept 13 Sept 14 Sept 15 Sept 16 Sept 20 Sept 22 Sept 27 Sept 28 Sept 29 Sept 30	<p>Completed different tasks and actionable, advocated for different issues affecting postgraduates by meeting with University Stakeholders at various University Committees.</p> <p>The president was also involved in preparing Council agendas and reviewing minutes and chairing PGC Council meeting.</p> <p>Attended Arc board meeting, usual meeting with Arc CEO as well meeting with Joelle (Arc Executive admin).</p> <p>Involved in T3 O-week planning, Arc PGC ambassador and Course Coordinator award planning.</p> <p>Involved in University AWP sub-group meetings, P & VP catch-up, meetings and DVCA, PVCSE and EDI meetings with University Stakeholders.</p> <p>Alongside the Research Office met with SSA Judging panel.</p>	Completed	12.30
September 1 - September 30	<p>Several other concerns related to the smooth operation of PGC were addressed, including a dry run with DVCA for the Arc PGC ambassador and Course Coordinator awards.</p>	Completed	9.5



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Key Actionable Items for October:

1. Supervise and support implementation of all actionables in the coming months
2. Supervise and support the execution of the Supervisor and Research Student awards
3. Continue to provide the necessary motivations and support to all Office bearers



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VICE-PRESIDENTS' REPORT

September 2021 Report

Executive Summary:

The Vice-President's Office was responsible for overseeing the successful execution of the inaugural Arc PGC Ambassador and Course Coordinator Awards which saw 16 postgraduate students and staff members being recognised and awarded by the DVCA. The VP's Office led extensive discussions and provided heavy support during the logistical planning and delivery of the inaugural Arc PGC Ambassador and Course Coordinator as well as for the upcoming Arc PGC Research Student and Supervisor Awards. The VP's Office also coordinated, supported and hosted sessions for the T3 O-Week. In addition to providing extensive editorial, administrative support and content creation (e.g. Monthly PGC Newsletter, meeting minutes, online social media assets), the VP's Office also worked on several additional projects including the PGC Achievement Video, PGC Annual Report, and new events to be held with UNSW stakeholders, e.g. special panel event as part of UNSW Diversity Festival.

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested
Sep 3 Sep 4 Sep 6 Sep 7 Sep 8 Sep 13 Sep 14 Sep 20 Sep 22 Sep 28 Sep 29	D.Z.	Completed various administrative and executive matters for PGC which includes email communications, writing and editing meeting minutes, editing PGC website, editing the President's Report for Tharunka Issue 3, creating and/or editing PGC assets (e.g. Eventbrite, Canva, Youtube), posting on social media (e.g. Facebook, LinkedIn), writing and editing newsletter drafts, writing the PGC Achievement video draft script, compiling PGC reports and budget proposals, compiling PGC meeting agenda, and liaising with all PGC members through email communications.	Completed	6.5
Sep 1 Sep 11 Sep 13 Sep 14 Sep 18 Sep 21 Sep 22 Sep 23 Sep 29 Sep 30	D.Z.	Overseeing the production of the Arc PGC Ambassador & Course Coordinator Awards which includes and is not limited to promotions, email communications, website updates, writing email templates, creation and finalisation of certificates, blinding applications, email communications with judges and DVCA Office, proof-reading materials such as award ceremony slides and runsheet, finalising awardee information, communications with	Completed	12.5



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		nominee, nominator and Heads of Schools, purchasing gifts for judging panel		
Sep 2 Sep 3 Sep 10 Sep 16 Sep 19 Sep 22 Sep 29 Sep 30	C.T.	Newsletter drafting, designing and publishing, social media coordination and content creation for September events (such as banners, videos, calls to action), various administrative tasks, email correspondence, supported and completed tasks for Research Student and Supervisor Awards, Research Committee Support, O-week support and organizing, correspondence and coordination with other student societies, etc.	Completed	10
Sep 1	C.T.	Met with Research Office to discuss specific logistics about the judging panel and general discussion for the PGC Student Supervisor Awards. Also met with GRS to debrief on the Mega Social Event held in August.	Completed	1
Sep 1	C.T.	Met with the Dean of GRS to discuss the Student Supervisor Awards with Research Office and President.	Completed	1
Sep 3 Sep 9	D.Z.	Along with PGC Video Committee members, Sardor and Gideon, met to discuss and plan the outline for the PGC Achievement Video	Completed	1.5
Sep 6 Sep 28	D.Z. C.T.	Planning workshop to discuss how the PGC Annual Report would look like, and the various roles and responsibilities and timelines required for execution. A follow-up discussion was held to incorporate feedback from PGC members during the Council meeting	Completed	3.5
Sep 6 Sep 11 Sep 13 Sep 18 Sep 20 Sep 27 Sep 28	D.Z.	Meeting with Coursework Officers, Saurabh and Simon to discuss, plan, and execute the Arc PGC Ambassador and Course Coordinator Awards. These include and is not limited to discussing final selection process, awards slide design, creation of event run sheet, finalisation of awards ceremony logistics	Completed	5.25
Sept 7	C.T.	O-Week Information Session event preparation	Completed	0.75
Sep 8 Sep 22	D.Z.	Met with the Career Development and Women in STEM Committee to plan the upcoming special panel event as part of UNSW Diversity Festival – Roses among thorns: empowering women leaders in STEM and entrepreneurship.	Completed	1.75



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Sep 8	D.Z. C.T.	Facilitated and supported PGC's opening information session as part of its T3 O-week events.	Completed	0.75 (D.Z.) 1.5 (C.T)
Sep 9	C.T.	Met with student leaders of School postgraduate society to discuss philanthropic initiatives	Completed	0.75
Sep 10	D.Z.	Provided support for Postgraduate Pub, the final event as part of PGC's T3 O-week events	Completed	0.5
Sep 13	D.Z. C.T.	Attended PGC Emergency Meeting (see meeting minutes)	Completed	1
Sep 14	D.Z.	Met with members of the PGC Video team (Sardor, Gideon, Liam, Simon) and Arc marketing team (Mitch, Caroline, Nick) to discuss the proposed PGC Achievement video, ideas and timelines for delivery	Completed	0.75
Sep 14	D.Z. C.T.	Along with Research Officer and PGC video team member, Liam, worked on and finalised the script for the PGC Achievement video	Completed	2.5
Sep 15 Sep 22 Sep 30	D.Z. C.T.	Along with President, Jerry, had debriefing meetings to discuss various PGC initiatives and concerns that have been raised	Completed	2 (D.Z.) 1 (C.T.)
Sep 20	D.Z.	Reviewing voiceovers for the PGC Achievement video and providing feedback	Completed	0.5
Sep 20	C.T.	Coordination and invitation of judges for Student Supervisor Awards, and meeting with Research Office to discuss tasks and coordination for awards.	Completed	2
Sep 21	C.T.	Discussion with Arc and student leaders on potential philanthropic initiatives	Completed	1
Sep 22	C.T.	Planning and discussion with the Gendered Violent Research network on training workshop for the PGC.	Completed	0.75
Sep 22	C.T. D.Z.	Internal discussion with the President on inclusion of workshop at the next monthly PGC meeting.	Completed	0.5
Sep 22	D.Z. C.T.	Along with Chemical Engineering Research Society President, Angie, met to discuss a proposed collaboration to support students from crisis countries (e.g. Middle-East).	Completed	0.5
Sep 25	D.Z.	Writing multiple sections for the PGC Annual report, i.e. Marketing Committee, PGC Lounge, Postgraduate Week recap and Ambassador of the Month series	Completed	2.5



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Sep 27	C.T.	PGC Student Supervisor Awards information session for markers	Completed	0.5
Sep 27	D.Z. C.T.	Attended PGC September Meeting (see meeting minutes)	Completed	1.5 (D.Z.) 1 (C.T.)
Sep 29	D.Z.	Dry run with Coursework Officer, Saurabh and Simon as well DVCA, Merlin in preparation for the Arc PGC Ambassador & Course Coordinator Awards	Completed	0.5
Sep 29	C.T.	PGC Student Supervisor Awards mark screening	Completed	2
Sep 30	D.Z. C.T.	Hosted and supported the execution of the Arc PGC Ambassador & Course Coordinator Awards Ceremony	Completed	1.5

Key Actionable Items for October:

1. Oversee the execution of Arc PGC Research Student and Supervisor's Award
2. Oversee the production of PGC Annual Report
3. Complete PGC Handover Report
4. Continue to liaise with existing UNSW services and personnel to advance PGC mission



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Category	Select: Confidential or Non-Confidential
Authors	Jing Sun & Chuka Madumelu
Item No	[Governance use only]

EQUITY OFFICE REPORT

September 2021 Report

Executive Summary:

Lockdown in Sydney continued this month and affected the preparation for in-person PGC activities. As a result, all events for T3 O-week were held virtually and much effort was put in the promotion of O-week activities. The PGC continued to support and connect postgraduate students during the difficult lockdown period, with the equity office playing her role in supporting PGC activities. The equity office has also supported the Research and Course work officers in planning for the Student and Supervisor Awards, an annual award ceremony organized by the PGC to celebrate outstanding students' and supervisors' in the UNSW community who have made an impactful contribution in enriching student life.

Progress summary:

JS&CM	Dates	Task description	Status	Hours spent
JS	2 nd Sep	Prepare and publish promotion materials of T3 O-week in Wechat platform	Completed	2
JS	7 th Sep	Tech run of the Quiz Night	Completed	1
JS&CM	10 th Sep	Quiz Night	Completed	1.5
JS&CM	13 th Sep	PGC Emergency meeting	Completed	1
JS&CM	17 th Sep	Write up and submit August Report	Completed	1
JS&CM	27 th Sep	PGC monthly meeting	Completed	1.5
JS&CM	28 th Sep	Annual Report Section	Completed	1
CM	28 th Sep	PGC Students' & Supervisors' award	Completed	3
JS&CM	30 th Sep	Sexual Misconduct Strategy 2022-2025 Student Consultation with Angela Griffin	Completed	0.5

Key action items for October

1. Prepare handover reports for the next PGC.



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

ISO REPORT

September 2021 Report

Executive Summary:

International Student Officers Report for Month of Sep 2021

Progress summary:

Author initials	Dates	Task description	Status	Hours spent
Christine	Sep 6	Quiz Deck for Postgrad Pub	DONE	2.00
Christine	Sep 7	Finalised Quiz Deck for Postgrad Pub	DONE	1.00
Christine	Sep 7	Trivia Night Tech Run	DONE	1.50
Christine	Sep 7	Meeting with Roundhouse	DONE	0.50
Christine	Sep 7	Postgraduate Pub Preparation	DONE	4.00
Christine	Sep 10	Postgraduate Pub	DONE	1.75
Christine	Sep 10	UNSW Roundhouse Wine and Cheese	DONE	0.50
Sardor	Sep 15	Media Material Selection and assigning to script for PGC Achievements Video	DONE	4.00
Christine, Sardor	Sep 16	Meeting with Sardor	DONE	2.00
Christine, Sardor, Kalyani	Sep 20	Turnover with Kalyani	DONE	1.25
Christine	Sep 24	Virtual Visa Seminar Preparation	DONE	1.00
Christine Sardor	Sep 27	Meetings for Virtual Visa Seminar and with PGC President	DONE	0.50



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Item No	[Governance use only]

Christine Sardor	Sep 27	PGC Monthly meeting	DONE	1.50
Christine	Sept 27	Sexual Misconduct Strategy Planning	DONE	1.00
Sardor	Sep 29	Meeting with Research Office and Student Awards Marking	DONE	2.50
Christine Sardor	Sept 30	PGC Awards	DONE	1.50

Key action items for October:

1. Documentation and Reports
2. Postgraduate Pub: Trivia Night – Oct 18
3. Migration Seminar – Oct 5



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Authors	Saurabh Kaura & Simon Xu
Item No	[Governance use only]

COURSEWORK OFFICERS' REPORT

September 2021 Report

Executive Summary:

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

Progress summary:

Author initials	Dates	Task description	Status	Hours spent
Simon/ Saurabh	1 st Sep	Meeting with Saurabh, about Award discussion: Email return and discuss how to attract more nominees	Completed	1
Simon/ Saurabh	2 nd Sep	Meeting on PGC Debate: Planning and Coordinating the event to host and take pics,	Completed	1
Simon/ Saurabh	8 th Sep	PGC Debate Competition	Completed	1
Simon	9 th Sep	PGC Achievement Video meeting	Completed	1
Simon/ Saurabh	13 th Sep	PGC Emergency Meeting	Completed	2
Simon	14 th Sep	PGC Achievement Video meeting	Completed	1
Saurabh/ Simon	18 th Sep	PGC Team meeting on Ambassdor with Neil, Jie	Completed	1
Simon/ Saurabh	13 th Sep/ 20 th Sep	PGC Marketing Weekly Meeting about planning the workflow or process in the ceremony, Slides, runsheet.	Completed	2
Simon/ Saurabh	25 th Sep to 29 th Sep	PGC Ambassador Awards- Other Event Logistics	Completed	12
Simon/ Saurabh	30 th Sep	PGC Ambassador Awards	Completed	2



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Authors	Saurabh Kaura & Simon Xu
Item No	[Governance use only]

Saurabh	10 th Sep, 17 th Sep	Planning & Organising for the 2 PGC Weekly Podcasts	Completed	3
Saurabh	23 rd -24 th Sep	Planning & Organising for the PGC Mentorship Program with George Mavros	Completed	5



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Authors	Emilia Nwakpa
Item No	[Governance use only]

EVENTS OFFICERS REPORT

September 2021 Report

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
01/09	EN	Open mic event planning meeting	completed	1.5
01-7/09	EN	Open mic event preparation	Completed	4
03/09	EN	Events committee meeting to discuss about the future of the cruise party	Completed	0.5
07/09	EN	Meeting with Emmy for Open mic event hosting	Completed	0.5
07/09	EN	Proposed Karaoke event testing	Completed	1.5
06-22/09	EN	Arranging for gift vouchers for the Open mic night event's awardees with Salta and Anna (Arc)	Completed	3
08/09	EN	Open Mic event (T3 O-week)	Completed	1.5
09/09	EN	Cruise party Postponement discussion with President, VPs, and Marc Dewitte (cruise manager)	Completed	0.5
13/09	EN	PGC Emergency meeting	Completed	1
17/09	EN	Team bonding event planning	completed	1
17-22/09	EN	Preparation and submission of August report, budget proposal, and expenditure approval form	Completed	1.5



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Authors	Emilia Nwakpa
Item No	[Governance use only]

27/09	EN	PGC meeting	Completed	2
30/09	EN	Arc PGC Ambassador & Course Coordinator Awards	Completed	1.5

Key Actionable Items October:

1. PGC General meeting
2. PGC team bonding event
3. Handover report submission



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Category	Select: Confidential or Non-Confidential
Authors	Mariam Soomro & Liam Cheney
Item No	[Governance use only]

RESEARCH STUDENT OFFICE REPORT

September 2021 Report

Executive Summary:

Postgrad week events

Research Committee: We are achieving accountability and responsibility in the committee with ongoing meetings/discussions

Progress Summary:

Date September	Attendees	Task Description	Status	Hours (each)
1	MS	Runsheets for awards	Completed	2
1	MS	Budget proposal for awards	Completed	0.5
1	LC,MS	Research committee weekly meetings/discussion/agenda/meeting minutes	Completed	4
1	LC,MS	Research Office fortnightly meeting/discussion	Completed	3
1	LC	Mega-Social Event Debrief	Completed	0.5
6	LC, MS	RSO Budget Discussion	Completed	1
7	LC, CT	O-Week Info Session Discussion	Completed	1
10	LC,MS	Documents, applications other discussions	Completed	6
11	LC	Awards screening	Completed	6
12	LC,MS	Planning Competing in Three Minute Thesis Competition (3MT): Hear from the winners	Completed	4
13	LC	PGC Emergency Meeting	Completed	1
14	LC	GatherTown Meeting with Michael Stevens	Completed	1
14	LC	PGC Achievement Video Debrief	Completed	2
15	LC,MS	3MT Pitch Workshop Discussion	Completed	1
17	LC, CT	Organising SSA Media Releases and Eventbrite	Completed	2



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Authors	Mariam Soomro & Liam Cheney
Item No	[Governance use only]

19	LC	GatherTown for SSA Development	Completed	1
20	LC,CT	SSA Marketing Meeting	Completed	0.45
21	LC	Editing PGC Achievement Video Script	Completed	1
23	LC	Organising SSA Judging Panel	Completed	1
23	LC, MS	3MT Event Planning	Completed	1
27	LC	Design SSA nominee screening	Completed	1
27	LC,MS	PGC Monthly Meeting	Completed	2
28	LC	Meeting to organise SSA nominee screening	Completed	0.4
28	LC	GRS and PGC Catchup Meeting for SSA	Completed	1
30	LC, MS	Further Developing SSA runsheet	Completed	1
30/09	LC, MS	General inbox management on enquiries, support advice and follow up	Ongoing	5
30/09	LC, MS	Report submission	Completed	1
24/09	MS,LC	Resolution of PGC inbox queries	Completed	1

Key Actionable Items for October:

1. Continue planning Research Student and Supervisor Awards
2. Plan monthly PGC Research Committee seminars and continue meetings



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

WOMEN'S OFFICERS REPORT

September 2021 Report

Executive Summary:

Women's office together with Women in STEM career development committee was in planning and execution stage of events for PGC. Planning was made for a special panel event titled, Roses among thorns: empowering women leaders in STEM and entrepreneurship, that aims to address common societal norms surrounding women in the workplace and highlight practices we can implement to encourage greater female diversity.

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested
08.09.2021	Rabia & Saltanat	Women in STEM meeting	Completed	1
13.09.2021	Rabia & Saltanat	PGC Meeting	Completed	0.5
22.09.2021	Rabia & Saltanat	Women in STEM meeting	Completed	1
27.09.2021	Rabia & Saltanat	PGC Meeting	Completed	2
30.09.2021	Rabia & Saltanat	ARC PGC Ambassador and course coordinator awards ceremony	Completed	1.5

Key Actionable Items October:

1. Women in STEM committee event