



# February Reports

MARCH 29, 2021

POSTGRADUATE COUNCIL 2021



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<b>Submission To</b>	Postgraduate Council
<b>Meeting Date</b>	March 29, 2021
<b>Category</b>	Non-Confidential
<b>Authors</b>	Jerry Offor
<b>Item No</b>	[Governance use only]

## PRESIDENTS' REPORT

### February 2021 Report

#### *Executive Summary:*

The President was majorly involved in the supervision and implementation of all February events. Worked alongside the Vice president's Office in various PGC initiatives including Anti-Racism proposal and OzHarvest. In addition to attending various high-level meeting with Uni Admin, the President will continue to oversee the successful implementation of all PGC events while upholding the integrity of the Office

#### *Progress Summary:*

<b>Date</b>	<b>Task Description</b>	<b>Status</b>	<b>Hours Invested</b>
Feb 1	Chaired PGC February 1 meeting.	Completed	1
Feb 2	Meeting with DVC Equity Diversity and Inclusion/Arc	Completed	1
Feb 3	Attended a dress rehearsal for the VC's Postgraduate Welcome for Term 1, 2021 along with Diana (Vice President)	Completed	0.75
Feb 3	Met with Joelle and Anna alongside Diana to get clarification and deliberated on PGC main budget proposals and activities for February and beyond.	Completed	0.5
Feb 4	Had a meeting with Diana to discuss how we can execute Ozharvest project, attended Arc 2021 Showcase at Roundhouse alongside Saltanat	Completed	2
Feb 8	Participated long side Diana (Vice President) as guest panellist at the VC's Postgraduate welcome and then helped to coordinate the PGC Networking, wine and cheese night	Completed	3
Feb 9	Alongside Diana, hosted alive Facebook virtual campus tour of UNSW	Completed	2
Feb 10	In charge of the PGC stall during O-week	Completed	3
Feb 11	Met with DVC (Academic), Prof. Merlin Crossley alongside PGC members, made presentations about PGC Ambassador and Course Co-ordinator of the Year award	Completed	1



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Feb 12	Helped in organising PGC Movie night (Mulan and Crazy Rich Asians) alongside other Executives	Completed	2.5
Feb 16	Attended adhoc Board meeting regarding the Whitehouse Lease negotiations	Completed	2
Feb 19	Had a meeting alongside Diana with Executives from 4 Postgraduate associations at UNSW (i.e. Engineering Postgraduate Association, Graduate Student Association, Postgraduate Computing Society, Civi and Postgraduate Mechanical Engineering Society) to deliberate on several issues affecting students and how PGC can support and PGC Executive Committee	Completed	1.25
Feb 19	Together with Diana we helped to renovate and give the Postgraduate Lounge a face lift by completely overhauling the living room space, and also cleaned the space	Completed	1
Feb 21	Had a meeting with the Anti-Racism Committee on Anti-racism proposal. We agreed on major deadlines and responsibilities for the Tell me about your story and culture event.	Completed	1.25
Feb 24	Attended PVCE&SE Strategic Plan & 2021 Focus Meeting along SRC president and Arc CEO	Completed	1
Feb 25	Together with Diana, we met with leadership and communication expert, Michael Kelly for a potential leadership training workshop for all PGC members, Postgraduate Association Executives and Non-executive members.	Completed	0.75

**Key Actionable Items for March:**

1. Supervise all Events in March as well as PGC Committee program
2. Together with the Vice president, have a chat with all Office bearers
3. Follow-up with Students issues and report back to UNSW academic board
4. Attend all necessary meetings



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<b>Authors</b>	Diana Zhang (DZ) & Ramanashree Palakshamurthy (RP)
<b>Item No</b>	[Governance use only]

## VICE-PRESIDENTS' REPORT

### February 2021 Report

#### *Executive Summary:*

The Vice-President's Office was heavily involved in the overall planning and execution of O-week and its events, such as the Postgraduate Welcome, Networking night, virtual events, and O-week stall, which was attended by 1,000+ students (virtually and on-campus). The Office successfully delivered its first PGC Newsletter to nearly 4,000 postgraduate students via Arc's existing database. It also provided overhead support to various PGC initiatives including OzHarvest, Anti-Racism proposal. In addition, liaising with all course co-ordinators for the successful distribution of the PGC Committee Program and Expression of Interest. The Office will continue to oversee the success of PGC events and liaise with various networks to carry out the PGC mission.

#### *Progress Summary:*

Date	Author(s)	Task Description	Status	Hours Invested
Feb 1	DZ; RP	Attendance at February 1 Council meeting. Please see meeting minutes for more information.	Completed	1.5
Feb 1 Feb 15 Feb 22	DZ	Meeting with Ex-Officio member, Saurabh to discuss, plan, and execute PGC Newsletters and marketing related matters	Completed	1.5
Feb 3	DZ	Along with President, Jerry, we attended a dress rehearsal for the VC's Postgraduate Welcome for Term 1, 2021	Completed	0.75
Feb 3	DZ	Along with President, Jerry, and Arc Executives, Joelle and Anna, we discussed the main budget proposals and activities to be held in February including O-week itinerary and proposed events for the year such as a pop-up cinema event.	Completed	0.5
Feb 4	DZ	Along with Research students' Officer, Mariam, we met with OzHarvest manager, Zuzana to discuss potential partnership between PGC and OzHarvest. The meeting was held at the OzHarvest pop-up location in Darling Harbour. A de-brief meeting with President, Jerry was held afterwards to discuss roadmap moving forward.	Completed	2
Feb 4 Feb 6 Feb 18	DZ	Completed various administrative matters for PGC which includes writing meeting minutes, emailing course-co-ordinators regarding PGC	Completed	6



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Feb 22 Feb 27		Committee Expression of Interest forms, writing and editing upcoming Newsletter, updating online Newsletter and PGC website		
Feb 5	DZ	Hosted a tutorial session for all PGC members interested in setting up an Eventbrite link for their respective events.	Completed	0.75
Feb 5	DZ	Along with President, Jerry, and Arc Executive, Anna, we discussed the proposal for OzHarvest and the idea to give out food hampers specifically for postgraduate students. It was suggested that we should contact Arc Food Hub manager, Miles.	Completed	0.5
Feb 8	DZ	With President, Jerry, we served as guest panellist at the VC's Postgraduate welcome and also hosted the PGC Networking, wine and cheese night	Completed	3
Feb 9	DZ	With President, Jerry, we hosted a virtual campus tour of UNSW with the support of various PGC members	Completed	2
Feb 11	DZ; RP	Attended the virtual games night hosted by Councillor, Emmy	Completed	1
Feb 11	DZ; RP	Along with various PGC members, we presented in front of DVC (Academic), Prof. Merlin Crossley about what the PGC mission is and a proposal for the PGC Ambassador and Course Co-ordinator of the Year award	Completed	1
Feb 11	DZ	In charge of the PGC stall during O-week	Completed	3
Feb 12	DZ	Along with President, Jerry, Equity and Women's Officers, Chuka, Jing and Saltanat, respectively, supported the PGC Movie night (Mulan and Crazy Rich Asians)	Completed	2.5
Feb 12	DZ; RP	Hosted the PGC Drop-in session at the Postgraduate Lounge	Completed	1
Feb 15	DZ; RP	Along with Ex-officio member, Saurabh and Arc Marketing Manager, Mitch, we de-briefed on what went well/did not go well during O-week and discussed the outcome of the February Newsletter (e.g. click rate, open rate)	Completed	0.5
Feb 18 Feb 19	DZ	Provided technical support for Councillor, Vintii, Coursework students' Officer, Niharika, and Ex-officio member, Shruthi during a dry run of an upcoming virtual educational event on how to Ace life at UNSW	Completed	2
Feb 19	DZ	Along with President, Jerry, we met with Executives from 4 Postgraduate associations at UNSW (i.e. Graduate Student Association,	Completed	1.25



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		Postgraduate Computing Society, Civil and Engineering Postgraduate Association, and Postgraduate Mechanical Engineering Society) to discuss the role of the PGC Executive Committee, and the level of support that PGC can provide.		
Feb 19	DZ	Along with President, Jerry, we manually renovated the Postgraduate Lounge which included a complete overhaul of the living room space, and widespread cleaning	Completed	1
Feb 19	DZ	Along with Research students' Officer, Mariam, we met with Arc Food Hub manager, Miles to discuss the implementation of PGC's Ozharvest initiative. It was agreed that PGC can provide a stock kitchen for all non-perishable items and up to 20 fresh packs for postgraduate students on every Arc Food Hub on Friday.	Completed	0.5
Feb 21	DZ; RP	Along with President, Jerry, Equity officers, Chuka and Jing, and Womens' Officers, Saltanat and Rabia, we discussed the Anti-Racism proposal and roadmap moving forward. This included key deadlines and responsibilities to effectively carry out the flagship Tell me about your story and culture event.	Completed	1.25
Feb 24	DZ	Met with Arc Marketing Manager, Mitch to finalise March Newsletter and discuss strategies to increase readership	Completed	0.5
Feb 24	DZ	Provided logistical support for the Dance with Milli event hosted by Events' Officer, Emilia	Completed	0.5
Feb 25	DZ	Along with President, Jerry, met with leadership and communication expert, Michael Kelly to discuss potential leadership training workshop for PGC members, Executive and Non-executive members, and postgraduate students.	Completed	0.75
Feb 26	DZ	Provided logistical support for the PGC Coffee catch up hosted by Events' Officer, Swarali	Completed	1

**Key Actionable Items for March:**

1. Help provide support to all PGC events
2. Oversee the execution of the PGC Committee program
3. Continue to liaise with existing UNSW services and personnel to advance PGC mission



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<b>Authors</b>	Jing Sun & Chuka Madumelu
<b>Item No</b>	[Governance use only]

## EQUITY OFFICERS' REPORT

### February 2021 Report

#### *Executive Summary:*

The new term began in February and intensive events were held during O-week. Equity officers were actively engaged in PGC stall, Movie Night Event and coordinated other events during O-week. A meeting was held with President, Vice President and Women Officer to discuss the details of the proposed anti-racism focused event (Tell me about your story Conference) and schedule the key dates for each stage. Monthly event (Movie Night) was firstly held in this month and strategies were required to improve the engagement and enthusiasm of students.

#### **Progress summary:**

<b>Dates</b>	<b>Author(s)</b>	<b>Task description</b>	<b>Status</b>	<b>Hours spent</b>
Feb 1	JS&CM	3 <sup>rd</sup> PGC monthly meeting	Completed	1.5
Feb 10	CM	O-week: PGC stall	Completed	3
Feb 10	JS	O-week: PGC stall	Completed	3
Feb 12	JS&CM	Movie Night Event. (Shop and prepare for drinks and snacks. Serve on the Movie Night)	Completed	3
Feb 21	JS&CM	Meeting for 'Tell me about your story Conference'. (Discuss the details of actions and decide on the key dates)	Completed	1
Feb 28	JS&CM	Write up and submit January 2020 Report	Completed	1

#### **Key action items for March:**

1. Announce and promote 'Tell me about your story Conference' Event.
2. Continue hosting the Movie Night event.
3. Host a Play Station FIFA tournament.
4. Seek for strategies to improve students' engagement and enthusiasm.





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<b>Meeting Date</b>	March 29, 2021
<b>Category</b>	Non-Confidential
<b>Authors</b>	Swarali Marathe & Emilia Nwakpa
<b>Item No</b>	[Governance use only]

## EVENTS OFFICERS' REPORT

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### February 2021 Report

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#### ***Executive Summary:***

Here is the February report for PGC events officers

#### ***Progress Summary:***

#	Date	Author(s)	Task Description	Status	Hours Invested
1	02/02	SM & EN	O week Meeting	Completed	1
2	03/02	SM & EN	Strike Bowling event	Completed	2
3	08/02	SM & EN	O week stall preparation	Completed	1
4	08/02	SM & EN	Coffee machine shopping	Completed	2
5	13/02	SM & EN	PGC Wine and Cheese night	Completed	3
6	24/02	EN	Dance with Milli	Completed	2
7	26/02	SM	Coffee catch-up	Completed	2

#### ***Key Actionable Items March:***

1. PGC meeting
2. Dance with Milli
3. Coffee catch-up



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<b>Authors</b>	Niharika Kodare and Shixiong Xu
<b>Item No</b>	[Governance use only]

## COURSEWORK OFFICERS' REPORT

### February 2021 Report

#### *Executive Summary:*

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

#### **Progress Summary:**

#	Author initials	Dates	Task description	Status	Hours spent
1	NK/SX	1 <sup>st</sup> Feb, 2021	Second 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 operation of PGC Monthly Ambassador, The Operation of O-Week strategy and PGC Newsletter. Simon's Birthday Party	Completed	3
2	NK/SX	3 <sup>th</sup> Feb, 2021	Updating the postgraduate executives name list and contacting them by end of January Organizing and planning the Educational subcommittee about events, PGC Monthly Ambassador, Career workshop in person or virtual one, combination from the faculty of society	Completed	2
3	SX	8 <sup>th</sup> Feb, 2021	Assist the event officer to host the striking bowling event in entertainment quarter. taking pics all the time.	Completed	3
4	SX	8 <sup>th</sup> Feb, 2021	Cheese night networking event, Assist the event officer to host the event in RoundHouse.	Completed	4
5	NK/SX	12 <sup>th</sup> Feb, 2021	Vice-Chancellor Meeting: propose the WeChat platform idea and PGC ambassador and report the situation, taking photo all the meetings Evolving in video-taking process about PGC welcome video	Completed	3
6	SX	13 Feb, 2021	Assisting the Movie night for Mulan	Completed	2



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7	SX	15 Feb, 2021	Discussion and Translation of PGC Newsletter and events in WeChat Team. by team members, like the O-week events and Newsletters.	Completed	4
8	NK	19 Feb, 2021	Preparation for the virtual educational series part 1. Dry run and actual event. Took care of the Facebook comments during the live session.	Completed	3



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## RESEARCH STUDENTS OFFICERS' REPORT

### February 2021 Report

#### *Executive Summary:*

February saw the continuation of the execution of T1 events and milestones planned by the PGC Research Office. With the Entrepreneurship event planned for 1/3/2021 having a sold out ticket capacity of 60, much effort went into the confirmation of speakers, catering, and event logistics to ensure the overall smooth running of the event, and memorable/beneficial experience for students. In tandem with this, efforts continued in promoting survey participation and negotiations with OzHarvest to provide groceries for postgraduate students. Other highlights include O-week support from the office, meeting with the DVC-A, filming of the PGC video and PGC drop in session.

#### *Progress Summary:*

#	Date	Author(s)	Task Description	Status	Hours Invested
1	1/2/2021	CT, MS	PGC meeting. Deliberations on proposed budgets, events and actionable items	Completed	1.5
2	2/2/2021	CT, MS	Weekly research office catch up. Internal planning of entrepreneurship event.	Completed	1
3	3/2/2021	CT	PGC video 1 script write up. Video script was finalized with Liam	Completed	1
4	4/2/2021	MS	Meeting with Ozharvest Manager	Completed	1
5	4/2/2021	MS	Debrief with President regarding Ozharvest meeting	Completed	0.5
6	5/2/2021	CT, MS	O-week dry run	Completed	0.5(CT), 1(MS)
7	8/2/2021	CT	O-week stall	Completed	4
8	8/2/2021	CT, MS	PGC Cheese and Wine night representatives	Completed	1
9	11/2/2021	CT, MS	Meeting with DVC-A on PGC initiatives and support	Completed	1



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10	11/2/2021	CT	PGC Video 1 filming	Completed	1
11	12/2/2021	MS	PGC Drop in Session	Completed	1
12	16/2/2021	CT, MS	Discussion on logistics for entrepreneurship event, agenda for March, and progress with OzHarvest negotiations	Ongoing	1
13	19/2/2021	MS	Meeting with Miles Portek for food hub x ozharvest colab	Completed	1
14	21/2/2021	CT, MS	Survey redistribution/prelim results	Completed	2
15	22/2/2021	CT, MS	Meeting with UNSW Founders to discuss entrepreneurship event logistics and marketing	Ongoing	0.75
16	22/2/2021	CT, MS	Placing order for catering/gifts for panel	Completed	1
17	28/2/2021	CT, MS	General inbox management on enquiries, support, advice, and speaker invitations for events	Ongoing	3

**Key Actionable Items for March:**

1. Execute entrepreneurship event
2. Continue promotion of PGC survey and collate results
3. Follow up with attendees to continuously promote and encourage participation in future PGC events
4. Finalize OzHarvest agreement
5. Continue efforts in HDR Handbook



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## ISO REPORT

### February 2021 Report

#### Executive Summary:

**Office bearer report from International Students Officers for the month February 2021.** The International Students office was involved in arranging its community building event – Postgraduate Pub. The IS office had meetings with UNSW Accommodation 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
	Who completed this activity?		What was the purpose? What did you achieve?	e.g. Completed Ongoing	
1	Christine, Kalyani	Feb 1	PGC Council Meeting	Completed	1.5
2	Christine, Kalyani	Feb 8	Meeting with Charlotte Long, Student Success	Completed	1.5
3	Christine	Feb 8	O-Week PGC Stall Recruitment	Completed	1.2
4	Christine, Kalyani	Feb 8	PGC Wine and Cheese Night	Completed	3.5
5	Christine, Kalyani	Feb 9	Accommodation Sub-Group Meeting	Completed	1
6	Christine	Feb 15	Postgraduate Pub Preparation	Completed	0.75
7	Kalyani	Feb 15	Postgraduate Pub Preparation	Completed	2
8	Christine, Kalyani	Feb 15	Postgraduate Pub: Welcome to Term 1 Hosting	Completed	3
9	Christine, Kalyani	Feb 22	Postgraduate Pub Debrief	Completed	1



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### **Key Actionable Items for March:**

1. Follow up with Talal for Accommodation Student Subgroup Committee Meeting
2. Follow up with contacts from Charlotte Long: Migration Seminar, Joining the Dots, Cultural Mentor, Chinese Student Association, Faculty Mentor Program, International Student Language Exchange, GRS Research, Tamara Sales, Student Life Head
3. Postgraduate Pub – St. Patrick’s Day
  - a. Venue – Whitehouse
  - b. Budget - \$1,300
  - c. Activity- Hot Potato Game



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## WOMEN'S OFFICERS' REPORT

### February 2021 Report

#### *Executive Summary:*

Women's officer has made an incredible contribution to the PGC activities in February with the new Start of Term 1 2021.

Participated and attended events organised by office bearers to show the presence of Women's officer, promoting future initiatives at O-week and all other events.

Organisation of Main Initiatives of the Term: "IWD Display" and "Tell me about your story/culture conference". 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	01.02.2021	Saltanat Rabia	PGC Meeting. Detailed planning on February events and O-week. Started working on committee forming and strategies of how to reach more students.	Completed	2
2	04.02.2021	Saltanat	Arc 2021 Showcase @Roundhouse	Completed	1
3	08.02.2021	Saltanat	PGC O-week stall. Getting people to sign-up, meeting and promoting our events and organisation	Completed	8
4	08.02.2021	Saltanat	PGC O-week Networking: Wine & Cheese night, joined last hour to meet new postgraduate people and advertise our future events	Completed	1
5	09.02.2021	Saltanat	PGC Online event - Navigate your way around campus (PGC Lounge promotion)	Completed	0.5
6	12.02.2021	Saltanat	PGC Movie night for the Chinese Lunar New Year celebration, helping with the set up and networking with students	Completed	3
7	15.02.2021	Saltanat	PGC Meeting with Deputy Vice-Chancellor (Merlin Crossley)	Completed	2
8	15.02.2021	Saltanat	Postgraduate pub event (planning and organisation), that connected students in casual environment of the Roundhouse	Completed	4
9	17.02.2021	Saltanat	Sport committee meeting regarding March FIFA2021 and Sport events, and further promotion of FIFA 2021 event	Completed	2





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10	18.02.2021	Saltanat Rabia	Discussion about initiative for International Women’s Day Digital Display, how to create, communicating message to faculty coordinators (sending out emails)	Completed	3
11	21.02.2021	Saltanat Rabia	Discussion on Anti-racism grant allocation “Tell me about your story/culture” event. Write up and formation of the Submission for students	Ongoing	3

**Key Actionable Items for March:**

1. IWD Digital Display execution (completed on 08.02.2021)
2. “Tell me about your story/culture” event organisation (went live on 17<sup>th</sup> March)
3. Execution and planning of Sport event (FIFA’21 – done, Sport committee and Term 2 games)
4. Planning excursion with Councillor B (27<sup>th</sup> of March)
5. Selection of people to Women in STEM committee and Finance Committee (Completed as of 18<sup>th</sup> of March)