



July Reports

AUG 30, 2021

POSTGRADUATE COUNCIL 2021



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Submission To	Postgraduate Council
Meeting Date	30 Aug 2021
Category	Select: Confidential or Non-Confidential
Authors	Jerry Offor
Item No	[Governance use only]

PRESIDENTS' REPORT

July 2021 Report

Executive Summary:

The President's Office was again responsible for the supervision, supporting and ensuring the excellent operations of all Offices and deliverables. The President still actively carried on with an active role in the charter review Process of the PGC alongside the Principal members and other Office bearers and Councillor. The President will continue to supervise the completion review of PGC Charter to create the most effective structure for the PGC and will still actively support all actionables in the coming months.

Progress Summary:

Date	Task Description	Status	Hours Invested
July 1 July 5 July 6 July 13 July 15 July 22 July 23 July 26	Worked and completed different actionables, mandates and advocating for the benefit of postgraduates, this was achieved through representations at various University Committees, campaigns, and direct advocacy. As a duty, the president was also involved in preparing Council agendas and reviewing minutes and chairing PGC Council board meeting.	Completed	9:30
July 14 July 21	Held a productive catchup with the CEO of Arc to discuss matters as it relates to Postgraduate Council. Also had my usual catchup with Arc Executive admin, Joelle.	Completed	1.30
July 7 July 14 July 19 July 28	Along with SRC Present and other stakeholders of the University held meeting with UNSW EDI, DVCA the Director of Student Experience discuss various issues as it relates to Postgraduate students and AB student representation.	Completed	4.30
July 8 July 12 July 22 July 26 July 27	Worked alongside the PGC Review Committee chair and PGC charter committee members to structurally and finalise all PGC Charter details	Completed	6.30
July 12 July 26	Chaired PGC Emergency session and regular Board meetings.	Completed	3:30
July 14 July 16 July 19 July 20	Held a productive and review meeting with all office bearers and Councillors alongside the Vice President, Diana, and Constantine.	Completed	8:30



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July 23 July 20	Attended SSAF management Committee meeting and Arc Board Student Development Committee (SDC) meeting alongside PGC Charter review Committee members		
July 19 July 20	Had a productive meeting with Arc PGC Ambassador and Course Coordinator award committee members, Diana, Saurabh, and Simon to discuss actionables for the award. Also had a separate meeting with Saurabh	Completed	2:30
July 23 July 28	Alongside the research officers and committee members attended a meeting with Graduate research School where we discussed many issues affecting students, also attended a meeting with career Development and Women in STEM committee	Completed	2
July 1 - July 30	Attended to several other issues relevant to the full functioning of PGC	Completed	6

Key Actionable Items for August:

1. Supervise and support implementation of all actionables in the coming months
2. Coordinate and support the execution of the inaugural PGC Arc Ambassador and Course Co-ordinator of the Year Award
3. Support the final PGC Review Charter Process to get it delivered
4. Continue to provide the necessary energy and support to all Office bearers their effective representations



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Authors	Diana Zhang (DZ) & Constantine Tsounis (CT)
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VICE-PRESIDENTS' REPORT

July 2021 Report

Executive Summary:

The Vice-President's Office was responsible for leading discussions and partially writing the new proposed PGC structural and Charter changes through several rounds of revisions with key stakeholders. These changes reflect a more streamlined Council, and which will hold elected members more accountable with clear duties and responsibilities. The VP's Office also led discussions and planning of the inaugural Arc PGC Ambassador and Course Co-Ordinator of the Year Awards. In addition to providing extensive administrative support and content creation (e.g. Monthly PGC Newsletter, meeting minutes, online social media assets), the VP's Office co-hosted 1-to-1 progress meetings with each PGC Office. The VP's Office will continue to lead the new proposed PGC changes through final stakeholder meetings and oversee both the inaugural PGC Arc Ambassador and Course Co-Ordinator of the Year Awards and Arc PGC Research Student and Supervisor's Awards.

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested
Jul 1 Jul 2 Jul 4 Jul 7 Jul 11 Jul 15 Jul 17 Jul 19 Jul 20 Jul 21 Jul 26 Jul 28 Jul 29	D. Z. C.T.	Completed various administrative and executive matters for PGC which includes writing and editing meeting minutes, editing PGC website (e.g. relating to the Arc PGC Ambassador and Course Co-Ordinator of the Year Awards), creating and/or editing PGC assets (e.g. Eventbrite, Canva, Youtube), reviewing Tell Me Your Story videos, editing Anti-Racism grant report, writing and editing newsletter drafts, compiling PGC reports and budget proposals, co-ordinating PGC social media posting schedule, drafting and posting PGC Committee Round 2, compiling PGC meeting agenda, and liaising with all PGC members through email communications.	Completed	10 (D.Z.) 5 (C.T.)
Jul 1 Jul 14 Jul 17 Jul 22 Jul 23 Jul 26 Jul 27 Jul 28	D.Z.	Supported the Charter Review Committee in drafting and editing proposed PGC structural changes (e.g. mission statement, roles and responsibilities, PGC charter, postgraduate representation on Arc Board)	Ongoing	9



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Jul 8 Jul 9 Jul 10 Jul 17 Jul 22 Jul 24 Jul 27 Jul 31	C.T.	Chaired the Charter Review Committee in planning meetings, drafting Charter changes and restructure for the PGC, consulting with Arc and the PGC, drafting and editing various proposals	Ongoing	14
Jul 1	D.Z.	Provided logistical support and attended the PGC Networking event as part of Postgraduate Week	Completed	1
Jul 2	C.T.	Met with Lucy from the GRS to discuss feedback from the UHDRC student paper	Completed	1
Jul 2	C.T.	Meeting with Liam to discuss RSO responsibilities and duties	Completed	0.5
Jul 4 Jul 17	D.Z.	Along with Councillor and Charter Review Committee Secretary, Liam met to outline the new PGC mission statement and proposed PGC structure	Completed	2
Jul 5	D.Z.	Along with Coursework Officers, Saurabh and Simon, and President, Jerry, met to discuss the Arc PGC Ambassador and Course Co-Ordinator of the Year Awards and to delegate responsibilities regarding the required assets (e.g. nomination form, marking rubric, communication templates)	Completed	1
Jul 6 Jul 12 Jul 20 Jul 26	D.Z.	Meeting with Coursework Officer, Saurabh to discuss, plan, and execute and marketing related matters.	Completed	2.25
Jul 6 Jul 13 Jul 27	C.T.	Planned and chaired Research Committee Meetings, writing meeting minutes and actions	Completed	4.5
Jul 11	D.Z.	Reviewed and contributed to the delivery of all assets required for the Arc PGC Ambassador and Course Co-Ordinator of the Year Awards	Completed	1.5
Jul 12	D.Z. C.T.	Met with GRS Officers, Beatta and Belinda to discuss potential partnerships between PGC and GRS to ensure greater postgraduate student engagement	Completed	0.75
Jul 12 Jul 26 Jul 27	D.Z. C.T.	Along with the President, Jerry and Councillor and Review Charter Secretary, Liam met to discuss, debrief and plan changes to the PGC structure	Completed	3.75
Jul 12	D.Z. C.T.	Attended the PGC July 12 Emergency Council Meeting (see meeting minutes)	Completed	2



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Jul 14 Jul 16 Jul 19 Jul 20 Jul 23	D.Z. C.T.	Along with the President, Jerry, met with each Office to discuss progress and concerns	Completed	9.25 (D.Z.) 7 (C.T.)
Jul 19	D.Z. C.T.	Discussed the duties and responsibilities in the new shared Vice-President's position	Completed	1
Jul 19	D.Z. C.T.	Attended the PGC July 19 Emergency Council Meeting (see meeting minutes)	Completed	1
Jul 19	D.Z.	Along with President, Jerry and Coursework Officer, Simon met with Director of Student Life, Neil to plan the Arc PGC Ambassador and Course Co-Ordinator of the Year Awards	Completed	0.5
Jul 20	D.Z. C.T.	Along with the President, Jerry and Councillor and Review Charter Secretary, Liam attended the Arc Student Development Committee Meeting to present the new proposed PGC structural changes	Completed	1.5
Jul 21	C.T.	Met with Hang from Research Committee to discuss LinkedIn and Youtube future plans	Completed	0.75
Jul 23	C.T.	Along with the Research Committee, met with the GRS to discuss future synergies and plans.	Completed	1
Jul 26	D.Z. C.T.	Attended the PGC July 26 Emergency Council Meeting (see meeting minutes)	Completed	2
Jul 27	C.T.	Met with Liam from RO to further discuss handover related items	Completed	1
Jul 28	C.T.	Met with Faculty of Medicine ADRT to discuss feedback and next steps from the UHDRC paper	Completed	1.5
Jul 28	D.Z.	Met with the Career Development and Women in STEM Committee to discuss ideas on upcoming events	Completed	0.75
Jul 29	D.Z.	Along with Arc Marketing Manager, Mitch and other PGC members, met to discuss and plan the upcoming social extravaganza	Completed	0.5
Jul 30	D.Z. C.T.	Provided technical support and attended the PGC How to write an academic paper workshop	Completed	1.5 (C.T.) 0.5 (D.Z.)

Key Actionable Items for August:

1. Work with PGC Charter Review Committee to successfully pass the new proposed PGC structure



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2. Oversee the Arc PGC Ambassador and Course Co-Ordinator of the Year Awards
3. Oversee the Arc PGC Research Student and Supervisor's Award
4. Continue to liaise with existing UNSW services and personnel to advance PGC mission

N.B. Constantine Tsounis was elected as Vice-President (shared) on July 12th and officially commenced in the role from July 24th



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Authors	Jing Sun & Chuka Madumelu
Item No	[Governance use only]

EQUITY OFFICE REPORT

July 2021 Report

Executive Summary:

The month of July saw the introduction of some of the most severe COVID-19 lockdowns in Sydney. This disruption to everyday life and activities also had a significant impact on the activities of the Equity office and the PGC in general. All activities for the inaugural Postgraduate-week (P-week) were moved online, in line with the advice from NSW-health and the university. Unfortunately, core activities anchored by the Equity office were such that could not be moved online and were instead suspended. Nonetheless, the Equity office participated in the suite of other online P-week activities which saw immense participation from the postgraduate community. In addition, we contributed to the ongoing PGC charter review, led by one of the Research officers (Constantine). The goal of the charter review is to strengthen the institution of the PGC and streamline the activities of office bearers to create a more effective council.

Progress summary:

JS&CM	Dates	Task description	Status	Hours spent
CM	3 rd July	P-week activity	Completed	2
CM & JS	4 th July	P-week activities	Completed	3
CM	10 th July	PGC charter review	Completed	1
CM & JS	12 th July	PGC board emergency meeting	Completed	2
CM	14 th July	Catch up with President & VP	Completed	1
JS	16 th July	Catch up with President & VP	Completed	1
CM & JS	17 th July	Write up and submit June Report	Completed	1
CM & JS	17 th July	Write up and submit 'Tell me your story' event report	Completed	4
CM & JS	19 th July	PGC board emergency meeting	Completed	1



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CM & JS	26 th July	PGC board monthly meeting	Completed	2
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Key action items for August:

1. Put finishing touches on E-book for Tell Me Your Story Event
2. Planning and coordination meetings for upcoming O-week.



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

ISO REPORT

July 2021 Report

Executive Summary:

International Student Officers Report for Month of July 2021

Progress summary:

Author initials	Dates	Task description	Status	Hours spent
Christine	Jul 30	Meeting with President and VP	DONE	1.00
Christine, Kalyani	Jul 31	Planning of Virtual Events	DONE	1.0

Key action items for August:

1. Virtual Events:
 - a. Olympics Tea Catch Up
 - b. Netflix Party
 - c. Professional Development – engage with UNSW Careers
 - d. Virtual Postgraduate Pub



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Meeting Date	30 Aug 2021
Category	Select: Confidential or Non-Confidential
Authors	Saurabh Kaura & Simon Xu
Item No	[Governance use only]

COURSEWORK OFFICERS' REPORT

July 2021 Report

Executive Summary:

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

Progress summary:

Author initials	Dates	Task description	Status	Hours spent
Saurabh	2 nd July 2021	Meeting with George Mavros to plan for the Mentorship Program in September	Completed	1
Simon/ Saurabh	5 th July 2021	PGC Marketing Weekly Meeting	Completed	0.5
Simon	8 th July 2021	Promoting PGC Elections and Events on WeChat	Completed	2
Saurabh	8 th July 2021	UNSW SEXtember Planning Meeting	Completed	2
Saurabh	9 th July 2021	PGC Weekly Podcast with Roisin Trainor: Planning, Organising, Editing and Uploading of final video	Completed	2
Simon/ Saurabh	10 th July 2021	Planning PGC Ambassador and Course Co-Ord Awards	Completed	5
Simon/ Saurabh	12 th July 2021	PGC Marketing Weekly Meeting	Completed	0.5
Simon/ Saurabh	12 th July 2021	PGC Emergency Meeting	Completed	2
Simon/ Saurabh	14 th July, 2021	Meeting with Jerry, Diana, and Constantine	Completed	1
Saurabh	14 th July 2021	PGC Weekly Podcast with Dr Lynn Gribble: Planning, Organising, Editing and Uploading of final video	Completed	2
Simon	19 th July, 2021	Meeting with Neil Morris	Completed	1



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Simon/ Saurabh	19 th July, 2021	PGC Emergency Meeting	Completed	1.5
Saurabh	20 th July 2021	PGC Meeting Agenda Items Preparation	Completed	2
Simon	20 th July 2021	Preparing Sample Certificate Versions for PGC Ambassador Awards	Completed	1
Simon/ Saurabh	23 rd July, 2021	Meeting with Madhav on SEXtember	Completed	0.5
Saurabh	23 rd July 2021	PGC Weekly Podcast with Prof David Cohen: Planning, Organising, Editing and Uploading of final video	Completed	2
Saurabh	26 th July 2021	Meeting with Maryam to plan for the PGC Podcast in August	Completed	1
Simon/ Saurabh	26 th July, 2021	PGC Meeting	Completed	2
Saurabh	30 th July 2021	PGC Weekly Podcast with Bridey Martin: Planning, Organising, Editing and Uploading of final video	Completed	2



Submission To	Postgraduate Council
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Category	Select: Confidential or Non-Confidential
Authors	Swarali Marathe & Emilia Nwakpa
Item No	[Governance use only]

EVENTS OFFICERS REPORT

July 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
1-5/07	EN	Coordinating virtual dance competition	cancelled	4
12/07	EN	PGC Emergency meeting	Completed	2
19/07	EN	Catch-up with President and VP (Diana)	Completed	1.5
19/07	EN	PGC emergency meeting	Completed	1
26/07	EN & SM	PGC Meeting	Completed	2.5

Key Actionable Items August:

1. T3 O-Week planning
2. PGC board meeting



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

RESEARCH STUDENT OFFICE REPORT

July 2021 Report

Executive Summary:

- Postgrad week events
- Research Committee: We are achieving accountability and responsibility in the committee with ongoing meetings/discussions
- Adjusting to the Covid restrictions and planning events online

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested (each)
01/07	MS	Communication with OzHarvest and food hub for covid safe delivery	Completed	1
01/07	MS/CT	Mental Health and Wellbeing for Postgraduate Students event	Completed	1
02/07	MS/CT	Research committee meetings/discussion on July event Review of workshop proposal submitted by Shuang	Completed	1
03/07	MS/CT	RSO meeting with Liam	Completed	1
12/07	MS/CT	PGC Emergency Meeting: Elections	Completed	2
07/07	MS	PGC Expenditure Approval Form submitted for Postgraduate Week gifts	Completed	0.5
08/07	MS/CT	Supervisor and Student Awards Night Follow Up with MCIC	Completed	1
23/07	MS/CT	Research catch up/2nd term review	Completed	2
19/07	MS	Follow up on PGC grievance policy	Completed	0.5
27/07	MS	Set up of supervisor awards teams folders	Completed	0.5
27/07	MS/CT	GRS meeting	Completed	1
27/07	MS/CT	Planning of Combined Interfaculty Postgraduate online event	Completed	0.5
30/07	MS/CT	How to Write an Academic Paper Event	Completed	1



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30/07	LC,MS,CT	Research committee weekly meetings/discussion/agenda/meeting minutes	Completed	4
30/07	LC,MS,CT	Research Office fortnightly meeting/discussion	Completed	3
30/07	LC,MS,CT	General inbox management on enquiries, support advice and follow up	Ongoing	3
30/07	LC,MS,CT	Report submission	Completed	1

Key Actionable Items August:

1. Continue planning Research Student and Supervisor Awards
2. Plan monthly PGC Research Committee seminars and continue meetings
3. Continue planning and promoting Combined Interfaculty Postgraduate online event



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Authors	Saltanat Paritova & Rabia Mobeen
Item No	[Governance use only]

WOMEN'S OFFICERS REPORT

July 2021 Report

Executive Summary:

Women's office together with Women in STEM career development committee started about organisation of events for the second half of the year. Additionally, meetings regarding the future Arc event in September was held (SEXtember). Three meeting with PGC were held (2 of them emergency meeting regarding election for office bearer positions). Collaboration and input towards the PGC Charter was from the Women's office.

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested
12.07.2021	Rabia & Saltanat	PGC emergency meeting Elections (extended meeting)	Completed	3
14.07.2021	Rabia & Saltanat	Women in STEM Career development committee meeting	Completed	1
16.07.2021	Rabia & Saltanat	PGC June report submission & Catch-up with President and VP	Completed	1
19.07.2021	Rabia & Saltanat	PGC emergency meeting Elections	Completed	1.5
27.07.2021	Saltanat	SEXtember meeting with Arc	Completed	0.5
26.07.2021	Rabia	PGC meeting	Completed	1.5
29.07.2021	Saltanat	Discussion of Social event (with Research committee)	Completed	1

Key Actionable Items August:

1. "Social Extravaganza" event together with Research committee
 - a. Coping with COVID-19
 - b. Meditation room
2. Outlook for future events with CD committee