****EXECUTIVE OFFICER REPORT**

## Report Information

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| **Officer Role:** | Research Student Officer |
| **Officer Name:** | **Anthony Stepniak** |
| **Date of Meeting:** | 15/10/2020 |
| **Date of Previous Student Council:** | DD/MM/YYYY |

## Reporting

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| Summary |
| Please provide a summary commentary of work completed during the reporting period in this section.  ‘Since starting my second term in office as PGR Officer, it has been an exciting, but challenging time. I have been mainly working to support the new PT VP PGR Ahmed, on the relocation of PGR students from the first floor of senate to the 4th floor and ensuring that the new space is socially distant and a space which responds to PGR student voice. This has included some hurdles which we are still working through with Estate and Campus Services, but progress is being made and PGR’s moved in on the 29th of September.  With the inherent nature of PGR students working across a variety of locations, timelines and stages – I set-up a weekly and then fortnightly online drop-in from March onwards for PGR’s to come with queries, concerns or simply have a chat. The online drop-in’s provided a virtual way for out PGR community to stay connected during what has been an uncertain summer.  Alongside this, I am currently working on re-launching a number of the PGR awards, funds and portfolio of opportunities which I created over the last two years, in a manner adaptable to our new working schedules and environments. The main one here being REEF the Research Environment Enhancement Fund with its new theme of Resilience and Recovery.  Finally, I have been working on preparing PGR induction which runs from the 19th until the 21st of October and, along with Ahmed, putting together some virtual and f2f welcome sessions. |

### Manifesto Pledges

What have you done in this reporting period (between the last Council meeting and now) to get you closer to achieving your manifesto pledges?

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| --- | --- | --- |
| **Manifesto Point** | **Progress Since Last Meeting** | **RAG Rating** |
|  |  |  |
| To sustain and enhance the Research Student Workspace in accordance with the student voice of the PGR Community. | New space confirmed, designed, move into, and being adapted as we go along and of course, for social distancing. |  |
| Following the approval of a PGR Teaching policy, work on the implementation of this policy across the university | Meeting needed to be arranged with Deanery for how this can work. COVID-19 and changes to Learning and Teaching has impacted upon the original roll-out of this. |  |
| Build on initiatives such as the Research Environment Enhancement Fund and Changemaker Researcher of the Year award to continue designing a portfolio for Research Student recognition and funding opportunities. | REEF is running from early next year and still on track. Funding has had to come from another source than last year and I am finalising that at the moment. |  |

### Mandates

What have you done in this reporting period (between the last Council meeting and now) to get you closer to completing your mandates?

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| --- | --- | --- | --- |
| **Mandate** | **Date of Mandate** | **Progress Since Last Meeting** | **RAG Rating** |
| N/A | MM/YY | N/A |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |

### Other Items

Please highlight any other notable actions since the last Council meeting.

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| **Issue/Action** | **Progress Since Last Meeting** |
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### Declarations

Please highlight any gifts or benefits received as part of your role in the reporting period.

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| --- | --- | --- |
| **Gift/Benefit** | **Value** | **Reason** |
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### Meetings

Please list all meetings you have attended in your capacity as a student representative during the reporting period. In the update section, please focus on the issues discussed and how you represented student views in that meeting.

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| --- | --- | --- | --- |
| **Meeting Name** | **Date** | **Length of Meeting (Hours)** | **Update** |
| Education Committee | 08/10/2020 | 2:00 | Update the committee on my work over the summer |
| Research Student Committee | 07/10/2020 | 1:00 | Spoke through the work Ahmed and I have been doing on the space relocation. |
| Executive Committee | 29/09/2020 | 1:00 | Introduced myself again, and updated the team on upcoming induction for PGR’s |
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### Timesheet

Please list your work hours during the reporting period and your main work location for that day.

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|  | **Week 1:** DD/MM/YYYY | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM |  |  |  |  |  |  |
| Out | HH:MM |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |
|  | **Week 2:** DD/MM/YYYY | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM |  |  |  |  |  |  |
| Out | HH:MM |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |
|  | **Week 3:** DD/MM/YYYY | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM |  |  |  |  |  |  |
| Out | HH:MM |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |
|  | **Week 4:** DD/MM/YYYY | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM |  |  |  |  |  |  |
| Out | HH:MM |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |