

EXECUTIVE OFFICER REPORT



Report Information

Officer Role:	Research Student Officer
Officer Name:	Anthony Stepniak
Date of Meeting:	12/11/2020
Date of Previous Student Council:	15/10/2020

Reporting

Summary

Please provide a summary commentary of work completed during the reporting period in this section.

I was involved in the PGR Induction week with Ahmed, where we had the opportunity to virtually meet the new PGR Students and outline my role and how I can support students online and f2f. I also attended a f2f induction at the Engine Shed along with the Graduate School staff to introduce new PGR's to the University.

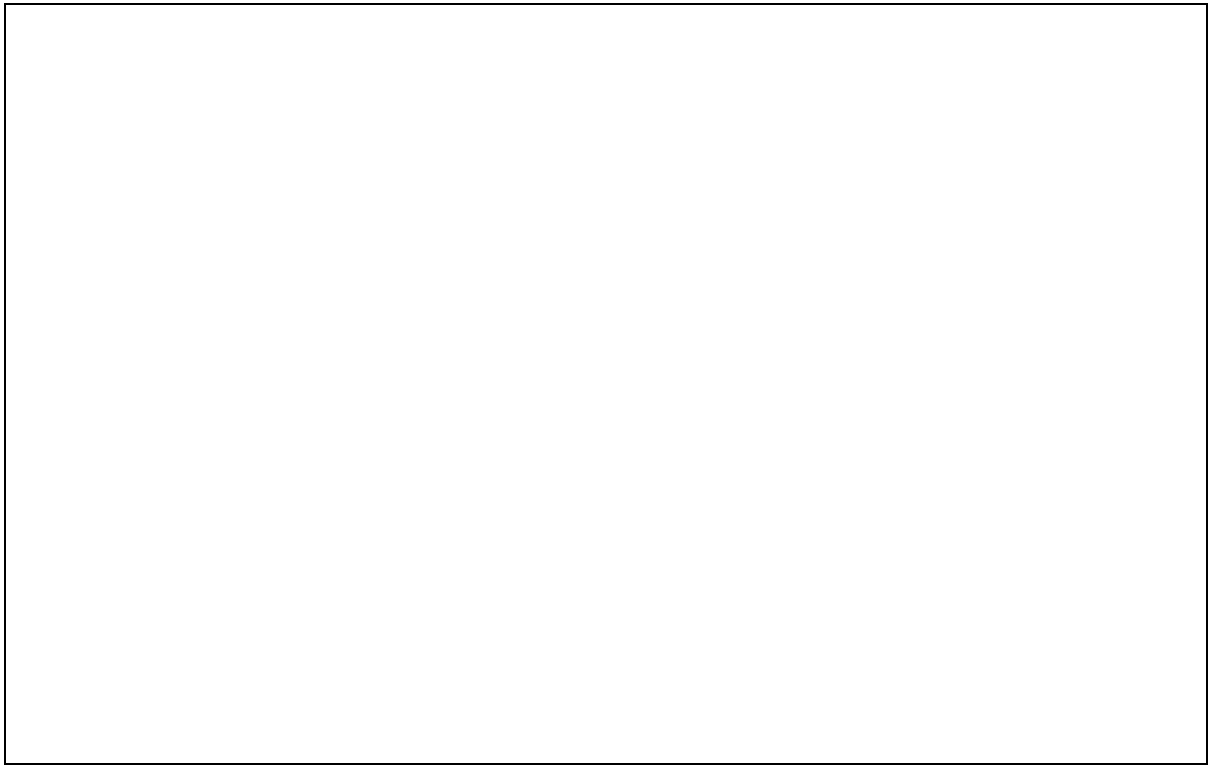
I am been overseeing work on the ongoing teething problems of the new PGR space and working with Estate and Campus Services to rectify this. Access, Kitchen use, space and social distancing is now sorted, however the space is still being monitored and Ahmed and I will be working on a survey to gather PGR student voice in relation to the new space.

I have confirmed that the PGR space will be operating the same in-keeping with the uni continuing its commitment to f2f. So, PGR's who cannot work at home, and need to use the space can do so.

There was an issue about PGR's raising concerns about the lack of access to video calling software (Teams etc.) for supervisions. This has been fixed with the creation of a NILE organization site for them which the Grad school and Ahmed and I can enroll them on it.

I will be part of the interview panel for the level 8 PGR lead in FAST.

Finally, I have been on the working group for the new SU strategy and working on how it will be one that reflects the context and student body of the institution.



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?

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 still being adapted as we go along and of course social distancing measures being continually adapted as required.	
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. – This meeting is still to be arranged.	
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 funding looking to be coming from the Director of Employability and Enterprise, Wray Irwin.	

Mandates

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

Mandate	Date of Mandate	Progress Since Last Meeting	RAG Rating
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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.

Issue/Action	Progress Since Last Meeting

Declarations

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

Gift/Benefit	Value	Reason

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.

Meeting Name	Date	Length of Meeting (Hours)	Update
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Education Committee	05/11/2020	2:00	Update the committee on the contents of my report.
Research Student Committee	02/11/2020	1:00	Spoke through the work Ahmed and I have done with the space and teething issues and the commitment to keeping the space open. Also agreed to work on the Teams/Collaborate issue for which there is a now a resolution.

Timesheet

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

	Week 1: 19/10/2020						Total Hours:
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00		09:00		15:00		
Out	16:00		15:00		17:00		
Total	6 hours		6 hours		2 hours		
Location	Waterside		Home/Watersdie		Waterside		
	Week 2: 26/10/20						Total Hours:
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	HH:MM		09:00		15:00		
Out	HH:MM		11:30		17:00		
Total	HH:MM		2 and half hours		2 hours		
Location			Home		Waterside		
	Week 3: 2/11/2020						Total Hours:
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	15:00		18:30		14:00		
Out	17:00		20:00		16:00		
Total	2 Hours		1 and a half hours		2 Hours		
Location	Home		Home		Waterside		
	Week 4: DD/MM/YYYY						Total Hours:
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	HH:MM						
Out	HH:MM						
Total	HH:MM						
Location							