

Report Information

Officer Role:	Vice President Postgraduate Research
Officer Name:	Ahmed Basil
Date of Meeting:	12/Nov/2020
Date of Previous Student Council:	---

Reporting

Summary

- Weekly meeting with PGR PT to discuss PGR Issues
- Supporting the University in delivering PGR induction at The Engine Shed
- Weekly meetings with SU Manager Roger to discuss my plans and get advice from his perspective.
- Discuss new Environment survey with SU CEO
- Weekly meetings with Sabbatical team to discuss our shared projects and manifesto points
- Weekly meeting with SU CEO and Manager to discuss our plans and ask for assistance if and when needed.
- Inorder to best understand our positions and discuss our ideas we:
 - We attended all Board of Trustees Business Recovery Group meetings
 - We attend all Exec meeting along with other PTO's
 - Exec and Union Management meetings; planning and decision making
 - Attend all Student Support Forums with university
 - Sabbs continuous meeting with Kate
 - International student drop in sessions
 - Meeting with students and academic services regarding our objectives

Projects

The sabbatical team is currently exploring options for an SU App intended to improve student engagement with Union officers and services. We are forming a business plan and proposal to share at the next Student Council.



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
Greater and more frequent recognition of PGR participation and awareness with other student bodies	<ol style="list-style-type: none"> 1. PGR and SU Presentation in Lecture Shoutout 2. Nominations (PGR): 2 new Reps in our PGR Committee! 	In progress
Improve communications between PGR student bodies and the Student Union	<ol style="list-style-type: none"> 1. We are providing monthly drop-in sessions to students; where students can come and have discussion with Sabbatical team regarding their issues or any other help. 2. PGR induction is to be hosted in The Engine Shed and will be supported by me and other PTOs. I introduced the sabs and my role online 	In Progress
Work Closely with PGR PT to support the PGR Workspace and its environment. This includes the improvement and the organisation of events regarding the PGR Community	<ol style="list-style-type: none"> 1. We have Weekly PT and VP meeting, which help us share priorities and break-down the task and issues in order to best support the PGR students. 2. Setting up a survey in regards to the PGR environment and Covid (as requested from 2 pgr students) 	In Progress/

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
	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
	DD/MM/YYYY	HH:MM	
Lecture Shoutout	06/10/20	10:00 to 10:30 pm	Shoutouts and intros about sabs
Directors Discussion for companies house with Kate	06/10/20	11:00 to 11:30	Directors Paper work
Allocation Committee	06/10/20	12:30 to 1:30	Societies requests
Exec and Union Management	06/10/20	14:00 to 13:00	Sabbatical officer meeting
Introduction Meeting with chair of Student council	06/10/20	13:00 to 14:00	Introduction meeting
Weekly catchup, meeting with Kate	06/10/20	15:00 to 17:00	Planning
VP AND PT Catchup, Post Graduate Research Committee meeting, Lecture ShoutOut	07/10/20	10:00 to 11:00	Planning
Lecture shoutout	8/10/20	12:30 to 14:00	Shout outs and sab intros
Allocation committee online, exec and union management, weekly Roger catchup	13/10/20	09:00 to 12:00	Planning and asking for aid sessions
Pre-Council Meeting	14/10/20	9:00 to 12:45	Training

SU Council	15/10/20	06:00 to 08:00	
Weekly catchup with roger about survey	20/10/20	14:00 to 15:00	Updates on nominations
Meeting with SU CEO about PGR Survey, VP and PT PGR catchup, PGR Induction online, Exec and union management	21/10/20	09:00 to 17:00	Updates
Exec and union management, National PGR Call, student exec meeting,	27/10/20	9:00 to 16:00	Updates

Timesheet

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

Week 1: 01/10/2020							Total Hours: 12
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In			09:00	09:00	09:00		
Out			13:00	13:00	13:00		
Total			4	4	4		
Location			PGR Office/Engine Shed	PGR Office/Engine Shed	PGR Office/Engine Shed		
Week 2: 06/10/2020							Total Hours: 20
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		
Location	Online	Online	Online	Online	Online		
Week 3: 13/10/2020							Total Hours: 20
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	09:00	09:00	09:00	09:00	09:00		
Out	13:00	13:00	13:00	13:00	13:00		
Total	4	4	4	4	4		
Location	Online	Online	Online	Online	Online		
Week 4: 20/10/2020							Total Hours: 20
	Mon	Tue	Wed	Thu	Fri	Sat	Sun

