



Board Meeting n.2 – August 26th 2016

Agenda

PhD Chapter at KTH

Place: Brinellvägen 68, 2rd floor. Styrelserummet. (call Andrea for help)
Time: Friday, August 26th 2016, 12:00-14:00
Light Lunch provided by: Andrea
Minutes provided by: Maria
Minutes checked by: Taj

1. Opening formalities (12.05-12.10)

- a. Meeting opening at 12.14
- b. Attendees – Linn (Skype), Daniele (Skype), Andrea, Taj, Afzal, Abdou, Tomas (THS), Milan (Skype), Maria
- c. Choice of chairperson, secretary and person to check the minutes: Andrea, Maria, Taj
- d. Latest protocol checking and signing: Presented to the board and signed, achieved. Andrea will scan and upload to the website.

2. Discussion points (12.10-13.00)

- a. The PhD Chapter identity and how to present it – Abdou
 - i. What defines our organization? What's the purpose of PhD Chapter?
 - ii. Both internal and external communication, used for promotion purposes
 - iii. See attachment of press kit draft
 - iv. Next steps: collect information about the organization + organize. Group meeting, Abdou will send a Doodle.
 - v. Abdou and possibly Daniele are responsible. Milan can help with video presentation.
- b. Pedagogical Meetup project proposal – Maria
 - i. Presentation of project plan, attached.
 - ii. Linn: There is enough budget for this.
 - iii. The board approved the project plan.
- c. Yoga project proposal – Maria and Linn
 - i. Maria presented, see attachment
 - ii. Any time/day will be ok
 - iii. Do a form for registration, ask for better times if students cannot attend this time, first come – first serve.
 - iv. Linn, Maria, Abdou will work on this
 - v. Linn: We have the budget
 - vi. Communicate on Facebook, email, website
- d. School monitors and next school visits – Andrea
 - i. School visits to replace PAD meetings. Board members + school council (or PADs) -> dialog + motivation. Perhaps do multiple schools in one day. Next visit in September.

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- ii. Each board member responsible for a school? Responsible = contact person + lead the school visit + reports from the school to the board.
 - iii. Need to set a standard/format for this.
- e. Board's secretary – Andrea
 - i. We continue with the rotating system
- f. Board's vice chairperson – Andrea
 - i. Need to plan for election for vice-chairperson
 - ii. Chapter meeting in October (as early as possible, following the statutes)
 - iii. Andrea will contact the nomination committee on how to proceed with the election
- g. New goals for 2016/17? – All
 - i. Send project proposal to the board for discussion and approval
 - ii. Eventually, people from outside the board can suggest projects
- h. Cyclic activities document – Andrea
 - i. Johan was trying to accomplish this last year
 - ii. Writing down everything that has happened each year, see if activities will be repeated yearly etc. This document will be a sort of instruction.
 - iii. Shared document where everyone can write, periodical review of this document. Andrea will create the shared document.
- i. Update of the PhD Chapter statutes – Andrea
 - i. Suggestion need to be approved by the chapter meeting at two consecutive meetings (Dec + June)
 - ii. Do work outside of board meetings, whole board gives input
 - iii. Andrea will contact two previous boards and ask for input
- j. PAD duties document – Andrea
 - i. Good if there was a PAD duties document to match the KTH document regarding FA/PA responsibilities
 - ii. Taj suggested that the representative for FA is responsible
- k. PhD Chapter Pubs – Andrea
 - i. Omar said that we could have one pub/month. Omar wants to be replaced. Find the next Omar! First pub end of September/beginning of October.
- l. Cotutelle (study agreement between KTH and other universities) – All
 - i. UU disliked the document due to the main supervisor not having to be from KTH
 - ii. Maria sent the document to Ingrid and we're expecting feedback next week.

3. Reports & updates (13.00-13.30)

- a. The PhD Chapter Board

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- i. Presidium – Andrea
 1. Update on communication channels
 - KTH social
 - a. Andrea hoping for more comments
 - b. More priority for this platform, better than emails
 - Website
 - a. Old platform is going to expire today, we need to pay for renewal
 - b. Decision: Pay for the platform one more year
 - Mailing list
 - KTH Box
 - ~~Newsletter~~
 - ~~2. Venue for board meetings and school visits~~
- ii. Treasurer – Linn
 1. Send receipts to Linn if you have any
- iii. THS Central – Tomas
 1. Nice to meet you all!
 2. Excited about the elections
 3. eISP – governing group, they make sure to deploy it and for everyone to use it. Meeting 6th of September, at 9-10 in Tomas will let us know where to go, supervision, how is it working, feedback. Need a representative. Decide on representative before Friday next week. Tomas will send email to the board.
 4. THS Box: Use the G:\ to have a PhD folder. Tomas will send info to Andrea. Internal info only.
 5. Suggestion: Have the June meeting a little earlier, arrange meeting with former board + newly elected board in June.
 6. Need student representatives for PhD program evaluation (KTH internal)
 7. Need student representatives for UKÄ (before 12th September)
 - Tomas will check regarding Swedish language requirement
- ~~iv. PAD Meetings & School Council visits – Andrea~~
- v. Representations (FR,UU,FA,US, etc.) – All
 1. Election of representatives for each post
 - AU/BN: Group needed, Arash interested
 - Linn is coordinator for AU (Linn, Taj, Andrea)
 - Taj coordinator for BN (Taj, Linn, Afzal, Andrea)
 - FA: Milan
 - FR: Maria
 - KTH-S: Abdou

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- The Resource Allocation Committee: Abdou, Daniele
- Language Committee: Daniele, Abdou
- CAMPI: Milan, Daniele
- US: Andrea
- UU: Open (waiting for response from Maria Xylia)

~~vi. Feedback on past events/initiatives – All~~

4. Development of Current Events/Initiatives (13.30-13.45)


- a. 2nd Boot Camp for student representatives, September 7th, 12:00-15:00 – Andrea
- ~~b. UKÄ's request for analysts – Andrea~~

5. Additional issues and information (13.45-14.00)

- a. Scheduling of next board meetings
 - i. 22/9, 12-14
- ~~b. Scheduling of next pubs~~
- ~~c. Scheduling of next school visits~~
- ~~d. Scheduling of next team building activity~~
- ~~e. More issues to discuss?~~

6. Meeting closed

Meeting closed at 14.34

Chairperson: Andrea de Giorgio 

Secretary: Maria Nordström 

Minutes approved by: Mohamed Tagelsir M. Elhussein (Taj) 