



Board Meeting n.3 – September 22th 2016

Minutes

PhD Chapter at KTH

Place: Conference room at Plan 6 of Teknikringen 42
Time: Thursday, September 22th 2016, 12:00-14:30
Light Lunch provided by: Daniele
Minutes provided by: Taj
Minutes checked by: Abdou

1. Opening formalities (12.05-12.10)

- a. Meeting opening at 12:16
- b. Attendees
 - i. Abdou - Afzal - Andrea - Daniele - Milan -Thomas- Taj - Ingrid Iliou - Rami
 - ii. Notified absences: Didem – Maria
 - iii. Joining on Skype: Milan - Linn
- c. Choice of chairperson, secretary and person to check the minutes
 - i. Chairperson: Andrea
 - ii. Secretary: Taj
 - iii. Checking minutes: Abdou
- d. Latest protocol checking and signing: checked but not signed (postponed)

2. Meeting with the PhD candidate advisor Ingrid Iliou (12.10-12.30)

- a. Short presentations of board members
 - i. Introduction: Thomas, head of education affairs, THS. Introduction. Working with strategic and coordination in long term relationship with THS and PhD chapter. Abdou, Daniele, Afzal, Taj, Milan and Andrea are introducing themselves. Rami, representative of the chemistry technology school, 3rd student at the chemical engineering school, member at the chemistry department PhD board.
- b. Ingrid's presentation: Ingrid, working with PhD students for 4 years. She established a network with students, THS, work union (Anne: ST), female networks. Better visibility than before due to invitation to information meetings with students. Working to address bigger cases with FAs and students. Prioritizing work with students rather than survey work.
- c. Q&A:
 - i. Andrea: what is the nature of the survey? Ingrid: Maria was interested on the survey with several thoughts and ideas but no official document.
Write something down or meeting to transfer the work.
 - ii. Abdou: what are the most problems you are working on? Ingrid: Funding and Supervisor-student relationship, working place issues. Mostly supervisor issues.
 - iii. Andrea: Chalmers contact with Andrea regarding students' cases questions. Andrea's forwarded the queries to Ingrid. Ingrid stated that

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Board Meeting n.3 – September 22th 2016 Minutes



2

PhD Chapter at KTH

- most issues related to salary then it is a SACO trade union. Since there is no work union active (no communication established).
- iv. Andrea: What is the difference between the unions?
Ingrid: SACO is the big umbrella, including other unions including engineering, academic unions. ST is related to those working in the state. ST is thus for everyone in KTH. SULF is under SACO. Sveriges Ingenjör and SULF were not so much into PhD students' issues. Ingrid concentrates with ST. SACO was not promptly answering enquiries.
 - v. Rami: Do we recommend to students to be part of ST? Ingrid: I don't think so. Sometimes ST is better than SACO. SACO is concerned with salary ladder.
 - vi. Andrea: should we report about the absence of representatives for PhD students? Ingrid: In Ingrid's option: it is waste of energy to change them, it is easier to find others to cooperate
 - vii. Milan: What do you know about SULF? Ingrid: SULF is a union for teachers/PhD students in universities. It is a trade union under SACO.
 - viii. Ingrid leaves the meeting is paused for a 5 minutes break.

3. Discussion and/or decision points (12.30-13.30)

- a. Project planning: Workshop of the PhD Chapter statutes – Andrea Started

12:50: meeting resumed.

Andrea: There was workshop proposal about PhD board best practice from PHD board ex boards/auditors and THS/auditors but was not possible. Andrea: some statues are not explained well enough and knowing the statues is good for the entire board. Some point some concerns on the statues such as in the elections. Issues on websites is not up to date in statues.

Meeting is required to decide on project (doing workshop in the project) planning.

Afzal: We should wait for Maria at least. Andrea: We want everyone included. A doodle is good.

Thomas: I am happy about the idea. The importance of this is that it is a fixed document for a long time. Things such as website might not be there at all. E.g. Bank account at THS statues were removed from the statues because it was burden to keep changing it. THS suggested having the auditors there. Since 2 chapter meetings are required. Winter chapter meeting is possibility for approve the new statues.

Abdou: Have auditors strongly involved.

Daniele: Concerns about the time. (Seminars in 2 weeks)

Milan and Linn: they are Ok.

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Board Meeting n.3 – September 22th 2016

Minutes



3

PhD Chapter at KTH

Andrea: naming a statues workshop coordinator. Andrea nominated himself. Afzal agrees with Andrea's nomination. Maria and Omer seem busy. Milan is not volunteering for that.

Andrea is appointed for statues workshop coordinator.

Suggested workshop period: 18th-30th /October.

- b. Assign responsibility: PAD duties document (FA representative?) – Andrea
Previously, FA representative was thought to be responsible about it.
Milan (FA) is fine with writing the PAD responsibility document, with help of Andrea and Thomas.
- c. Official nomination: UKÄ analyst/representative for PhD Chapter – Andrea
Andrea commented on the appointed title of UKÄ representative. Andrea is suggested to proceed with the appointment as representative. Andrea reads the nomination profile of the candidate. William Buelow is approved as a representative.
Thomas clarifies that William is not representative of THS or PhD chapter per-se.
UKÄ is concerned with supervisions especially with people who are affiliated with ethics.
- d. Decision: Reverting website to previous version – Andrea
Andrea: asks if we should the current blog (dr.kth.se) to squarespace.
Squarespace still controls the website.
Afzal is against reverting
Daniele is against reverting
Abdou is against reverting
Taj is against reverting
Milan is against reverting
- e. Assign responsibility: Newsletter – Andrea
Andrea's idea: sending messages to the departments mailing lists.
Andrea is appointed to newsletter coordination.
- f. Order request: PhD Chapter gadgets – Andrea
Suggest someone who do the budgeting/procurement of gadgets. E.g. PhD wearable pins. Afzal volunteers.
- g. Decision: Use KTH Box, KTH social, or both as file storage – Andrea
Andrea suggests KTH Social for the chapter file. E.g. for documents to other PhD chapter.
Abdou: any file limits? Andrea: perhaps in the upload limit.
Afzal: if no issues, let's use it.
Approving KTH Social for file storage.
- h. Idea's presentation: rotation system for repetitive tasks – Andrea
None is against.

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Board Meeting n.3 – September 22th 2016 Minutes



4

PhD Chapter at KTH

4. Reports & updates (13.30-13.50)

a. The PhD Chapter Board

i. Presidium – Andrea

1. Next school visit

Time: Oct. 3rd

Rami: how many in total? Andrea: not sure now but less than 10

ii. Treasurer – Linn:

Linn: next time for discussing the budget.

iii. THS Central – Tomas:

Editorial magazine does not exist. Sustainability council was done before but does not exist now.

There are other forums for environmental issues which I can send to you later if you are interested.

There are some issues in Language committee which I hope to be resolved soon. There is some miscommunication or no active communication with how student representative work with current committee.

In UU, Co-supervision document issues and got the impression that the document will meet this legal requirement.

Thomas is working with Andrea on time compensation.

Continuous evaluation of 3rd education cycle: working group is started on it with Maria.

iv. Representations (FR,UU,FA,US, etc.) – All:

Andrea: several representation is going.

Linn: no issues.

Taj: concerns on lack of representatives in some BN meetings. (open recruitment).

Andrea: US meeting. No action has been taken.

Equality committee: No PhD board member was present.

FA: Andrea replaced Milan. Time compensation work-in-progress. PA-FA work issues.

KF: none from PhD board was present. Thomas was present. Thomas reported that the meeting was start-up meeting so nothing was there. 2 members + 3 substitutes. Representatives are required.

PhD School council: statues recognizing the councils in PhD boards.

v. Feedback on past events/initiatives – All

Andrea: can be done by email.

b. The PhD Chapter identity project – Abdou

Andrea: can be postponed. Abdou can send emails with few sentences on it.

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Board Meeting n.3 – September 22th 2016 Minutes

PhD Chapter at KTH

5. Development of Current Events/Initiatives (13.50-13.55)

- a. 2nd Boot Camp for student representatives, September 20th, 12:00-15:00 –
Andrea
Andrea: was good.

6. Next meetings (13.55-14.00)

- a. Scheduling of next board meeting(s)
Suggestion on last week of Oct. for next meeting.
Linn: suggested for 3 months planning.
- b. Scheduling of next team building activity
Andrea: suggested general game and team-building activities for 1st week of
November.
Abdou: can we include the weekends? Milan: agrees.


7. Additional issues or backup time (14:00-14:30)

- a. More issues to discuss?
Daniele: workshops for participating refugees. The workshops covers different
competence building such as math and English. Daniele: was coordinator with
Studiefremjandet in Upplands Väsby. New start in Hagsätra with a young group
as English teachers. 8 are involved so far. It is nice to continue that. Johan is
continuing in a constitutional level.
Andrea: suggested to pass Daniele's idea to the board.

8. Meeting closed

Closes: 14:16

Chairperson: Andrea de Giorgio _____ 

Secretary: Mohamed Tagelsir M. Elhussein (Taj) _____ 

Minutes approved by: Abderrahman Ait Ali (Abdou) _____ 

