



# PhD Chapter Winter Meeting – Dec 13<sup>th</sup> 2016

## Minutes

PhD Chapter at KTH

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Place: T-Centralen, Drottning Kristinas väg 29 (KTH Main Campus)

Time: Tuesday, December 13<sup>th</sup> 2016, 17:00

Minutes by: Abdou

Checked by: Afzal

### **1. Opening formalities**

- a. Meeting opening
  - i. The meeting starts 17:38
- b. Attendees
  - i. Milan, Abdou, Linn, Afzal, Andrea, Maria, Omar
  - ii. Johan joined by Skype for the PhD Chapter Annual Report
  - iii. Two nominated for board
  - iv. Six other PhD students
- c. Choice of chairperson, secretary, and person to check the minutes
  - i. Chairperson: Andrea
  - ii. Secretary: Abdou
  - iii. Check minutes: Afzal
- d. Approval of the latest protocol: PhD Chapter Summer Meeting 2015
  - i. The latest protocol is approved
- e. Approval of the meeting agenda
  - i. The agenda is approved

### **2. Overview of PhD Chapter activities**

- a. Andrea presents the PhD Chapter to the attendees
- b. Presentation of HT2016 activities and action plan for VT2017 activities
  - i. New website
  - ii. Improving the PhD chapter structure
  - iii. Organizing the mailing list of the PhD students
  - iv. Andrea mentions that there is not enough attendance in PhD chapter activities and needs to be worked on
  - v. School visits even if the schools are not well organized
    - Be present at the local level
  - vi. Andrea says we need to organize more PhD Pubs.
    - Omar says that we need someone to be in charge of the Pubs.
  - vii. Keep on updating the website
  - viii. Open for projects from PhD students (including non-board members).
- c. Open questions to the board

**Doktorandsektionen vid Tekniska Högskolans Studentkår**

Drottning Kristinas väg 15 – 10044 Stockholm

<http://phd.ths.kth.se> – [chair@phd.ths.kth.se](mailto:chair@phd.ths.kth.se)



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- i. Who is a PAD?
  - Andrea explains what PAD is and also what PA is.
- ii. What are the fields of activities?
  - Interest for all student and not only local
  - Projects with wide audience
- iii. How often does the board meet?
  - Once per month, formal meetings
  - Pubs and other informal meetings
  - 20-30 meetings in a year and teams are needed for that.
  - Omar says that pubs can have more than a 100 people.
  - Omar says that there used to be some after work activities.
  - It is suggested to organize pubs each time by a school and be responsible for bringing and inviting people.
  - Up to two people can go for the course to get a pub-alcohol license each semester.
  - It is also suggested to have a person responsible for all the pubs and different people take responsibilities in turn.

### 3. Elections

- a. Vice chairperson (1 person)
  - i. Nobody has stepped in for vice chairperson
  - ii. An interview is needed and this point can be postponed until next summer chapter meeting
  - iii. Arash has a motion of nominating Mehedi to be vice chairperson
  - iv. Mehedi accepted to nominate himself as a vice chairperson
  - v. Andrea strongly suggests to postpone this point since an interview is needed.
  - vi. Andrea suggests to have an extra board meeting on 24th January to give time for the nominating committee to accept the nomination. And this extra meeting is set.
  - vii. A majority voted for the counter motion of Arash
  - viii. The counter motion is approved.
- b. Additional board members (2 people)
  - i. Andrea presents the two candidates: Abdullah Khan and Bahram Saadatfar

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- ii. Abdullah presents himself
    - Education background.
    - Can help newcomers, post on blogs on website, get funding and experience in organizing conferences and events.
  - iii. Abdullah Khan's candidature is unanimously accepted.
  - iv. Bahram Saadatfar presents himself
    - Education and teaching background
    - Familiar with KTH administration
    - Help PhD students know their rights and rule of KTH administration.
  - v. Bahram Saadatfar's candidature is unanimously accepted.
  - c. Web and communication manager (1 person)
    - i. Andrea presents the main task
    - ii. No one stepped up for the position
    - iii. The position will be announced again.
    - iv. Maria says that it can be postponed until January meeting.
  - d. Standard bearer (1 person)
    - i. Omar explains what the position is.
    - ii. There are two positions and attendance is compulsory.
    - iii. Requirement is a suit and student cap and other accessories.
    - iv. Omar steps up to the position again.
    - v. Omar is elected as the Standard bearer.
  - e. Vice standard bearer (1 person)
    - i. The vice is similar but does not get to go to Nobel and Skansen ceremony.
    - ii. Omar says he would like a vice.
    - iii. The election to position is postponed to the extra board meeting.
  - f. Nominating Committee members (3-5 people)
    - i. Omar explains the tasks of the committee
      - Interviewing candidates
      - Make recommendations
      - No conflict of interest
    - ii. Andrea explains why there are 3-5 people and the role of each one.
    - iii. Omar says that we don't have to elect all 5, maybe 3 people.
    - iv. Omar, Maria and Linn nominate themselves for the nomination committee.

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- v. Omar, Maria and Linn are elected for the nomination committee up to the 21<sup>st</sup> September 2017.
  - vi. Maria says it is not a good practice for a chairperson to be in the committee for not being involved formally in the process.

**Note:** For each point above (3.x) the protocol is:

- Overview of the position
- Nomination of interested people
- Election

#### **4. Freedom from Responsibility for the 2015-2016 PhD Chapter Board**

- a. Presentation of the PhD Chapter Annual Report 2015-2016
  - i. Johan joins via Skype from USA
  - ii. Johan presents the report
    - The board members
    - The goals: equality, quality and e-quality
    - Equality: teddybears, e.g. PhD Bootcamps.
    - Quality: social and sport activities, eISP
    - E-quality: newsletters, Facebook likes,
    - Others: work with other student unions and chapters.
    - Statistics: could spend the budget, decrease in membership
  - iii. Question about the status update on the time compensation issue
    - Johan explains how they took over from their previous board.
    - Andrea gives a status update of the current situation.
  - iv. Johan adds a point about the lobbying and its importance to be retained and retractile each year. The PhD Bootcamp has to address.
- b. Undelivered audit report for 2015-2016. Motion to approve the freedom of responsibility of the board 2015-2016 without an audit report or to appoint a substitute auditor to prepare such report, to be delivered at PhD Chapter summer meeting.
  - i. Andrea explains the audit report issue.
  - ii. Andrea says that we can still approve the freedom of responsibility.
  - iii. Andrea has a motion: approve the freedom of responsibility without an audit report.

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- iv. Arash wants to open a discussion about the motion.
  - v. The counter motion is to have someone to do the audit report and present in a later meeting
  - vi. The counter motion is unanimously accepted.
  - vii. Taras Kucherenko is nominated for the audit report
  - viii. Taras Kucherenko is elected for the auditing report

### 5. Meeting Closure

- a. The meeting closes at 19.47

Chairperson: Andrea de Giorgio \_\_\_\_\_

Secretary: Abderrahman Ait Ali (Abdou) \_\_\_\_\_

Minutes approved by: Muhammad Afzal (Afzal) \_\_\_\_\_

