PhD Chapter Winter Meeting – Dec 13th 2016
Minutes

PhD Chapter at KTH

Place: T-Centralen, Drottning Kristinas väg 29 (KTH Main Campus)
Time: Tuesday, December 13th 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

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http://phd.ths.kth.se – 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 21st 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.
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.
vi. 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)