



# Board Meeting n.3 – November 24<sup>th</sup> 2017

## Minutes

PhD Chapter at KTH

Place: Library at Energy department - Brinellvägen 68, 3rd floor  
Time: Friday, November 24th 2017, 15:30-17:30  
Minutes provided by: Abdullah  
Minutes checked by: Fareed

### **1. Opening formalities (15.30-15.45) opened 15:50**

- a. Meeting opening
- b. Attendees
  - i. Invited: Abdullah - Afzal - Andrea - Antonio - Bahram - Cong - Elena - Fareed - Milan - Tage - Elisabet (THS)
  - ii. Notified absences: Milan , Bahram (Cong. Fareed are absent and Afzal will show up at 4pm)
  - iii. Joining on Skype: Antonio
- c. Choice of chairperson (Andrea), secretary (Abdullah) and person to check the minutes (Tage)
- d. Previous protocols checking and signing

### **2. Reports & updates (16:45-17:15)**

- a. Presidium (Andrea & Bahram) Bahram is not here again and presidium does not exist as there is no discussion due to leave of absence. Materials will be released on dec 4. So there will be update then. Tage want to have views from andrea on recruitment process for the new board members. Positions are announced on the webpage. Nominating committee need one week to interview. Deadline is on 28<sup>th</sup> of November. Committee will select based on diversity (gender, school, origin). Development of new schools and new bylaws will be published on the website. Council PADS and central phd chapter should meet and discuss. Andrea proposed that board members who are less active they must communicate with council PADS to participate in discussion on new bylaws. Record the reflections from all participants. New structure have FA and FR and responsibilities will be similar as they were before. Writing emails to PAD and chair people will be new task for us as board and we will discuss the new strategies with school merging and bylaws. Abdullah will collect emails of current PADs and Chair persons from ABE school. Tage will collect from 3 other schools, and Andrea will collect the data from ITM school. Lets do this in December for councils meeting.
- b. Treasurer (Andrea) Andrea and Tage took a Cab from Kista and proposed for refund. Board games were below budget (1700 SEK). From next year student can play board games.
- c. Updates from THS (Elisabet) Ladok 2 to Ladok 3 in midsummer weak (June). PhD courses are administrated by FA and FR. PhD courses organization will talk to FA. One of FA from ECE school from Karolinska. PhD chapter level we are lacking



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information on one platform where students can have all courses information (each PhD programme) at central level. All the departments cannot represent their representatives (PADS) in the corridor, but they should come through democratically and through proper channel. There are certain bylaws for PADS selections. Tage attended on the meeting at department and Andrea opposed to attend such meetings without empowering PADS for those meetings. So far we have no communication with PhD councils and PADs. Sense of community does not exist in PhD chapter. Standardization of PhD courses and departmental duties were raised at FR and will be discussed at UU.

- d. Workgroup to propose draft for time compensation (Tage) Andrea proposed that we should have separate meeting and we will present in December meeting.
- e. Representations (FR, UU, FA, US, etc.) We need to get more people involved in these representations.
  - i. FA – Elisabet already discussed.
  - f. Feedback on past events/initiatives – All

### 3. **Discussion and/or decision points (15:45-16:45)**

- a. Info on scholarships (Cong) postponed to December meeting.
- b. Info on PhD courses at KTH (Andrea, Elisabet): at council levels information about PhD courses must be shared at central level. We will put up council meeting in Dec.
- c. Next Chapter Meetup (28<sup>th</sup> Nov) we have a guest speaker updated at Website. How to speak in public (Practice), there will be a guest speaker in all meet-ups, Winter Chapter meeting (5<sup>th</sup> Dec) & Elections (5<sup>th</sup> Dec), Deadline for nominations is on 28<sup>th</sup> Nov.
  - i. Approve budget for PhD Chapter Meetup and Winter Meeting decorations (1000 SEK) (all members should be present for help)
  - ii. Approve budget for PhD Chapter Meetup fika (drinks & Cookies by Abdullah for 30 people-budget is 500 SEK)
  - iii. Approve budget for PhD Chapter Winter Meeting dinner (2000 SEK)
- d. Approve budget for PhD Chapter banners (4000 SEK for 1 roll up and 1 cloth banner)
- e. Approve budget for PhD Chapter patches (100 patches for 3000 SEK)
- f. Decide how to solve presidium issue (there is no voice chair present due to conflict of interest and he is not active due to leave of absence). Board request to investigate Bahram and Andrea in front of an auditor that Committee must be established who have no conflict of interest with Andrea and Bahram?

### 4. **Development of Current Events/Initiatives (17:15-17:25)**

- a. PhD Chapter Meetups – Andrea (PhD meet ups only student who are paying THS fee must come and not others) Try to bring people at meet ups.
- b. Other – all



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5. **Additional issues or backup time (17:25-17:30)**

- a. More issues to discuss?

6. **Meeting closed at 18:02**

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

Meeting Secretary: Abdullah Khan \_\_\_\_\_ 

Minutes approved by: Fareed Khan \_\_\_\_\_ 