



# Board Meeting n.1 – September 19<sup>th</sup> 2017

## Minutes

PhD Chapter at KTH

Place: XPRES glass conference room, Brinellvägen 66, 3<sup>rd</sup> level

Time: 16:45 – 18:43

Minutes provided by: Milan Jocevski

Minutes checked by: Afzal

### 1. Opening formalities (16:45 – 16:47)

- a. Meeting opening at 16:45
- b. Attendees: Abdullah - Afzal - Andrea - Antonio (on Skype) - Bahram - Cong - Elena - Fareed - Milan - Tage - Elisabet (THS) - Ingrid (THS) – Johan (Auditor) – Omar (Auditor)
- c. Choice of chairperson: Andrea; Secretary: Milan;  
Person to check the minutes: Afzal.
- d. Previous protocols checking and signing – Missing signatures from board meetings 9 and 10 reported

### 2. Discussion and/or decision points (16:47 – 18:20)

- a. Welcome from Chairperson and Vice Chairperson (Andrea, Bahram)
- b. Introduction of all Board members
- c. Introduction of our guests from THS Elisabet and Ingrid
- d. PhD Chapter structure and planning for 2017/18 (Andrea at 16:58)

First Andrea explained the structure (PhD Chapter meeting, Board, Representations, etc.). News regarding central representations is that BN and AU will from now on be referred to as FF. THS has 21 chapters in total; and PhD Chapter functions centrally, unlike other ones. At 17:10, Andrea continues on last year's achievements of the Board. Andrea opens discussion in regard to improving entire PhD Chapter. Suggestions:

- Open platform to read about other student's research, not just social event like Pub is – decided to have monthly meet-ups
- ITM School needs PhD Council
- Ingrid should have a person from the Board to assist her if needed
- Extend cooperation with Stockholm School of Entrepreneurship, and be in touch with PhDs at other Universities
- Write more content in KTH Social Group
- Diversity in Board needed

#### e. Organization of the Board 2017/18 (Andrea at 17:27)

New organization where multiple tasks are grouped with one manager e.g. PhD Representations manager, PhD Chapter activities, Board meeting management, KTH Social Group manager etc. is suggested. A discussion lead to give those people more time compensation, but there was a comment in regard to what is a maximum allowed time compensation. Check for the 20%



# Board Meeting n.1 – September 19<sup>th</sup> 2017

## Minutes

PhD Chapter at KTH

departmental duties and commission of trust, how do they correspond and are they in the same bundle of maximum 20% a PhD can have. Decision was made that such structure should be implemented for this academic year.

The question raised but not answered was: How do we use new web/communication/event managers?

THS centrally has asked for Chapter meeting in order to elect our FR representative. If the Board doesn't decide on the date, it will be called by THS centrally. Therefore, Doodle for October should be sent in regard to Chapter meet-ups and the new Chapter meeting.

- f. Create workgroup to propose draft for time compensation (Andrea)

Volunteers to make a draft and report on next Board meeting are: Andrea, Abdullah, Bahram, Taj and Fared. Taj is going to coordinate the report and suggestions on how to proceed with it.

- g. Call of PhD Student Council Chairpersons meeting (Andrea)

Representatives of schools will be asked for a meeting somewhere in autumn. Andrea will continue with this and report as soon as concrete progress was made.

Note: This includes KTH school reorganization discussion between Councils (Taj)

Taj would like to have a separate meeting with the school councils regarding the school reorganization.

- h. Communication channels (Andrea)

Elena is suggesting Slack as platform for in-Board communication. Next Board meeting she will present how to use it.

- i. Public relations (Andrea)

Andrea explains the need of having only one person to send out official communication from the PhD Chapter. General communication shall be left to the chairperson, but task leader in the board can communicate regarding their area of responsibility, for example, the coordinator of the representations can officially communicate to THS who are the representative that the PhD Chapter has chosen.



# Board Meeting n.1 – September 19<sup>th</sup> 2017 Minutes

PhD Chapter at KTH

- j. Project proposals (Elena, Afzal, Andrea, others)

Erasmus Mundus PhD individual cases will be project of Bahram. Elena suggested Science Slam.

### **3. Reports & updates (18:20 - 18:40)**

- a. Presidium (Andrea & Bahram)

Bahram allows more time for guests to talk later. Andrea tells there is a document regarding FA-GA-PA responsibilities that Sigbritt is going to sign soon and it's a step forward for our council organization from KTH, as it says that FAs and PAs need to facilitate the school PhD student councils organization.

- b. Treasurer (Andrea)

Andrea is authorized by the Board to handle financial transactions until a Treasurer has been elected.

- c. Updates from THS (Elisabet)

UKÄ should be a point in next Board meeting.

- d. Updates from THS PhD student advisor (Ingrid)

KTH HR has ordered external investigation for management of Indek, ITM School. This has been pushed by Ingrid, due to a large number of complaints by PhD students from Indek.

- e. Representations (FR, UU, FA, US, etc.)

Elena will be manager of Representations.

### **4. Development of Current Events/Initiatives (18:40-18:42)**

- a. Next board meeting – will be sent by Milan, newly elected Board meeting manager.

### **5. Meeting closed**

Meeting closed at: 18:43



**Board Meeting n.1 – September 19<sup>th</sup> 2017**  
**Minutes**

---

PhD Chapter at KTH

Chairperson: Andrea de Giorgio

Secretary: Milan Jucevski

Minutes approved by: Muhammad Afzal