# Board Meeting n.9 – March 29<sup>th</sup> 2017
# Minutes

Place: Auditorium Albert Danielsson 643, Sing Sing Building, Lindstedtsvägen 30.
Time: Wednesday, March 29th 2017, 16:00-18:00
Food: Fika, provided at the beginning of the meeting
Minutes provided by: Abdullah
Minutes checked by: Linn

1. **Opening formalities (16.00-16.15)**
    a. Meeting opening at 16:09.
    b. Attendees
        i. Invited: Abdou - Abdullah - Afzal - Andrea - Bahram - Daniele - Linn - Maria - Milan - Omar - Taj - Tomas
        ii. Notified absences: Daniele - Maria - Omar
        iii. Joining on Skype: None
    c. Choice of chairperson **Milan**, secretary **Abdullah Khan** and person to check the minutes **Linn**
    d. Previous protocols checking and signing was done by Afzal and Bahram.

2. **Discussion and/or decision points (16:15-17:15)**
    a. School merging at KTH
        i. Updates – All (At KTH, 3 schools are being merged, first task was mapping, already had initial reporting, Taj was representing PhD Chapter Board. There was a name "Anastasia" popped up but she was not present physically. Taj wanted to have an opinion from board. All board members agreed that we need to communicate Anastasia or at least confirm whether she is participating or representing PhD students. From THS side, Simon is representative for school merging. All the ideas and issues must be discussed in the PhD reference groups. Taj is the person in charge of that reference group. However, new ideas and discussions should be centrally communicated. Then a question was raised by Andrea "Shall we have one responsible person to represent as board?" All board members agreed that Taj will be representing board and he will communicate with Anastasia who is representing PhD students).
        ii. Future actions e.g. How does Board follow the process? etc. – Board agreed that Taj is perfect to represent PhD board for school merging.
    b. Press-Kit – Abdou (Abdou invited all of us to read KTH Social about Press kit by visiting KTH Social Web Page and click to identity on the KTH social, edit identity and suggest any change and check the box so that all PhD Chapter should know. Abdou will inform Andrea if there is a major change directly so that he should respond quickly. There were some issues discussed for instance, how to publish information, which is now only accessible to board, to all PhD students. According to Andrea. Omar Shafqat (current board member) mentioned to him

that being a board member he did not read the information which he has the access. However, all agreed that we need to advertise and communicate to people what we have achieved. Abdou wants us to read "press kit" information and give our feedback as soon as possible. Deadline for feedback from the board member is one week or latest by 7$^{th}$ of April. Abdou may introduce main highlights. Identity should go directly to the website, Email Signature needed to be discussed, how to use it e.g for internal or external communication. Andrea proposed to use it as external communication to the PhD chapter. Andrea raised a question "should we approve the change of identity of PhD chapter or discard it?" Board members agreed to give our feedback before the deadline which is 7$^{th}$ April. Business cards design takes 30 days, Rollup design 1 hr. How much should be number of prints? You may give your preferences and feedback then it can be executed what is already there. Templates and slides for presentations, meeting agendas and meetings can be updated and should be available on the board web. Before Boot Camp can be the deadline. The date will be announced by Andrea via email. Signatures are okay and can be used immediately. Budgets for Business card and roll ups design and prints was proposed by Abdou and approved in this meeting by everyone. Design for roll up and business card deadline is 7$^{th}$ April).

c. EDIM – individual PhD issues or a program issue? – Milan (discussed cases about PhD student's issues at ITM School. Should we proceed to help them? Board proposed that we should collectively have some solutions with justification. Tomas says it sounds like some cultural problems, it is better to address the specific person who is directly involved. If it involves only one person then KTH can send notification to that person or several persons. Or if it is a problem of working environment so we have to come up with some solution. The thing is that we should know what the problem is and then how to fix it. Board proposed that Milan should meet that person and propose the problem to us).

d. Handover to the new Board – Taj (within the coming 3 months, Taj proposed that we should prepare the documents and handover this to new board. Tomas suggested that Taj should do it. Andrea said, these documents are ready but information might not be complete. It is better that we should go through these documents and write as much as we can to facilitate the new board to proceed. Additionally, Taj suggested that sharing knowledge e.g Treasury Part will need some time to guide new people. Treasury responsible person should be available at least 6 months after handover.)

e. Communication with the Councils – Taj (Councils exist if the school want them, 6 out of 10 have existing PhD student councils e.g. ABE, CHE, EES, STH, CSC and ICT. But there is no council formed at e.g. BIO, ITM, SCI and ECE. There are PADs

but councils do not exist. Andrea suggested that after boot camp, he will invite each PAD and meet individually.)

3. **Reports & updates** (17:15-17:45)
    a. Presidium – Andrea & Milan
        i. Time Compensation (it is done, congratulations, now you can declare your time compensation at eISP in the section for time plans which is commission of trust and also tell your supervisor)
    b. Treasurer – Linn (Regarding KTH BOARD Tax Return, Skatteverket Document: Linn has asked Johan how he submitted last year with the help from THS. We need to find a solution for filling the document to Skatteverket.)
    c. Updates from THS – Tomas gave updates on THS which have been recorded in 4d(ii).
    d. Representations (FR, UU, FA, US, etc.)
        i. FA – upcoming workshop – Tomas and Milan (Milan gave feedback on PhD courses. According to him, advertisements of PhD level courses are not centrally communicated on the KTH Website or do not run per year as courses on other levels. Board proposed that this issue needed attention and should be solved. Additionally, each PhD programme differs regarding number of credits required to complete PhD Degree and it varies from 60 to 90 credits, depending on the School and PhD Programme at KTH. Board proposed that credits of all PhD programmes should be same.
        ii. RU – Abdou (Abdou want to have a 2<sup>nd</sup> person from board to represent in RU meetings, Abdullah and Bahram were nominated to represent Board in RU meetings with Abdou in case Abdou is not available.)
        iii. All other updates – All (FR meeting, Andrea replaced Bahram in last meeting. Afzal has update on UU. He raised some questions on the updated documents where he felt that PhD students rights were by-passed. He objected to revise the document. Moreover, Board proposed that we all should keep eyes open and share any update on the eISP platform and raise more suggestions to improve the system better.)
    e. Feedback on past events/initiatives – All
        i. Yoga with PhD Chapter – Linn (15 people applied so far for this month Yoga. There will be around 1 yoga per month for this year.)

4. **Development of Current Events/Initiatives (17:45-17:55)**

    a. Next board meetings– Milan
        i. May – date preferences

    ii.   June – Chapter meeting in the first week of June? (9th of June 17-19)
- b. Pedagogical meeting – 4th April (Maria has planned already, Linn will join)
- c. Seminar: What is necessary to be granted Swedish Citizenship? – 21st April (There were 52 responses so far. It was decided that we should stop to collect more responses)
- d. Boot-camp – choose a date (First Week in May, let's have a doodle between 2nd and 4th of May)
  - i. A suggestion: AU meeting members (Milan suggested to recruit new people, these representatives don't need to be board members. Suggestion is about telling people about these representations.)
  - ii. Other suggested activities (By Tomas, location suggestion THS at KårX, THS.dlginfo.se account holder e.g Andrea can book the location and pay at KårX. Moreover, contact THS Restaurant for fixing Food. projector and screens must be fixed by the KTH PhD Board itself or at least talk to THS beforehand to borrow. Milan will fix the room.)

5. **Additional issues or backup time (17:55-18:00)**

   a. More issues to discuss?

6. **Meeting closed at 17:59**


Chairperson: Andrea de Giorgio _____

Secretary: Abdullah Khan _____

Minutes approved by: Liyun Yang _____