



PhD Chapter Winter Meeting – Dec 5th 2017

Minutes

PhD Chapter at KTH

Place: T-Centralen, Drottning Kristinas väg 29 (KTH Main Campus)
Time: Tuesday, December 5th 2017, 17:00

1. Opening formalities

- a. Meeting opening: 17:28
- b. Attendees: list attached
- c. Choice of chairperson: Andrea de Giorgio, secretary: Muhammad Afzal, and person to check the minutes: Cong Wang
- d. Approval of the latest protocol: PhD Chapter Summer 1st & 2nd Meetings 2017: approved
- e. Approval of the meeting agenda: approved

2. Overview of PhD Chapter activities

a. Presentation of HT2017 activities and action plan for VT2018 activities
Andrea presented the presentation about the chapter and discussed the introduction of chapter meetups. Members can raise points during the regular meetups and then board has to decide. Sometimes speakers are invited according to the availability. He discussed about student council. THS with 21 Chapter including PhD chapter and we work centrally. But it also exists locally working through school councils. 3 schools will be group together, and 3 other schools will be group together. PADs are the student representatives for the PhD programs. Boot camps need to be arranged in every school with the cooperation of members. Time compensation is given for the Board and other people who are doing some duties which is approved. Time compensation is based on the active involvements but should be the member of THS. LADOK has been changing, we don't know much about it. But we want to see why PhD courses are not listed. May be in Jan 2018, we will spread the information.

b. Open questions to the board

Elena: We will discuss in the meetups what are the updates and we want to arrange workshop in Jan....

Omar: What are the rules for time compensation?

Andrea: 2 PhD positions time. 100% time for board members and volunteers who presenting centrally. May be 10 or 15% per person but depending upon the time spent on different tasks and assignments handled by one representative. Time compensation directly goes from board to KTH.

Abdullah: Gave a suggestion how to register the time spent online.

Andrea: we want to develop a software but have no time. We ask for volunteer who can help in this.

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Johan: what is the strategy for time compensation?

Andrea: we are working with freedom within the board. We have lack of Swedish speaking persons. We need such person because all meetings are conducted in Swedish.

Johan: do you have working group?

Andrea: We have working groups according to the needs.

Abbos: Everyone in the board is asking for doing something?

Andrea: Yes, its freedom to board members.

Omar: What are the issues?

Andrea: New president is mixing many schools. Tage is focusing on merging of the schools and other issues.

Afzal: explained UU meetings issues which I have raised about courses. Afzal and THS are inline about these issues and they are doing pre-meetings as well for better coordination. Afzal mentioned that he will be part of any work-group in UU committee where interest of PhD studies is involved.

Andrea: there are around 300 scholarships PhD students which are part of PhD chapter.

Bahram: if you are in 3rd year and scholarship is not enough then employment contract should be given by rule.

3. **Elections**

Abbos and Katerina will count the votes. Approved

Nominating committee suggests the merging of 2 elections

12 yes and 10 no.

Introduction and suggestions about the candidates

Zhaoxuan Feng (12) elected

Malvina Roci (09)

Behrouz Nourozi (11)

Robin Palmberg (12) elected

Cong Wang comment: How election is being conducted has not been discussed during Board meetings. Elections during last chapter meeting were in one way (by writing on a ballot) and in this meeting are in another way (by raising hands). Organization of elections should be defined in advance and should be shared in agenda.

a. Treasurer (1 position to be occupied from 2018.01.01 to 2018.06.30)

Zhaoxuan Feng is elected as a treasurer.

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- b. Additional board member (1 position to be occupied from 2018.01.01 to 2018.06.30 or 2 positions to be occupied from 2018.01.01 to 2018.06.30 if a Treasurer is not elected)
Robin Palmberg is elected as an additional Board member.
- c. Web and communication manager (1 position to be occupied from 2018.01.01 to 2018.12.31)
Board is given authority to appoint.
- d. Standard bearer (1 position to be occupied from 2018.01.01 to 2018.12.31)
Robin is elected
- e. Vice standard bearer (1 position to be occupied from 2018.01.01 to 2018.12.31)
Elena is elected
- f. Nominating Committee members (from 3 to 5 positions to be occupied from 2018.01.01 to 2018.12.31)
Andrea, Abdullah, Afzal, Bahram and Elena
The four nominees (Andrea, Abdullah, Afzal and Bahram) that are at the meeting leaves the room for the meeting to discuss.
Five nominees Andrea, Abdullah, Afzal, Bahram and Elena are elected.
- g. FR representative (1 position to be occupied from 2018.01.01 to 2018.06.30)
Tage is elected.

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

- Overview of the position
- Suggestion of candidates from the Nominating Committee
- Elections

Note: In case there are no candidates for a position, the PhD Chapter Meeting can delegate the Board to appoint candidates afterwards. Nominations cannot be made during the Meeting.

Chapter meeting has delegated the Board to appoint Web and communication manager.

4. Freedom from Responsibility for the 2016/17 PhD Chapter Board

- a. Presentation of the PhD Chapter Annual Report 2016/17
A number of board meetings and 3 chapter meetings were conducted is presented by Andrea. Few Boot Camps and many other activities were conducted. Communication through the web and social are done. Positive increase in the balance more than 4000 kr.
- b. Presentation of the audit report for 2016/17
Johan presented the audit report. Johan and Abbas looked 4 types of accounting including, receipts etc. Everything is in order. Food budget is increased. Problem is that you are making money but losing members. Recommendation, how board

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can involve school level representatives to the central level at KTH. More details should be given in the meeting protocols, how members are contributing in central level and working groups. In addition, THS has sent the documents back with a written statement. In principle, THS elects the members of the Board which is delegated to the PhD chapter to elect. If some irregularities are there, re-organization of the chapter should be done. Change the organization in the Board, it is feedback from the Abbos to make the Board more active. PhD chapter cannot achieve anything without THS central. If someone is not doing any job its Board's responsibility to make them more active.

Andrea: Approved the freedom of responsibility

Cong: elected to be person to check the minutes.

Chapter auditors can meet with THS auditors during the investigation and then extra chapter meeting could be call in the end of Jan 2018 about the presidium matter.

5. Meeting Closure: 20:25

Chairperson: Andrea de Giorgio _____

Secretary: Muhammad Afzal _____

Minutes approved by: Cong Wang _____