

Board Meeting n.6 - March 28th 2018

Minutes



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PhD Chapter at KTH

Place: Library Meeting Room at Brinellvägen 68
Time: Wednesday, March 28th 2018, 16:00-18:00
Food: Fika, provided at the beginning of the meeting
Minutes provided by: Antonio
Minutes checked by: Milan

1. Opening formalities (16.00-16.15) opened 16:25

- a. Meeting opening
- b. Attendees
 - i. Present: Afzal - Andrea - Antonio - Elena - Milan - Robin - Tage - Elisabet (THS)
 - ii. Notified absences: None.
 - iii. Joining on Skype: Elena.
- c. Choice of chairperson, secretary and person to check, the minutes
 - i. Andrea is chosen as chairperson
 - ii. Antonio is chosen as secretary
 - iii. Milan is chosen to check the minutes
- d. Previous protocols checking and signing
 - i. Minutes from February are not published on the website. Elena has written the minutes, but we do not know whether Zhaoxuan has checked them yet. Andrea will track them and make sure they are checked, signed and uploaded.

2. Discussion and/or decision points (16:15-17:00) opened 16:30

- a. Report on Chapter meetings and meetups (Andrea).
 - i. Andrea reports on the organisation of Chapter meetings and Chapter meetups.
 - ii. Andrea gives recommendations to spread the words about the Chapter meetings and meetups.
 - iii. Next meetup is organised by Elena and it is about VR.
 - iv. The following is organised by Andrea and is about body language.
 - v. It is time to plan for activities in May and June.
 - vi. We need to plan a knowledge transfer to the next board (we keep this in the agenda for next meetings).
- b. Facebook as a channel of communication (Milan)
 - i. We have had misunderstandings about publishing contents on our Facebook page. Tage has solved it by deleting the related posts.
 - ii. Afzal reports that Abdullah continues to be responsible for communication as volunteer until June.
 - iii. Andrea suggests to use Slack for better interaction before communicating content on social media.

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- iv. We decide not to extend to Kateryna the rights to publish directly on social media in the name of the Board (she did not express wish to do so).
- c. Local representation (Milan)
 - i. The board does not have good knowledge about local representation.
 - ii. Andrea comments that this knowledge is not collected centrally. We may need a person in the board to keep track of that.
 - iii. Elisabeth comments that if there is a local committee, PhD representative has the right to join it; if it does not exist, the Board may suggest to start one, but we have no decisional power over it.
- d. Handover (Andrea)
 - i. Discussion: What knowledge do we need to pass over to the next board?
 - Tage: Status of business.
 - Afzal: What objectives have been achieved, and what are the next steps.
 - Robin: We can have a testament for the next board, partly public (static) and partly private (dynamic and related to current issues that the next board should be aware of).
 - Milan: We should have a handover day where the old and the new board meet.
 - ii. Discussion about splitting up elections in two meetings to facilitate the handover.
 - iii. Antonio: Plan ahead for handover day and announce it so that board candidates book it.
 - iv. Elisabeth: On handover day or later, the old board may help the new board make up an agenda.
 - v. Robin suggests to have a template for the static testament and volunteers to make one up.
 - vi. We agree that we will write a public (static) testament for the next Board meeting, following Robin's template. He will send it via email in the following days.

3. Reports & updates (17:00-17:45) opened 17:20

- a. Presidium - Andrea & Abdullah
 - i. Andrea: we are going to have a sport week at KTH to motivate PhD students to try new sports at KTH Hallen.
 - ii. Next Council meeting is April 18th and 23rd.

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- b. Treasurer - Zhaoxuan
- c. Updates from THS - Elisabet
 - i. Started the working group for PhD courses. There was a meeting yesterday (March 27th). Afzal is also in the group. Some points have been discussed, no action has been taken yet.
- d. Representations (FR, UU, FA, US, etc.)
 - i. FA - Andrea's presentation
 - Milan: Andrea presented the Councils and is going to send the presentation slides.
 - Andrea: this presentation can be improved and added in the testament.
 - ii. All other updates - All
 - Afzal on the UU meeting: a working group has been elected to work on the structure of the doctoral courses.
 - Andrea: we can have a discussion point on this at next Board meeting.
 - Elena will send an mail with her updates.
 - Robin: Language committee discussed about the use of British vs American English. The idea of giving credits for PhD language courses has received wide consensus and has been submitted for approval.
- e. Past and future events/initiatives
 - i. PhD Pedagogical seminar - Tage
 - The seminar went well and received positive feedback and encouragement to have a larger one.
 - ii. Recent survey (Tage)
 - The survey highlighted that people would like KTH to have less tolerance about unequal opportunities.
 - iii. Boot-camp - Milan
 - Andrea: we are not going to arrange another central Boot camp because it did not go very well in the past. We will organise similar events locally.
 - iv. Other - All

4. Additional issues or backup time (17:45-18:00)

- a. Next Board meeting
 - i. Next Board meeting is scheduled for April 17th 16-18.
- b. Summer Chapter meeting
 - i. Provisional date: May 30th.

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5. Meeting closed

Elena leaves at 17:30
Meeting closed at 17:45

Chairperson: Andrea de Giorgio

Secretary: Antonio Adaldo

Minutes approved by: Milan Jucevski