

Chapter Meeting no 1 – December 10th 2018

Agenda



PhD Chapter at KTH

Place: T-Centralen, Drottning Kristinas Väg 29 (KTH Main Campus)

Time: 18:18, December 10th 2018

1. Opening formalities

- a. Meeting opening
- b. Attendees
- c. Choice of meeting chairperson.
- d. Choice of meeting secretary.
- e. Choice of meeting minutes checker.
- f. Approval of the latest protocol: PhD Chapter Extra Meeting on June 19th 2018
- g. Approval of the meeting agenda

2. Reports & updates

- a. Board Reports
- b. Resigning Board Report*
- c. Audit Report*

3. Decision points

- a. Freedom of responsibility for the PhD Chapter Board and the PhD Chapter Functionaries
- b. Proposition - Approval of past actions*
- c. Proposition - Board definition*
- d. Proposition - Overlapping working year for the board*
- e. Proposition - Chapter uniform*
- f. Proposition - Application for funds*
- g. Proposition - Board Report Deadline*
- h. Proposition - Budget*
- i. Proposition - Time Compensation estimates for the current board*
- j. Proposition - Time Compensation for the resigning board*
- k. Motion - Starting the committee "Female Doctoral Committee"*
- l. Approval of resignation

4. Elections

- a. By-election for auditor
- b. Nominating Committee (at least 3)
- c. Standard Bearer
- d. Vice Standard Bearer

5. Development of Current Events/Initiatives

- a. Social Events for PhD Students

6. Additional issues and information

7. Meeting closing

Doktorandsektionen vid Tekniska Högskolans Studentkår

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Chairperson's Report 2017-18

Chapter Meeting December 10th 2018

PhD Chapter at KTH

Stockholm, 2018-12-04

Dear PhD student colleagues,

Premises. The PhD Chapter's fiscal year 2017/18, starting from July 1st and ending in June 30th of this year, has seen me in the lead for a second time. Part of the progress of the second year is due to the planning made in the first one. Despite all the supervised and unsupervised planning and the structural freedom to express themselves, given to the leadership team, the board has suffered motivation of the candidates in conducting qualitative work for the PhD Chapter. My experienced guess is to attribute this outcome not only to the lack of skills in the selected candidates, but also to the lack of motivation that comes from asking PhD students who already work for this Institution to accept a second job which is not adequately remunerated. All we offer at the moment is some largely underrated personal development and some extra contractual time on the PhD duration, which however is very short. The future PhD Chapter is either a more engaging experience or a sinking boat, because unremunerated quality work is not a sustainable prospective.

A major remark to the extreme situation witnessed the previous year is that there is still no built-in mechanism in our Statutes or common procedure to prove and ensure that an elected officer can have the required skills or moral values to perform student representations up to good standards. This past year I repeatedly received written or verbal ammunition from both THS and KTH leaders regarding the bad public behavior of some of our board members. Despite a lot of focus and effort on fixing their way of operating, some of them still acted against the good reputation of the PhD Chapter and probably because of personal gain. The sole possible way to solve the issue was to progressively exclude them from the most important tasks, until the moment in which a spontaneous resignation was eventually submitted. The whole situation is a lose-lose experience for both the malicious candidates and the rest of the leadership team who is doomed to lose motivation and credibility amongst THS and KTH. Needless to say that some people persisted in their negative attitude during the whole year without ever resigning, some didn't engage themselves enough and only one abandoned the team (here I want to leave that person's resignations' meaning unspecified, leaving some doubt about whom to attribute the shameful behavior described before).

I urge to remind this Chapter Meeting that the whole board that we elect here has responsibility for the whole process and throughout the whole year, despite who and how skilled is the chosen leader, so here I utter my apologies on behalf of all of us elected last year, hoping that at least we all learned something. I personally did, a lot. We can smoothen a bit this previous paragraph that I wrote, by reminding people that these students' associations are barely a simulation of what real life is, and all the relationships and attitude hereby developed toward each other and

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Chairperson's Report 2017-18 Chapter Meeting December 10th 2018

PhD Chapter at KTH

the PhD students' community at KTH is some hopefully good (university) training for the future. Our future!

Board structure. The PhD Chapter board 2017/18 consisted of:

Andrea de Giorgio - Chairperson (Ordförande) from July 2017 to June 2018

Bahram Saadatfar - Vice Chairperson (Viceordförande) from July 2017 to December 2017 (due to resignation)

Abdullah Khan - Vice Chairperson (Viceordförande) from February 2018 to June 2018 and Board Member from July 2017 to January 2018

Zhaoxuan Feng - Treasurer (Kassör) from January 2018 to June 2018

Liyun Yang - Treasurer (Kassör) from July 2017 to December 2017

Antonio Adaldo - Board Member (Styrelseledamot) from July 2017 to June 2018

Cong Wang - Board Member (Styrelseledamot) from July 2017 to June 2018

Afzal Muhammad - Board Member (Styrelseledamot) from July 2017 to June 2018

Elena Malakhatka - Board Member (Styrelseledamot) from July 2017 to June 2018

Fareed Khan - Board Member (Styrelseledamot) from July 2017 to June 2018

Milan Jucevski - Board Member (Styrelseledamot) from July 2017 to June 2018

Tage Mohammadat - Board Member (Styrelseledamot) from July 2017 to June 2018

Robin Palmberg - Board Member (Styrelseledamot) from January 2018 to June 2018

Activities. In my personal view, without naming who, the people who were actively engaged and mostly took part to our activities, especially as organizers, were able to acquire a great deal of experience, visibly enhance the services given by the PhD Chapter to students, compared to previous years, and contribute to form and sustain the new leadership team who took over in early July this year.

The activities of the past year aimed at **strengthening the PhD Chapter value as a network of students and ensuring that all the PhD students' rights were solidly revised and sustained.**

To name some of the main contributes:

- 9 (out of 9) board meetings were well-executed during the year;
- All the representative posts were covered by a PhD student representative during the year, attendance was over 75%;
- Ad-hoc committees were immediately manned where the occasion presented itself in order to contribute from the PhD students' perspective to KTH structural and operative changes;

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Chairperson's Report 2017-18 Chapter Meeting December 10th 2018

PhD Chapter at KTH

- 4 PhD Chapter meetings and 3 PhD Chapter meetups were hosted in order to engage all the PhD students, especially those not in the leadership team;
- 2 PhD Chapter Council Chairs meetings were called and led, in order to communicate the structural change of the PhD Chapter in the Statutes, together with KTH schools' structural change (from 10 to 5 schools) and reorganize the work;
- Board games were bought and a game night was tested to diversify the activities and make the PhD Chapter more similar to the other THS chapters;
- High quality seminars to explain students' rights were promoted and organized in-house;
- The recruitment process was strengthened: video of the candidates were added to screen their skills in advance of the PhD Chapter election meeting, due to a known inefficacy of the nominating committee in doing such job when the final vote rests on the sole quick impression of the PhD Chapter Meeting's attendants; results of this practice can be seen in the boost that the current leadership team had on engagement and enthusiasm, with a consequently growth in PhD Chapter activities;
- A whole documentation of the PhD Chapter activities was uploaded and maintained on KTH Social pages;
- The website, renewed in the previous year, has seen its consolidation as main media channel with the PhD students; new and more stable mailing lists were also added, based on THS membership (about 800 students reached out).
- The PhD Chapter participated in the local activities of School PhD Student Councils such as EECS, ITM and CBH;
- The time compensation was extended PhD Student Council's Chairs and modified to add a meritocratic method of compensation;
- The labor unions at KTH were fully supported with shared presentations for our PhD student members and collaborations on aggregated students' issues;
- A presentation of the PhD Chapter was made at KTH Board level to promote our and THS' good work throughout the years;
- Our PhD student advisor Ingrid Iliou was also fully supported throughout the year.

Economics. As sole signatory of the PhD Chapter account while the Treasurer position was transitioning to a less-operative one, I had the obligation to transfer and approve all the payments due for the PhD Chapter strict activities, without having the possibility to count on a proper budgeting. This ended up with savings of economic resources dictated by the so-called "fear of not spending too much".

In fact, the year started with **395.201,30 SEK** and ended with **362.478,61 SEK** in the bank account, over a THS contribute of about **50.000 SEK** that is received every year. As a non-profit organization we are requested to end up the year on a zero balance, but closed the academic (note: not the fiscal) year with a positive amount quantifiable in circa **17.000 SEK**. A personal

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Chairperson's Report 2017-18

Chapter Meeting December 10th 2018



4

PhD Chapter at KTH

suggestion for further development of the PhD Chapter is to ask Skatteverket to change the fiscal year of the PhD Chapter, which is registered as a non-profit organization, so to make it coincide with the academic year and change the election procedures so to have a Treasurer elected for the same period.

Conclusions. As the new PhD Chapter year has already started and it verges towards its half term, we have a solid share of reflections which can be used to produce a potentially more effective students' network. When? Exactly at today's elections and in the days that will precede new elections in summer. How? By selecting moral values, friendship and skills over greed, seek of useless titles or uninformed and useless candidatures: we must find the right people who are willing to work for us while remembering that our common happiness is our goal. Why? Because, as someone before me said:

"The future is now".

Andrea de Giorgio
Chairperson 2016/18





AUDIT REPORT 2017/18

1. Objective and scope

This is an audit report for the THS PhD Chapter 2017/18. It is based on and analyses:

- The Chapter's expense receipts 2017/18
- Bank statement
- The Chapter meeting protocols 2017/18
- The Chapter's board meeting protocols for 2017/18
- Selection of board emails regarding specific issues that arose during the year 2017/18
- Documentation on KTH-Social concerning the year 2017/18

Documents not made available to the auditors (at the time of writing this report):

- Accounting report for year 2017/18
- The budget approved by the Chapter meeting
- The annual report from the board 2017/18

The purpose is to point out matters of concern for the members of the Chapter and suggest whether or not to free the Board 2017/18 from responsibility.

2. Audit observations

The accounting records:

A bank statement and receipts for expenditures were provided to the auditors. However, no accounting report or approved budget was made available. Overall the expenses for the year stand at 29 226,19 Kr. A significant part of the budget was dedicated to activities for the members such as board game nights, seminars and meetups.

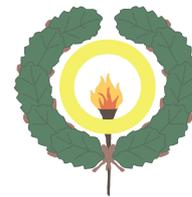
The main observations in this section concern a lack of bookkeeping and follow up on budget approvals. This can partly be attributed to a lack of an elected treasurer and resulting lack planning during the first half of the year. Based on a review of Board meeting protocols, budget items were approved on occasion that came over budget. No explanation, however, is provided in the protocols as to the cause of this. Overall, while the financial numbers reveal no major irregularities, the auditors have not been able to fully scrutinize the financials. The auditors recommend improving the standards of bookkeeping and documentation.

The annual report:

Not provided

The Board meeting protocols:

Board meeting protocols reflect the direction of work for the board and the various actions undertaken to achieve the vision. The major issues that can be observed concern a lack of reporting from representative positions and communication issues in the board. The latter, in particular, led to significant conflicts and chaos in the board, diverting time and attention away for the core work of the board. Additionally, the communication issues were highlighted by KTH



Administration on one occasion which is a concern for the long term standing of the chapter. From the minutes it is also evident that the level of engagement amongst the board members varied considerably. Due to a lack of reporting and discussion on key representative positions (as reflected by the minutes), a unified strategy seemed missing in order to lobby key PhD issues across various KTH councils in an effective manner. In addition the quality of documentation in the protocols was lacking on several occasions with several inconsistencies.

The Chapter meeting protocols:

The Chapter winter meeting (2017-12-05) includes several agenda items that were discussed. The minutes of these discussions are difficult to interpret regarding content and, more importantly, what decisions or follow-up items these resulted in.

The main issues concerned plans for recruiting Swedish speaking PhD students (to participate in KTH's decision-making processes where Swedish is the working language), the regularity by which the Chapter board organises working groups, making election procedures more transparent, as well as follow-ups on time compensation.

For the extra Chapter meeting (2018-01-25), there were according to the attendance list eventually eleven participating members (board included). Given that part of the purpose, for this reason, was to elect a new vice-chairperson for the PhD Chapter, the auditors find it questionable that the board did not put more effort on announcing the meeting so as to ensure greater member participation.

For the summer Chapter meeting (2018-06-19), none of the issues raised at the Chapter winter meeting (i.e. recruiting of Swedish speaking PhD students, organisation of working groups, and procedures for elections and allotment of time compensation) were not addressed by the board.

The meeting protocol list a presentation by the chairperson, which could have included updates and information relevant to these questions. This presentation, however, has not been attached as an appendix to the meeting minutes, as is customary, and neither have these been provided at a later stage for the auditors to consider.

These matters are serious, in particular, because the election procedure for the new board 2018/19 was not conducted in accordance with the statutes and bylaws of the Chapter. For these reasons, the board have demonstrated negligence at both chapter meetings regarding problems of which it had information but neither resolved nor provided satisfactory explanations to.

3. Recommendations

Since several critical issues were encountered during the year 2017/18 that had a significant impact on the workings of the board, the auditors would like to propose the following recommendations for the current board:

- Error regarding election procedures should be corrected at the upcoming Chapter meeting.



- Better reporting procedures should be adopted regarding the representative positions at various KTH councils. Sufficient time should be allocated to discussing the PhD Chapter's vision regarding the representations and the issues that need to be driven forward.
- Procedures in the form of statutes or bylaws should be devised to deal with potential conflict resolutions in the board. Particularly, in the case of irreconcilable conflicts where board member(s) need to be removed from the board.
- Financial accounting processes be improved and in case of deviation from the approved budget sufficient justification be provided.
- Documentation in general needs improvement. Appendices to board meetings and chapter meetings should be made available on the Chapter webpage. The quality of protocols needs to be maintained.
- Communications both within the board and externally should be a priority to avoid situations that occurred in the year 2017/18.
- Time compensation procedures need to be made more transparent with the procedures for approval and accountability clarified.
- Lastly, the auditors recommend that the present board initiate a dialogue with the leadership of KTH with the aim of repairing the stature of the PhD Chapter as a respected and constructive member of THS, in particular, and the student movement, in general.

4. Conclusions

The auditors recommend giving the Board of the PhD Chapter freedom of financial responsibility based on the information and records made available to us. However, the auditors express major procedural reservations into the working of the Board for the year 2017/18.

Signed by auditors,
Stockholm,
2017-12-03

Johan Gärdebo

Omar Shafqat



Proposition - Chapter Meeting 1 2018

Approval of past actions

Background

Due to an error in the election process for chairperson and vice chairperson, the actions performed during the fall has not been valid according to the statutes and bylaws of the chapter.

However, work has been performed by the persons who were elected, in the belief that they were correctly elected. But according to the statutes, none of the work that has been done by anyone in the board has been valid, due to the lack of chairperson and vice chairperson. In order to validate the elections and the past actions that have been done by the current board, we need the chapter meetings approval.

Suggestion

To₁ approve of the actions that led up to the election of the current chairperson and vice chairperson.

To₂ approve of the actions that the current board has performed in the role of the PhD Chapter Board.

On behalf of the board,

Robin Palmberg
Stockholm 3 December 2018



Proposition - Chapter Meeting 1 2018

Approval of board definition

Background

As of now the board consists of 10 members including a chairperson, vice chairperson and treasurer. These members are ultimately responsible for the chapter. Apart from working within the chapter, they also work together with KTH Central and the Student Union regarding situations of the PhD Students.

As of now, the board chooses which member should represent the chapter in each council. Our suggestion is to define different areas of responsibility for the board members together with their representative part at KTH Central.

The board proposes these definitions:

Presidium

The Chairperson and the Vice Chairperson together form the Presidium. They are responsible for the progress of the chapters progress through the board. However, they have different focus areas.

Chairperson

Strategic responsibility: Responsible for the future of the chapter and for having a strategy for how the activities during the coming year should affect the chapter.

Representational tasks: The Chairperson is the main nominee for the role of PhD representative in the University Board (US) at KTH. Functions as contact person for the chapter in all tasks that are not related to any of the other representational tasks.

Board tasks: Responsible for the progress of the work of the board, calls to and leads the board meetings.

Chapter tasks: Calls to and leads the chapter meetings, ultimately responsible for the communication with the chapter.

Union tasks: Represents the chapter in the Ordföranderådet (OR) at THS Student Union.

Vice Chairperson

Executive responsibility: Responsible for the executive part of the board. Works in close collaboration with the chairperson.

Representational tasks: The Vice Chairperson is the main nominee for the role of PhD representative in the Faculty Board (FR) at KTH.

Chapter Meeting no 1 – December 10th 2018

Agenda



PhD Chapter at KTH

Board tasks: Responsible for coordinating the work of the board, communicates with the board members to find solutions for cooperation and planning.

Chapter tasks: Books the people and locations for chapter events regarding decision making, such as chapter meetings and council election meetings.

Union tasks: -

Finances

Treasurer

Fiscal responsibility: Responsible for the budget, the accounting and reimbursements.

Works in close collaboration with the Presidium.

Representational tasks: Represents the chapter at the Resource Allocation Committee at KTH

Board tasks: Responsible for communicating and coordinating the fiscal activities within the board. Also responsible for the prognosis and documentation of the time compensation.

Chapter tasks: Responsible for communicating and coordinating the fiscal activities within the chapter. Working groups with their own budget shall communicate with the treasurer to ensure that the money is being accounted for correctly.

Union tasks: Represents the chapter in the Ekonomiska Rådet (ER) at THS Student Union.

Communication

Webmaster

IT responsibility: Responsible for the information technology part of the PhD Chapter.

Makes sure that web pages, social media and mailing lists are updated and working. Works in close collaboration with the communication manager.

Representational tasks: Coordinates the chapter in the Future Faculty group at KTH

Board tasks: Makes sure that the platforms for communication is working as they should and updates it accordingly to fit with new needs and possibilities in technology.

Chapter tasks: Same as board tasks

Union tasks: -

Substitute: Communication manager

Communication manager

Communication responsibility: Responsible for the communication of the board through the information channels described in the communication policy. Works in close collaboration with the Webmaster

Representational tasks: Represents the chapter at the Language Committee at KTH

Chapter Meeting no 1 – December 10th 2018

Agenda



PhD Chapter at KTH

Board tasks: Responsible for taking the minutes during the board meetings. Also responsible for management of documentation and data within the board and chapter.

Chapter tasks: Responsible for taking the minutes during the chapter meetings.

Union tasks: -

Substitute: Webmaster

Student Liaison

Education manager

Educational responsibility: Responsible for the educational issues that might affect the work and studies of the PhD Students. Works in close collaboration with Education manager focusing on Councils.

Representational tasks: Represents the chapter at the Education Committee at KTH

Board tasks: Responsible for addressing issues related to education at board meetings and informing the board about educational changes.

Chapter tasks: Responsible for collecting and addressing issues related to education among the chapter members.

Union tasks: Represents the chapter in Utbildningsrådet (UR) at THS Student Union.

Substitute: Council manager

Council Coordinator

Educational responsibility: Responsible for the educational issues that might affect the work and studies of the PhD Students. Focuses on gathering information from the councils about the education and work at department level. Works in close collaboration with Education manager.

Representational tasks: Represents the chapter at the directors of doctoral studies group at KTH

Board tasks: Responsible for addressing issues related to education at board meetings and informing the board about educational changes.

Chapter tasks: Responsible for collecting and addressing issues related to education among the councils.

Union tasks: -

Substitute: Education manager

Chapter Meeting no 1 – December 10th 2018

Agenda



PhD Chapter at KTH

Social

Business manager

Business responsibility: Responsible for the connections with research institutes and companies (from hereon: partners) that might be interested in starting collaborations with the PhD Chapter. Works in close collaboration with Event manager and Working group manager.

Representational tasks: Represents the chapter at the Central Grants Committee at KTH.

Board tasks: Communication between the board and the partners.

Chapter tasks: Communication between the chapter and the partners. Set up partner events together with Event manager.

Union tasks: -

Substitute: Event manager, Working group manager

Event manager

Event responsibility: Responsible for coordination and communication about the events that take place within the chapter. Also responsible for the communication between the board and the Master of Ceremonies group. Works in close collaboration with Business manager and Working group manager.

Representational tasks: Represents the chapter at the KTH Sustainability Council.

Board tasks: Coordinator of the events that the board wants to organize. Responsible for giving the plan of the events to Communication manager.

Chapter tasks: Coordinator of the events that chapter members wants to organize.

Union tasks: -

Substitute: Business manager, Working group manager

Working group manager

Working group responsibility: Responsible for the coordination and communication of the working groups that might arise within the chapter. Works in close collaboration with Business manager and Event manager.

Representational tasks: Represents the chapter at the Equality Committee at KTH

Board tasks: Communication between the board and the working groups.

Chapter tasks: Coordinating and communicating between the working groups. Also responsible for the chapter hall.

Union tasks: -

Substitute: Event manager, Business manager



Suggestion

- To₁** change the Statutes point 3.1 to account for the information above.
- To₂** let the current board appoint these positions among themselves.
- To₃** let the board delegate their defined tasks within the board, if deemed necessary.

On behalf of the board,

Robin Palmberg
Stockholm 16 October 2018



Proposition - Chapter Meeting 1 2018

Approval of the split of the mandate for the board

Background

A big issue with changing the whole board at once every summer is that all of the knowledge disappears as long as there is no former board member staying within the new board. In addition, since PhD Students can start at any time of the year it is not always suitable for the mandate to be from July to June.

The current mandate also interferes with the fiscal year which is from January to December, this means that no treasurer will be able to finish one full fiscal year if they are not elected for two mandates.

With this background, the board suggests to split the board in two part, one which has the mandate from July to June and one who has the mandates from January to December. By doing so, we are preserving the knowledge within the board and, in the process, we make it easier to bring in new members in the board since the threshold of participating gets lowered.

The suggested of the mandates are as follows:

Academic year (July to June)

- Chairperson
- Webmaster
- Education manager
- Event manager
- Working group manager

Fiscal year (January to December)

- Vice Chairperson
- Treasurer
- Communication manager
- Council coordinator
- Business manager

Suggestion

To₁ add this information to 3.1 in the statutes.

Chapter Meeting no 1 – December 10th 2018

Agenda



PhD Chapter at KTH

To₂ let the board appoint these positions among themselves

To₃ let each current board member with the mandate corresponding to the fiscal year have the possibility to choose to continue their mandate until the end of the new mandate (December 2019) or to end it at the end of the academic year (June 2019) with the appropriate by-elections applied.

On behalf of the board,

Robin Palmberg
Stockholm 16 October 2018



Proposition - Chapter Meeting 1 2018

Approval of chapter uniform

Background

In order to create a sense of belonging within chapters at KTH, certain chapter uniforms are used. Each chapter has a unique uniform which is described in the bylaws, and which makes it easy to recognize your fellow chapter members or other chapter members. These uniforms are often decorated with badges, pins and other decorations in order to personalize them, along with the person's name and chapter symbol.

Even though the PhD Chapter has had a version of chapter uniforms before, it has not been stated in any official document. The previous chapter uniform has been the same uniform that you carried in your bachelor/master chapter, but since a lot of the PhD Chapter members has not been involved in a bachelor/master chapter at KTH before, this is excluding a large portion of the members. In order to include everyone, a new chapter uniform should be selected which is unique to the PhD Chapter. Other chapters are using tail-coats, overalls, jacquettes or turtleneck sweaters. The board suggests that the PhD Chapter chooses to use black blazers as their uniform, with the PhD Chapter logo on the chest pocket, a gold lining along the left brim, a lining in the carrier's school color along the right brim and the carrier's name/nickname on the back. The board is supposed to encourage the members to use wear their chapter uniform at suitable events.





Suggestion

To₁ add section “3 Social” to the bylaws.

To₂ add section “3.1 Chapter Uniform” with the following content to the bylaws:

The chapter uniform of the PhD Chapter is the Blazer, which should be encouraged to reflect the personality and experiences of the member who wears it.

3.1.1 The chapter logo should be attached to the chest pocket.

3.1.2 The left brim (from the wearer’s viewpoint) should have a golden lining.

3.1.2 The right brim (from the wearer’s viewpoint) should have a lining in the color of their school.

3.1.4 The name or nickname of the member should be attached to the upper back part of the chapter uniform.

On behalf of the board,

Robin Palmberg
Stockholm 16 October 2018



Proposition - Chapter Meeting 1 2018

Approval Application for Funds

Background

The PhD Chapter has money that has been accumulating throughout the years. An idea that sparked from the treasurer is to give members of the chapter the possibility to apply for funds from the bank account in order to make events that will benefit the chapter. In order for this to work, there needs to be regulations and procedures for this.

The board therefore suggests that the chapter meeting add this information to the bylaws.

Suggestion

To₁ add a new section under section 3 in the bylaws called “PhD Chapter Funds” with the following content:

“It is possible for chapter members to apply for funds for creating an event that would benefit the chapter. The amount that will be spent on funds will be decided by the board and approved by the first chapter meeting of the year academic year.

To apply for funds, the applicant fills in the application form that will be found on the website and hands it in to the board. The board then have the power to decide to approve or decline the application fully or in part.”

On behalf of the board,

Robin Palmberg
Stockholm 3 December 2018



Application for Funds - Form

1) Contact info

Name of main responsible:

Other organisers

Email address:

Phone number:

2) Additional information

School(s) of applicants:

Department(s)

Chapter has previously granted funds:
(dd/mm/yy):

If yes, what date

3) Event

Name:

Event Type:

Expected Number of Participants:

Target Group (e.g. Schools)

Date of Event:

From (dd/mm/yy):

To (dd/mm/yy):

4) Budget

Chapter Meeting no 1 – December 10th 2018

Agenda



PhD Chapter at KTH

We have also applied for funding from (if applicable):

Requested Funds (SEK):

5) Attachments

- A short description of the event (min. 500 words)
- Budget proposal for the event

6) Contact

For any questions regarding this document contact treasurer@dr.kth.se



Proposition - Chapter Meeting 1 2018

Addition of Board Report Deadline to the Statutes

Background

To make the work for the auditors easier, it would be beneficial if there is a deadline for the resigning board to submit their board report, including financial report.

Suggestion

To₁ add in section “3.11 End of Mandate”.

The Resigning Board is responsible for submitting the board report, including the financial report, before the end of October after resigning.

On behalf of the board,

Robin Palmberg
Stockholm 3 December 2018



Proposition - Chapter Meeting 1 2018

Approval of budget

Background

The board has made a suggestion for a budget for their mandate and are asking for the approval of the chapter.

Income					
THS	Fixed	51600			
	Variable	-			
Bank Interest	Fixed	-			
	Variable	1000			
Sales and other revenues	Fixed	2000 (Goal)			
	Variable	0			
Sponsorship	Fixed	0			
	Variable	(Goal)			
Total			54600		
Savings (5%)			2730		
Safety (5%)			2730		
Total Saved			5460		
				Remaining Total	49140

Chapter Meeting no 1 – December 10th 2018

Agenda



PhD Chapter at KTH

Expenses					
Bank Fee	Fixed	500			
	Variable	0			
KMR	Fixed	1000			
	Variable	1000			
Activities	Fixed	3000			
	Variable	0			
Pub & Parties	Fixed	6000			
	Variable	2000			
T-Centralen	Fixed	1000			
	Variable	4000			
Promotion	Fixed	4000			
	Variable	2000			
Fanborg	Fixed	3000			
	Variable	1000			
Sports Events	Fixed	5000			
	Variable	1000			
PhD Intro Events	Fixed	5000			
	Variable	2000			
Chapter Products	Fixed	1000			
	Variable	500			
One time expenditures		5000			
Total			48000		
				Projected Total	(+) 1140

Suggestion

To₁ approve the budget presented in this proposition.

On behalf of the board,

Robin Palmberg
Stockholm 3 December 2018



Proposition - Chapter Meeting 1 2018

Approval of Time Compensation estimates for the current board

Background

At the beginning of every year, the board is supposed to estimate their time compensation for the coming year, this should then be approved by the chapter.

	Namn	Skolan	Arb. dd.	%(/850 tim)
1	Amanda Kessler	CBH	42	12
2	Elena Malakhatka	ITM	26	8
3	Emma Riese	EECS	42	12
4	Fangkai Yang	EECS	42	12
5	Félix Vautard	ABE	26	8
6	Jesper Karlsson	EECS	42	12
7	Kateryna Morozovska	EECS	68	20
8	Robin Palmberg	ABE	72	21
9	Sriharsha Bhat	SCI	42	12
10	Tage Mohammadat	EECS	68	20
	Total	Tt (Dd)	670/700	191/200%

Suggestion

To₁ approve the Time Compensation estimates presented in this proposition.

On behalf of the board,

Robin Palmberg
Stockholm 3 December 2018



Proposition - Chapter Meeting 1 2018

Approval of Time Compensation for the resigning board

Background

The resigning board is eligible for time compensation but this needs to be approved by the PhD Chapter Meeting.

	Namn	Skolan	Arb. dd.	%(/850 tim)
HT17				
1	Andrea De Giorgio	ITM	32	30%
2	Antonio Adaldo	EECS	7	6.5%
3	Bahram Saadatfar	ITM	6	5.5%
4	Cong Wang	ABE	7	6.5%
5	Elena Malakhatka	ITM	7	6.5%
6	Fareed Khan	ITM	6	5.5%
7	Milan Jocevski	ITM	8	7.5%
8	Muhammad Afzal	ITM	9	8.5%
9	Tage Mohammadat	EECS	24	22.5%
	Total	Tt (Dd)	112/212	99%/200%

Chapter Meeting no 1 – December 10th 2018

Agenda



PhD Chapter at KTH

VT18	Namn	Skolan	Arb. dd.	%(/850 tim)
1	Andrea De Giorgio	ITM	37	21
2	Robin Palmberg	ABE	13	8
3	Zhaoxuan Feng	CBH	8	4
4	Cong Wang	ABE	8	4
5	Elena Malakhatka	ITM	8	4
6	Fareed Khan	ITM	5	3
7	Milan Jocevski	ITM	12	8
8	Muhammad Afzal	ITM	13	8
9	Tage Mohammadat	EECS	27	16
Total		Tt (Dd)	144/350	82/200%

Suggestion

To₁ approve the Time Compensation presented in this proposition.

On behalf of the board,

Robin Palmberg
Stockholm 3 December 2018



Motion - Chapter Meeting 1 2018

Starting the committee “Female Doctoral Committee”

Background

The network for doctoral students who identify as women at KTH is a network that has existed for two years. The primary objective of the network is to create a space at KTH where women doctoral students at KTH can meet, have events, and participate in and suggest changes in KTH’s work with gender equality and diversity, and to help create more inclusive environments at KTH.

WOP has arranged a few events, such as talks/workshops on Gender Equality (structure and culture), legal rights at KTH as a PhD student, sexual harassment, etc. We have also arranged gatherings with yoga and informal fika.

Suggestion

To₁, add section “3.2 Female Doctoral Committee” to the bylaws with the following content:

The Female Doctoral Committee is a group for doctoral students who identify as women at KTH is a network that has existed for two years. The primary objective of the network is to create a space at KTH where women doctoral students at KTH can meet, have events, and participate in and suggest changes in KTH’s work with gender equality and diversity, and to help create more inclusive environments at KTH.

3.2.1 The head of the committee is to be elected at the PhD Chapter Winter meeting and the mandate is for one year.

To₂, let the writers of this motion appoint the head of the committee for the first mandate period.

Diana Rwegasira, Inês Lourenco, Joana Fonseca, Mina Ferizbegovic & Vivian Kimambo
through Elin Sandberg

Stockholm, 3rd of December 2018