

Board Meeting no 1 – August 15th 2018

Minutes



PhD Chapter at KTH

Place: Teknikringen 14, room 523
Time: 18:00-19:00, August 15th 2018

1. Opening formalities

- a. Meeting opening at 18.00
- b. Invited: chapter board, head of educational affairs and chapter auditors.
- c. Attended: Tage (T), Robin (R), Jesper (J), Sriharsha (S), Amanda (A), Emma (E), Fangkai (F), Kateryna (K).
- d. Absent: Félix and Elena.
- e. Choice of meeting chairperson: Robin
- f. Choice of meeting secretary: Fangkai
- g. Choice of meeting minutes checker: Tage
- h. Latest protocol checking and signing: Waiting for the last signature for the chapter meeting minutes.

2. Discussion points

- a. Budgeting for Chapter activities
J: An overwhelming proportion of budget does not go to activities, but to fika and lunch (10%). We've to cut down this unnecessary expenditure.
R: Reduce budget from lunches and dinners, to meetings with fika.
A: Does the chapter pays tax? (R: No, the chapter gets reimbursed)
- b. Guidelines for Doctoral Education (refer to attachments¹)
T: Discussed what can we add to make:
 - i. the minimum standard for working environment is good for everyone (office/desk).
 - ii. departmental duties better and clearer such that it is monitored, compensated as per staff, regulated such that it only includes tasks done by engineering degree holders (teaching, research and engineering tasks).
T: No guidelines for department duties is present or how to monitor this duty? A draft (in Swedish) from HR/Planning which still needs improvements. The guidelines should be more clear about the duties scope, e.g. teaching.
J: Are scholarship students considered to be employees?
T: We should have the guidelines such that no matter if the PhD student is a scholarship students or not, the same educational equality, i.e. working environments, should be experienced.
- c. Central Representations
R: A crash course was provided (refer to attachments² for details).

¹ Not public due to the guidelines being in a draft phase

² Alternatively see this [link](#) or contact board@dr.kth.se for details



3. Decision points: appointment of central representation and vacancies

- a. Future Faculty group
 - i. AU (Anställningsutskottet / The Employment Committee)
 - ii. BN (Beföringsnämnden / The Promotion Committee)
 - iii. RN (Rekryteringsnämnden/ Recruiting Committees)

T: recommended that every board member be part of it and attend according to their time availability.
R: could have PhD students not in the board to join.
Decision: every board member is part of the group and the coordinator of the Future Faculty group: Tage
- b. FA (Forskningsansvariga-gruppen / The directors of doctoral studies group).

Decision: main representative: Kateryna
- c. UU (Utbildningsutskottet / The Education Committee)

Decision: main representative: Emma, substitute: Amanda
- d. JML-grupp (Jämställdhetskommittén / The Equality Committee):

Decision: main representative: Kateryna, substitute: Robin
- e. KTH-S (The KTH-Sustainability Council)

Decision: main representative: Sriharsha, substitute: Amanda
- f. RU (Resursfördelningsutskottet / The Resource Allocation Committee)

Decision: main representative: Amanda, substitute: Sriharsha
- g. Språkkommittén / The Language Committee

Decision: main representative: Jesper, substitute: Robin
- h. Stipendierådet / The Central Grants Committee

Decision: main representative: Fangkai
- i. Appointment of Webmaster

Decision: Fangkai

4. Reports & updates

- a. Chairperson
- b. Vice Chairperson
- c. Treasurer
- d. Board Members

5. Development of Current Events/Initiatives

- a. Time Compensation

T: Given as extension (prolongation) similar to other leaves.
Crash Course was given (refer to attachments³).
- b. Joint Calendar
- c. KTH Relocation Reception Days

³ Alternatively you can refer to this [link](#) or contact board@dr.kth.se

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6. Additional issues and information

- a. Recurring events in T-Centralen
- b. Chapter Uniform

7. Meeting closed

Meeting closed at: 19:07

Protocol,

Meeting chairperson: Robin Palmberg

Signature: _____

Secretary of the meeting: Fangkai Yang

Signature: _____

Minutes checked by: Tage Mohammadat

Signature: _____