

Board Meeting no 18 – May 6th 2019

Minutes



PhD Chapter at KTH

Place: Teknikringen 10a, Ångloket, Second floor
Time: 18:00-19:00, May 6th 2019

1. Opening formalities [18:00-18:03]

- a. Meeting opening at 17:59
- b. Invited: chapter board and head of educational affairs.
 - i. Attending: Robin Palmberg (left 18:28), Tage Mohammadat, Rinat Yapparov, Fatemeh Naqavi, Emma Riese and Sriharsha Bhat (arrived 18:01)
 - ii. Choice of meeting chairperson -Robin is elected as chairperson and Tage as substitute when Robin left.
- c. Choice of meeting secretary - Emma is elected as the meeting secretary.
- d. Choice of meeting minutes checker- Rinat is elected as meeting minutes checking.
- e. Approval of the agenda - The agenda is approved.
- f. Latest protocol checking and signing: ongoing.

2. Reports & updates [18:03-18:05]

- a. Board Reports* - have been handed in by the attendees (see attachment)

3. Discussion points [18:05-18:55]

- a. Chapter meeting - 25 min
 - i. The date was discussed and the attendees voted for a number of possible suggestions. Decided to be held 3rd of June.
 - ii. Call is going to be sent out ASAP, after Robin checked the availability of the chapter hall.
 - iii. Elections
 1. Board members that have roles that can be prolonged (due to the decision of the split board) also have to be decided if they like to stay on the board for an extra half a year, until december 2019.
 2. Nomination for vacancies is to be sent and the webpage should be updated with info. Tage suggested we do small presentation of each role, maybe with a profile picture of each of us.
 - iv. Motions
 1. We have already got a motion from the EECS-schools council, regarding the number of members of the councils. Tage will write a draft for an answer and send it to the rest of the board for feedback.
- b. Survey to Ph.D. students (Emma) - 10 min
Emma discussed the status of the survey. Robin will help with contacts. Harsha will help with the proofreading.



- c. Applications for funds (Jesper) - 5 min
Jesper is not present so this point will be postponed to next board meeting.
- d. Updates of the webpage (Fangkai)- 5 min
Fangkai is not present so this point will be postponed to next board meeting.
Tage has done some alterations, but Fangkai need to do additional changes.
- e. Making reports public (Tage) - to improve the transparency the reports by the board members should be made public. They should be attached to the meeting minutes from now on. Fatemeh volunteered to add the reports to the minutes of previous board meeting.

4. Decision points []

5. Development of Current Events/Initiatives [18:55-18:56]

- a. No current planned activities other than the upcoming the Chapter meeting.

6. Additional issues and information [18:56-19:00]

- a. Presenting the chapter at ABE & SCI - Robin or Tage will forward email from the councils.
- b. [Working directives for the PhD chapter](#) (Tage and Emma)
An early draft containing working directives concerning working principles, duties, mission, meeting procedures and communication. All board members are encouraged to have look and give feedback on the document.

7. Meeting closed [19:00]

Meeting closes at 19:00

8. Attachment - Board Reports

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| Fatemeh | nothing since the Isat meeting |
| Amanda | Been to Recruitment meeting for a professor position in organic chemistry. |
| Rinat Yapparov | Nothing new to report |
| Emma Riese | Since the last board meeting was canceled, I, Robin and Fatemeh put together a survey to all board members. I continued to work on the survey to all PhD students. I have been a PhD student representative in a working group regarding examinations, which are now writing a report to UU. As a representative in UU I have also read and given feedback on some of the reports in the "quality dialogue". |
| Robin Palmberg | I have been at the university board meeting and started to prepare for the upcoming chapter meeting |
| Fangkai Yang | NA |

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| Sriharsha Bhat | Attended Promotion Meeting: Artem Kulachenko, Recruitment Board 1st Meeting: Mathematics Received a series of grant applications for review related to the sustainability council. Will attend the meeting via Skype. |
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