

Chapter Meeting no 2 – December 9th 2019

Agenda



PhD Chapter at KTH

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

Time: Monday, December 9th 2019, 17:17

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:
- g. Approval of the meeting agenda

2. Introductions and Reports

- a. Activity Report from the board^{*1}
- b. [Resigning Board Report](#)*
- c. [Audit Report](#)*

3. Decision points

- a. Freedom of responsibility for resigning board (2018/2019) and functionaries
- b. Proposition - New election periods following the decision of the new board definitions with split mandate periods (approved 2019-10-18, but since it implies a change in our statutes it need to be approved twice)*
- c. Approval of resignation - Rinat Yapporov

4. Elections

- a. Board positions
 - i. Election of Vice Chair (board member) – until December 2020
 - ii. Election of Treasurer (board member) – until December 2020
 - iii. Election of Business Manager (board member) – until December 2020
 - iv. Election of Communication Manager (board member) – until December 2020
 - v. Election of Council Coordinator (board member) – until December 2020
 - vi. By-election of Webmaster (board member) – until June 2020
 - vii. By-election of Event Manager (board member) – until June 2020 (given resignation is approved)
- b. Chapter Functionaries:
 - i. Election of Female Doctoral Committee: Head of the Committee – until December 2020

¹ *=see attached files



- ii. Election of Master of Ceremonies (one of two positions) – until December 2020
 - iii. Election of Nominating Committee – 3 to 5 members
 - iv. Election of Standard bearers:
 - 1. Standard bearer -until December 2020
 - 2. Deputy standard bearer -until December 2020
 - v. Auditors – 2 positions
 - c. Council members
 - i. Election of ABE- school council
 - ii. Election of CBH-school council
 - iii. Election of ITM-school council
 - iv. Election of SCI-school council
- 5. Additional issues and information**
- 6. Meeting closing**

Activity Report 2019/2020



Antagen av doktorandsektionens styrelse den 12 september 2019 och gäller till 30 juni 2020.

Enacted by PhD chapter board on the 12 of september 2019 and shall henceforth be valid till 30 june 2020 unless amended, replaced or repealed.



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Document History

Version	Description, By	Date
Dr2019-CP-01	Created by Emma Riese and Tage Mohammadat	2019-08-16
Dr2019-CP-01/0001	Updated after board meeting n.2 by Emma Riese and Tage Mohammadat	2019-08-30
Dr2019-CP-01/0002	Actionable formulation created for board meeting n.3 by Emma Riese and Tage Mohammadat	2019-09-05
Dr2019-PB-02/0000	Enacted by Chapter Board	2019-09-12
Dr2019-PB-02/0001	Editorial revision	2019-09-15
Dr2019-PB-03/0000	Adding follow-up actions based on meeting n.4	2019-09-26



Nomenclature

KTH: Kungliga tekniska högskolan (The Royal Institute of Technology)

THS: Tekniska högskolans studentkår (KTH student union)

Dr: Doktorandsektion

CFU: Chef för utbildninginflytande (Head of educational affairs)

KS: Kårstyrelsen (The union board)

KF: Kårfullmäktige (The union council or the general assembly)

FR: Fakultetsrådet (The faculty council)

US: Universitetstyrelsen (The university board)

PAD: Program ansvarig doktorand (PhD student representative for the program)

DrInK: Doktorand Integrerade Klubbmästeriet (Master of ceremonies group)

SFS: Sveriges förenade studentkårer (The Swedish National Union of Students)

SSCO: Stockholms studentkårer centralorganisation (Stockholm's student unions central organisation)



Background

The objectives of the PhD Chapter are to promote more effective and higher quality PhD education and research, promote a stimulating working environment and improve the general conditions for its members. The PhD Chapter should also work towards a greater unity and fellowship among its members.

The purpose of the operational plan is to guide the executive work of the board of directors throughout the operational year 2019/2020. The operational plan has been prepared using the input of previous board and refined during the introduction day for operational year 2019/2020 held on the 14th of August 2019. All elected board members **Emma Riese**, **Tage Mohammadat**, **Rinat Yapparov**, **Alessandro Enrico** and **Kasra Khatami Mashbadi** participated in the development of the operational plan. In addition, **Ksenia Loskutova**, PhD Chapter representative in the union council/Kårfullmäktige (KF) also participated.

Focus Areas of Operations during 2019/2020

Visibility and social events

Last year 2018/2019, the PhD Chapter focused on visibility and organized lots of events, such as board game nights, writing workshops and quiz nights. The PhD Chapter also sent out newsletters through emails and used Facebook and Instagram to advertise events. However, the PhD Chapter work that was not social was not as clearly communicated and visible aside from the website. This year's focus is to improve the visibility of chapter work.

Done:

- Organisations: External Representation & contact in/with THS councils, KTH labour unions, Stockholm's doctoral associations.
- Members: Newsletter - Fall/2019, Winter 2019, Pubs & chapter event Oct 2019.
- School councils: Meeting Councils
- Public: Improvement of website and communication on Facebook

To do:



- Organisations: Continue external Representation & contact in/with THS councils, KTH labour unions, Stockholm's doctoral associations.
- Members: Newsletters - Spring/2020, - Summer/2020; Pubs & chapter events; Regular posts on social media
- Public: Improvement of information on website and communication on Facebook
- School Council: Educational bootcamp
- Sportevent (Ice skating Dec)

Creating a stronger community

Not all PhD students have lots of colleagues in their research field, and being a PhD student could be experienced as lonely for some. The PhD Chapter should aim to tie together all PhD students and create a friendly environment for all PhD students.

Done:

- Collaborative event with PhDs in Stockholm - September 2019
- Chapter event with board games and Pub - October 2019

To do:

- Chapter event with christmas theme or/and Pub - November/Dec 2019
- Stockholm's doctoral event - May 2020?
- 40th anniversary party - March 2020
- Chapter event with board games and Pub - May 2020

Welcoming new PhD students

As part of the chapters responsibility towards new members, the PhD Chapter should work to welcome new doctoral students through participating in reception ceremonies and sending a welcoming letter to all newly admitted PhD students.

Done:

- Welcome letter drafted.
- Circulating the letter to respective officials.

To do:

- -



Birthday Party

The PhD Chapter is turning 40 years the 24th of March and this will have to be acknowledged. Our idea is to arrange some sort of Birthday celebration and invite members of the PhD Chapter as well as members from other chapters and PhD students from other Universities. This event could also improve the visibility of the Chapter.

Done:

- Pre-discussions on possible venues and arrangements

To do:

- Deciding on budget, procedures, logistics, team.

Collaborations

The PhD Chapter share the Chapter hall together with the **Aerospace Chapter**, and therefore should have good collaboration with the Aerospace Chapter on all matters concerning the Chapter hall (such as pubs and events).

Done:

- Pre-agreements on 4 pubs and chapter events
- Pre-agreements on monthly pubs for oct, nov, dec.
- Monthly pub on oct, nov

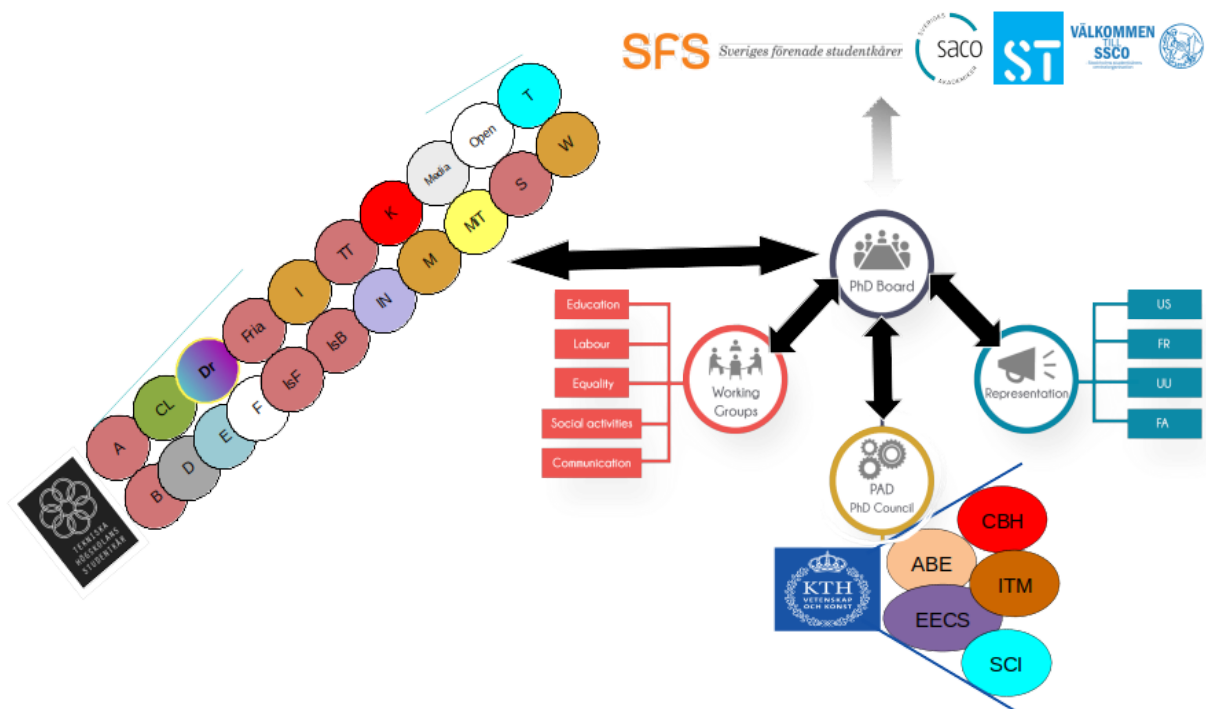
To do:

- Monthly pubs on dec-

Educational Advocacy

Doctoral students influence on every level

The PhD Chapter is part of the student union at KTH (THS - Tekniska högskolans studentkår). THS is responsible for student influence at all levels of education, including third-cycle education. Since the PhD Chapter is the only chapter at the student union that exclusively organizes and represents PhD students, the chapter should work with THS such that doctoral influence is working in a bottom-up approach at all levels and forums affecting research and research education. The PhD Chapter should also work together with THS central, KTH Doctoral councils and **PhD Advisor**, to lift up issues in a more effective way.



Done:

- Referral on THS delegation order
- Request for new policy draft for time compensation, currently a discussion point in FU (Forskarutbildningsutskottet) which will probably decided to appoint a working group for this in December.

To do:

- School Council: Educational bootcamp (with help of PhD adviser)
- Update of PM on guide on representation and working directives

Sustainable engagement

One of the challenges for the PhD Chapter is to ensure a **sustainable engagement**. We need to make sure that it is possible to be engaged in the PhD Chapter in a sustainable way by ensuring that all representatives, no matter on which level are getting **sufficient time compensation**. This is a crucial part in making sure that our representatives are not forced to work overtime due to their representation role. Being a representative should not add any additional psychological or study burdens and be grounds for a prolongation.



Done:

- PM on working directives detailing communication
- PM on representatives with time compensation for HT19 as work baseline.
- Request for new policy draft for time compensation, currently a discussion point in FU (Forskarutbildningsutskottet) which will probably decided to appoint a working group for this.

To do:

- Workshop with representatives on roll description and working routines.

Communication and transparency

All representatives have a responsibility towards the doctoral students at KTH they represent at large to be transparent about their work. In order for the student influence to be truly working, **communication** between the local levels, from each PAD (program responsible representative, programansvarig doktorand), to the school councils (doktorandråd) to the central level the PhD Chapter is necessary. All representatives should also be confident about what their role entails and who to contact if they need advice or assistance. The PhD Chapter should be informed and approve all appointments for all local and central representation and also offer support for representatives. For central representation, the PhD Chapter should have a possibility to appoint representatives and keep THS informed about appointed representatives.

Done:

- New clause on PM on working directives detailing framework for communication

To do:

- -

Synchronisation with school councils and PADs

In 2018/19, the chapter enacted new board member definition in which one of the board members has the role **Council coordinator**. This is one step towards getting the communication between the local and central level to work more smoothly. During 2019/2020 the PhD Chapter board shall plan to specifically invite school councils chairs to take part in board meetings and chapter meetings. We also plan to work together with THS central to unify how PADs are appointed and develop a work description for a PAD.

Done:

- Meeting with EECS council



- Meeting with ABE council
- Meeting with ITM representatives
- Meeting with SCI representatives
- Meeting with CBH council

To do:

- Central elections for councils

External Collaboration

During 2018/2019 the PhD Chapter started a collaboration with PhD organizations from Karolinska Institutet (KI) and Stockholm University (SU). A network that met and discuss questions and exchange experiences regarding doctoral issues. The PhD chapter should continue to collaborate with doctoral organisations in Stockholm and Sweden to exchange best practices and strengthen the collective voice of doctoral students in Sweden.

Done:

- Established a new collaboration with Stockholm's school of economics for a Pub in September.
- Formulating strategies for future collaborations. For example, setting up some [formal grounds](#).

To do:

- -

Survey to identify issues

During 2018/2019, the previous board started to develop a survey to be sent out to all PhD students at KTH, with questions regarding PhD life, such as supervision, Individual study plans (ISPs), balance between work and private life and distribution between thesis work and course work. This was done with the objective of identifying common issues and getting the general opinion from the PhD students. Distributing a survey with the PhD Chapter as the sender would also be one way to improve visibility for the chapter, as well as getting input from the Chapter members on the work of the Chapter. This survey was however not distributed during 2018/2019 and the current board will work towards distributing it during 2019/2020.

Done:

- Draft for the survey was made and reviewed.



- Circulated to doctoral students with a registered study activity in Ladok during fall semester 2019 (around 1400 PhD students).

To do:

- Analyze/summarize and present the data.

PhD students' environment

The PhD student ladder, is currently based solely on research progression, not on time spent. The requirements for moving up the salary ladder could also differ between different research fields and education programs. For instance, to move to the 50% step, some require PhD students to have a seminar with an internal or external opponent, and some require the PhD student to write and defend a Licentiate thesis. The PhD Chapter should advocate to have a consistent progression criteria preferably based on time that also incentivise accomplishments.

Done:

- A survey was made with Stockholm's doctoral associations on the matter and identified the practices at Stockholm's university and Karolinska Institute to be similar to the spirit of this formulation.
- Pre-discussions were raised at labour union ST at SACO on the matter in September. An enquiry to the respective salary negotiation groups. Both SACO and ST share concerns on the system and to various degrees agree with ST assessed that the question is mainly a quality question and not strictly a salary increase issue usually discussed during 'lönerevision' meetings. As such it can't be brought up during this year salary review meeting for the collective agreement meeting concerning PhD students' salary ladder. According to ST representatives, the earliest this issue can be brought up during spring-fall 2020. SACO explained that the issue had been discussed for a while, but what is in this year's proposal is 500SEK increment on 24th Oct meeting, and all other questions are postponed to next year's meeting.

To do:

- -



Proposition - Chapter Meeting 2019-10-18

New election periods following the decision of the new board definitions with split mandate periods

Background

During the PhD Chapter's regular meetings on December 10th, 2018 and on February 27th, 2019, the chapter meeting decided to approve changes to the statutes regarding the PhD Chapter board composition §3.1 and introduced split mandate periods, July to June and December to January. However, in our statutes §2.8 Calender, it is stated that the PhD Chapter board members should be elected during the spring. Following the split board decisions the board members with mandate period January - December should instead be elected during the fall.

Suggestion

To₁ add to section "2.8.1.Fall":

- f) Elect members to the PhD Chapter Board for all positions with a mandate period January-December.

To₁ replace "a) Elect members to the PhD Chapter board" in section "2.8.2.Spring" with:

- a) Elect members to the PhD Chapter Board for all positions with a mandate period July-June.

On behalf of the board,

Emma Riese
Stockholm 10 October 2019

Board Report

Mandate: July 2018 - June 2019



The Phd chapter at KTH/ Doktorandsektionen vid Tekniska Högskolans Studentkår

A report summarising chapter operations within the mandate period July 2018 - June 2019 on which basis, freedom of responsibility shall be assessed.

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Document versions

Version	By/comments	Date
Initial draft	Robin Palmberg, initial version	2019-10-14
Dr2019-PB-04	Robin Palmberg, after feedback from Emma Riese and Tage Mohammadat	2019-10-31

Purpose

A chapter board report is a summary and analysis of the activities performed by the chapter during the past year. It is supposed to account for the number of meetings and actions that have been performed during the past mandate year. The purpose of this document is also to be a background for the auditors' report.

This chapter board report has been written by Robin Palmberg, who was the chairperson for the chapter for the mandate year that is discussed.

Abstract and Background

During the mandate period 201807-201906, a lot of changes were done. The chapter board of directors had recruited a lot of new members who had not been part of the chapter before. This was intentional, as the chair and vice-chair had a plan to understand why the outreach of the chapter during previous years had been lacking. By involving new members to the board, we also got a better understanding of how one can motivate members to become more active in the chapter.

We realised that we needed to change the way we organise ourselves when it comes to parties and events (as our previous arrangements had failed to attract current, and possible new, members of the chapter), but the current work routines did not allow for flexible changes like that. It quickly became evident that the past form of the chapter structure was not optimal for handling such changes and a restructuring of the board of directors was proposed and accepted by the chapter meeting.

Two fundamental changes of the restructuring was that the board 1) went from a typical function board (where the board members do a lot of the work in the chapter themselves), to a semi-structured strategic board (where the board members have different areas of responsibility in which they can delegate) and 2) had the mandate periods overlap, as to get better continuation in the work of the board. The change to strategic board came in the form of dividing the different tasks of the board to separate board members who could then delegate those further to chapter members, working groups and committees. The overlap was made because of two reasons, 1) it is easier to elect 5 people to the board at a time than 10 and 2) it would be easier to have a continuous flow of work being performed by the chapter in general. Previously, the chapter meeting would elect 10 new members of the board and each year, the board would have to restart and "reinvent the wheel". We do believe that these changes will make the workflow and -load more manageable for the members of the board.

However, the mandate period had a shaky start when the previous auditors realised that the elections of the chair and vice chair had not been performed according to the statutes and bylaws. This meant that the elections of said positions had to be approved by the chapter meeting in order for the elected people to continue their work in those positions. The process for this was long winded and finished during the winter chapter meeting in 2018. After that, the process of gaining access to the bank accounts of the chapter started, which was ongoing throughout the spring of 2019. Due to the initial issue with the election process, the bank was reluctant to give us access and after getting rejected several times, the time for getting access during the current mandate period expired and then we had to wait until a new chairperson was elected until we could get access to the bank account.

The members of the chapter board of directors switched at two times. The first time was during the winter chapter meeting where Félix left the board and was replaced by Fatemeh, and the second time was during the second chapter meeting when Elena left the board and was replaced by Rinat. These changes can be tracked in the list of elected officials in the next section. Overall, this year focused on restructuring the work of the chapter in general and as a resigning chairperson, I can say that I feel rather happy with the outcome. We handed over the chapter to very capable hands in the new board that was elected during the third chapter meeting and it will be interesting to follow the development of their work.

Elected officials during 2018/2019

PhD Chapter Board of Directors

Chairperson	Robin Palmberg
Vice-Chairperson	Tage Mohammadat
Treasurer	Jesper Karlsson
Webmaster	Fangkai Yang
Member	Amanda Kessler
Member	Emma Riese
Member	Kateryna Morozovska
Member	Sriharsha Bhat
Member	Elena Malakhatka (2018)
Member	Felix Vautard (2018)
Member	Fatemeh Naqavi (2019)
Member	Rinat Yapparov (2019)

The PhD Chapter Board held 21 documented board meetings during the mandate.

PhD Chapter Functionaries

THS Student Council (KF) Representative	Tage Mohammadat
THS Student Council (KF) Representative	Robin Palmberg
Auditor	Milan Jocevski
Deputy Auditor	Ksenia Loskutova
Nominating Committee	Andrea de Giorgio (2018)
Nominating Committee	Muhammad Afzal (2018)
Nominating Committee	Elena Malakhatka (2018)
Nominating Committee	Bahram Saadatfar (2018)

Nominating Committee	Tage Mohammadat (2019)
Nominating Committee	Robin Palmberg (2019)
Nominating Committee	Kateryna Morozovska (2019)
Master of Ceremonies	Kateryna Morozovska
Standard Bearer	Robin Palmberg (2018 & 2019)
Vice Standard Bearer	Elena Malakhatka (2018) Amanda Kessler (2019) Kateryna Morozovska (2019)
Head of Female Doctoral Committee	Susanna Figueiredo De Rezende

KTH Central Representatives	Main Representative	Substitute
University Board (US)	Robin Palmberg	-
Faculty Council (FR)	Tage Mohammadat	-
Resource Allocation Committee	Amanda Kessler	Sriharsha Bhat
Future Faculty Group	Tage Mohammadat	-
Language Committee	Jesper Karlsson	Robin Palmberg
Education Committee (UU)	Emma Riese	Amanda Kessler
Directors of Doctoral Studies Group (FA)	Kateryna Morozovska (2018) Jesper Karlsson (2019)	-
Central Grants Committee	Fangkai Yang	-
KTH Sustainability Council	Sriharsha Bhat	Amanda Kessler
Equality Committee	Kateryna Morozovska	Robin Palmberg

Account on Financial Operations

During the mandate year 2018/2019, the chapter had no possibility to utilise the chapter's bank account. This was due to the issues presented in the background, following the election process of the chairperson and treasurer. Because of this, the chapter did not spend much money during the mandate, as members of the board had to use their own money and get reimbursed as soon as the chapter has access to the chapter's bank account. However, some smaller expenses have been paid and are presented in the attachments. The chapter board did also decide to grant Women PhD Candidates at KTH (WOP@KTH) 25 000 SEK for their event "Raising stars" (a two day workshop). Not all of the grant was used, only around half (12 968), which covered the expenses for transportation between KTH and Djurönäset (location of the workshop) for all participants.

Account on Educational Advocacy and Representation

During this mandate period, the chapter board of officials continued the work of the previous board in attending and representing at all committees, councils and groups we are allowed to attend. Amongst the highlights of the advocacy work is the new guidelines on doctoral education and admission process for doctoral students, both of which relied on our representation in the faculty council, educational committee and university board. Additionally, in the beginning of the mandate, we distributed the representational tasks among the members of the board, but during the year it became evident that each of the representative tasks could be tied to different board members with specific purposes. That was the spark of the idea for reforming the board, which will be described in detail in the internal affairs section.

Account on Internal Affairs

As has been mentioned in previous sections, this year was meant as a year of reformation and restructuring. During the year, we tried to divide ourselves among the different topics of interest that we had discovered and that led to the 10 positions that are now described in the statutes. We also realised that it would be easier if all board members were working on separate tasks in groups of 2 or 3 and divided the topics among these 4 groups that arose. This made it possible to create an overlapping board where at least one of the members of each group has already been in their position when a new partner for the group joins the board. We hope and believe that this change will make it easier for the chapter to fill the positions of the board and to make it easier for new members to get onboard with the tasks of the chapter.

Apart from that, we had good engagement from the members of the board. We had a fixed time for the board meetings and they occurred once every other week. The reasons as to why someone would not show up was mainly due to scheduling issues or the person being ill. Towards the middle of the mandate we realised that it would be a good idea to have everyone report on their past activities since last meeting before the meetings, as well as indicate their availability. This was a very good strategy, since it both helped the members remember when and where the meetings were, as well as saving time in the board meetings, since the report section often took a lot of time.

Something that we were not prepared for was the existence of "Guerilla PhD Councils" that had formed around campus. They had either formed because they were the remains of old councils from before the school merging of 2018, but some of them also sparked from individual PhD Students who wanted a way for PhD Students to defend their rights. One of our activities during the mandate period was to find these councils and get them to join the chapter, as we stand stronger together. We managed quite well, and got to know the other councils during the same time. It is not clear if it was this work

or our work in general which led to our increased visibility. However, we could see that the number of members increased to 912 from the previous 784, while the number of PhD Students at KTH remained quite similar.

Throughout the mandate period, we had an ongoing work of updating the communication channels for the chapter. One of the most important changes relating to communication was the mailing system that was updated with relevant names and addresses. With this change, it should be easier for members of the chapter to know whom to contact for specific questions.

Account on External Affairs

During this mandate period, the chapter has worked extensively on gaining the trust from external partners, both at KTH and in the unions (including the student union), and also with other entities at other universities such as KI and SU. This work has been both meaningful and productive, as the awareness of our existence have increased tremendously. Previously, people thought that our chapter only worked with pubs and parties, but now they realise that we are the ones who are defending the rights of the PhD Students, as well as students in general sometimes. We wanted to be a force to be reckoned with within the Student Union THS, and it feels like we have accomplished that part.

Potential Future Activities and Recommendations

With the changes made to the structure of the chapter, we will start seeing differences in the way the chapter work. It will happen gradually, and the structure will probably need to be changed further once things start falling into place. As we could see in the first chapter meeting of the 2019/2020 working year, there were still things that were not thought of during the resigning boards mandate, such as election periods for the elected officials, which can be fixed in chapter meetings by the current board.

The chapter is supposed to be a living entity, and it feels like it got some fresh air during 2018/2019. As the resigning board, all we can do now is watch the chapter grow stronger and evolve in the hands of new officials, which is something that I look forward to!

On behalf of the resigning board,

Robin Palmberg
Chairperson 2018/2019
Stockholm, 31 October 2019

Attachments

Attachment - PB 2019

Expenses and Income of 2018/2019

Background

During this year, we have had a result of 34 741,23 SEK. As been described in the board report Dr2019-PB-04, this is because of the lack of access to the bank account during the year. Most of the money was either spent on the Female Doctorale Committee WOP@KTH conference in Djurönäset or for food for the chapter members during the meetings. The division of the money can be seen below

	Outgoing	Ingoing	Difference
Chapter Meeting Costs (Mainly Food) for 3 Meetings	3 320,77		34 741,23
Games for the Chapter	468,00		
Representation (Valborg fee for standard bearer and STAD)	642,00		
WOP Retreat	12 968,00		
Membership Fees		52 140,00	

On behalf of the resigning board,

Robin Palmberg
Chairperson 2018/2019
Stockholm 31 October 2019

Audit Report



The Phd chapter at KTH/ Doktorandsektionen vid Tekniska Högskolans Studentkår

Provided by the chapter auditors before the chapter meeting as ground of granting the outgoing chapter board freedom of responsibility.



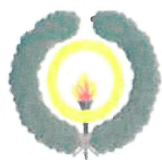
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Document versions

Version	By/comments	Date
Initial draft	Ksenia Loskutova and Milan Jocevski, initial version	2019-11-22
Dr2019-CF-02	Ksenia Loskutova and Milan Jocevski, final version	2019-11-25



Background

This is an audit report for the THS PhD chapter 2018/19. It is based on, and analyses:

- The Chapter's accounting records for 2018/19
- The Chapter's annual report for 2018/19
- The Chapter's meeting protocols for 2018/19
- The Chapter's board meeting protocols for 2018/19

The purpose is to point out matters of concern for the members of the Chapter and suggest whether or not to free the Board 18/19 from financial responsibility.

Account on Financial Operations

During the past year, the Chapter's board had financial difficulties, or rather difficulties with handling payments. The reason was that the Board did not have access to the bank account, so only smaller expenses could be done by the board members as it was not known when it would be possible to get them back. This limited the spending of the chapter, and also the ability to do bigger purchases. However, in fall 2019 the Chapter's board finally got access to the account, so it will hopefully not be a problem to get reimbursement in the future. Also, WOP@KTH was given a grant of 25 000 SEK from the PhD Chapter board for their event "Rising Stars".

Another thing to remark on is that there is no standardized protocol for accounting, such as folders with all the spendings and/or an online platform for accounting such as Fortnox. This makes it difficult for auditors to properly track exactly how the Chapter's money is spent. Although receipts and such were presented whenever asked for, having a system set in place would make the financial part of the auditor's role much easier. It would, therefore, be good to propose guidelines for how financial accounting should be done at the PhD Chapter.

In addition, one of the receipts (Dr2019-PB-07) is not an original, but rather a screenshot of a member's incurred costs (as presented in their bank statement). Although bank statements are OK when purchase is made via the network and no original receipt is available (as suggested by KTH – <https://intra.kth.se/en/itm/arbetsplatsen/inkop/utlagg-1.882229>), in this particular case it seems that the purchase was made at a physical location, and therefore an original expense receipt would be expected. We believe clear guidance on such matters should be employed in the future.

Account on Educational Advocacy and Representation

This year, the Chapter's board continued to do representational work that was started the year before, with the goal of making the PhD Chapter more visible and increase potential collaborations with both KTH, THS Central and the other Chapters. The Chapter's board has also been able to help to establish new guidelines on doctoral education and the admission process for new PhD students. The next step would be to distribute the information to doctoral students, which, to our knowledge, the Board for the year 2019/20 is already working on.



Account on Internal Affairs

The Chapter's board made a big reformation of the board structure and work division. Firstly, the role of each board member was specified in the statutes. Secondly, unlike previous years where all of the Board's members were elected once a year, some board members are elected during the fall and others during spring. Both of these changes have ensured that it is easier to understand what is expected of each Board's member and that there is continuity in the board so that there is always someone present with experience in working for the Chapter.

The Board meetings happened regularly, and the reports from each meeting were uploaded on the PhD Chapter's website, as is stated in the bylaws in §1.3.2. Also, the board integrated "Guerilla PhD Councils" and increased the number of members in the PhD Chapter. However, there is still a problem with dissemination of all relevant information to all the members, as well as getting new people engaged with the Chapter. Although there were attempts of creating more events for the members and making active participation in the Chapter's work more attractive, the workload was high and other things had to be prioritized (i.e. issues with the bank account).

Account on External Affairs

The Board has worked extensively with making KTH and THS Central aware of their work and made sure that PhD students influence decisions in both educational, social and work-related issues. This has worked well, and the trust in PhD Chapter from external parties has increased. We see an opportunity for an improvement in the collaboration with THS Central, possibly by involving the PhD representative from THS Union Council to regularly participate in the Board's meetings.

Suggestions

The auditors recommend the chapter meeting

To, give the PhD chapter board the (financial) freedom from responsibility.

Chapter Auditors

Ksenia Loskutova

Auditor

Stockholm, 25 November 2019

Milan Jacevski

Auditor

Stockholm, 25 November 2019