



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

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

§1. Opening formalities

- a. Meeting opening
After verifying that the meeting had met the quorum and other conditions as per clause §2 of the statutes and on account of §1.b, the meeting was declared opened at kl: 17:25
- b. Attendees
According to attendance list (see attachments).
- c. Choice of meeting chairperson.
Emma Riese (referred to as Emma, henceforth) was elected as a meeting chairperson.
- d. Choice of meeting secretary.
Mobit Daga (referred to as Mobit, henceforth) was elected as a secretary.
- e. Choice of meeting minutes checker.
Alessandro Enrico (referred to as Alessandro, henceforth) was elected
- f. Approval of the latest protocol:
Approved by Acclamation
- g. Approval of the meeting agenda
Approved by Acclamation

§2. Introductions and Reports

- a. Activity Report from the board¹
 - Survey to PhD ⇒ results in spring
 - Time-compensation at the local level ⇒ working group in spring
 - UKÄ visit to evaluate quality assurance system ⇒ decision in spring
 - Emma informed the board about the different activities during the semester*
- b. Resigning Board Report*.
Robin Palmberg (referred to as Robin, henceforth) introduced the resigning board report.
He highlighted the “Women PhD Candidates at KTH” (WOP@KTH) became a committee of the PhD Chapter. He explained that the board did not have access to the bank account during his term, thus most of the payments

¹ *=see attached files



were done by board members which were later reimbursed. He also explained budgetary spendings of the board and expenses under different headers.

c. Audit Report*

Alessandro presented the audit report on behalf of the auditors.

§3. Decision points

- a. Freedom of responsibility for resigning board (2018/2019) and functionaries

Robin explained the resigning board's financial reports and expenses.

Members of resigning boards were escorted out of the chapter meeting.

Two volunteers were called upon to count the votes: Valentina Furlanetto (referred to as Valentina henceforth) and Christoffer Krook (referred to as Christoffer henceforth) volunteered to count the vote.

The results were: 15 votes in favour; 0 votes against; 1 abstained

Members of the resigning board were given freedom of responsibility

- 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 needs to be approved twice)*

Voted by acclamation. All except one were in favour. One abstained.

- c. Approval of resignation - Rinat Yapporov

Emma introduced the decision point. Rinat explained his reasons citing his occupation with research. He thanked everyone for the opportunity.

Voted by acclamation.

Rinat's resignation was approved.

- d. Approval of resignation - Mohit Daga (added retroactively during §4)

The chapter meeting introduced this the decision point after electing Mohit Daga for the post of vice chair as a proceeding of §4.

The chapter meeting approved Mohit's resignation for Workgroup manager.

§4. Elections

Robin and Tage from the Nominating Committee were asked to lead the election point. Robin briefed on the Candidates for Nomination. He explained that apart from the position of Communication Manager there were no other nominations received. He also informed the chapter meeting about the possibility of introducing a motion if anyone was willing to nominate himself/herself or any other member for any position.



a. Board positions

Election of Vice Chair (board member) – until December 2020

No nominees

Election of Treasurer (board member) – until December 2020

No nominees

Election of Business Manager (board member) – until December 2020

No nominees

Election of Communication Manager (board member) – until December 2020

- Robin Palmberg (Nominating Committee) led the discussion on the position and explained the nominating committee recommendation for Lorenzo Marchetti (Lorenzo) to be elected as Communication Manager.

- Lorenzo introduced himself and responded to questions concerning his candidacy.

- Lorenzo was escorted out to proceed with election.

- Robin asked the chapter meeting to vote on Lorenzo's candidacy for the post.

Voting: Approved unanimously by acclamation.

Robin asked the chapter meeting to approve a break.

The chapter meeting approved the break unanimously by acclamation.

Emma adjourned the meeting to take a break to savor the Christmas delicacies prepared by the board.

Emma summoned the chapter meeting to proceed with remaining agenda at 18:25.

Robin proceeded with the election errands.



Election of Council Coordinator (board member) – until December 2020

Robin Palmberg (Nominating Committee) led the administration of election explaining there was no present candidate for the post.

Robin discussed with the chapter meeting about what the position entailed and asked if the chapter meeting intend to open up the post for election during the chapter meeting.

Alessandro Enrico moved to open the position for nomination.

The chapter meeting decided to open up for nomination.

Alessandro Enrico nominated himself for the position.

- *Chapter meeting's members asked Alessandro Enrico questions concerning his candidacy.*
- *Alessandro Enrico was escorted out to proceed with election.*
- *Robin asked the chapter meeting to vote on Alessandro Enrico's candidacy for the post.*
- *The chapter meeting voted in favour of Alessandro's candidacy by Acclamation.*
- *Alessandro Enrico was elected for the position of Council Coordinator*

Mohit moved to open up for elections for positions of Vice Chair, Treasurer and Business Manager in §4a

Approved unanimously by acclamation.

Robin opened up the positions of Vice Chair, Treasurer and Business Manager for elections.

Election of Vice Chair (board member) – until December 2020

Mohit moved to open the position for nomination.

The chapter meeting decided to open up for nomination.

Mohit nominated himself for the ViceChair position on the condition that if he would be elected, he would resign from his current position of Workgroup Manager, and in case the resignation is not approved the election of vice chair would be declared invalid.

Robin explained that the new position of vice chair would take place from January 1st, and the resignation from date of approval of meeting minutes.

Mohit was escorted out of the meeting to proceed with the election



Voted by acclamation.

Mohit was elected by acclamation, with all votes in favour except for 2 who abstained.

Robin moved to open up point §1.g Change of Agenda by adding “Resignation of Mohit Daga as Working Group Manager” in §3.d. (changes in the agenda applied retroactively).

Approved by acclamation

*Resignation of Mohit Daga from the position of the Workgroup Manager
Approved by Acclamation*

Election of Treasurer (board member) – until December 2020

Robin Palmberg (Nominating Committee) led the administration of election explaining there was no present candidate for the post.

- Tharagan Kumar moved to open the position for nomination.

- The chapter meeting decided to open up for nomination.

- Tharagan Kumar and Karl Johan Westrin nominated themselves for the position in the respective order.

-Karl was escorted out of the meeting after which the Chapter meeting’s members asked Tharagan questions concerning his candidacy.

- Tharagan was escorted out and Karl Johan joined the meeting where the Chapter meeting’s members asked Karl Johan questions concerning his candidacy. After the questionnaire he was escorted out to proceed with the elections.

- Robin asked the chapter meeting to vote in the order of the received nomination. Valentina and Christoffer continued as volunteers to count the votes

- In favour of Tharagan Kumar - 17

- In favour of Karl Johan Westrin - 0

- Abstained - 1

- Robin asked if it is the intention of the chapter meeting to vote for Tharagan’s candidacy versus none.

Voted by Acclamation.

- Tharagan was elected as Treasurer.



By-election of Webmaster (board member) – until June 2020

- Robin Palmberg (Nominating Committee) led the administration of election explaining there was no present candidate for the post.
- Robin discussed to the chapter meeting about what the position entailed and asked if the chapter meeting intend to open up the post for election during the chapter meeting.
- Emma moved to open for free nominations.
- The Chapter meeting decided to open for free nominations.
- Emma nominated Karl Johan Westrin (referred to as Karl Johan, henceforth) to the post.
- Nomination accepted by acclamation.
- The chapter meeting asked Karl Johan questions about the said position.
- Karl Johan was escorted out of the meeting.
- Robin asked the chapter meeting to vote for Karl Johan for the candidacy of Webmaster.
- Karl Johan by acclamation.
- Karl Johan was elected as Webmaster.

By-election of Event Manager (board member) – until June 2020 (given resignation is approved)

No nominees

b. Chapter Functionaries:

Election of Female Doctoral Committee: Head of the Committee – until December 2020

No nominees

Election of Master of Ceremonies (one of two positions) – until December 2020

Robin explained the reason for two master ceremonies position. Kateryna Morozovska (Kateryna) who was a Master of Ceremonies in the outgoing was given an opportunity to explain the responsibility and the roles.

Kateryna explained the role and the responsibility of the master of ceremonies. She moved the motion for free nominations.

No nominees



Election of Nominating Committee – 3 to 5 members – until December 2020

Robin explained the role of Nominating Committee. There were two nominations received by the board for the positions of Nominating Committee: Rinat Yapporov and Robin Palmberg.

Katryna moved the motion to open for free nominations.

Emma nominated Tage Mohammadat (referred to as Tage, henceforth)

Tage, Rinat and Robin were nominated as members of the nominating committee. They were escorted out of the chapter meeting to proceed with the election

Emma took over the election process.

Emma asked the chapter meeting to vote for the nominees for the nomination committee.

Voted by acclamation.

Tage Mohammadat, Rinat Yapporov and Robin Palmberg were elected as members of the nomination committee.

Election of Standard bearers:

Robin presented the nominations for these two positions. For Standard Bearer Robin Palmberg was nominated and for deputy Standard Bearer Emma Riese and Tage Mohammadat had been nominated. Emma withdrew her nomination for deputy standard bearer.

Kateryna Morozovska moved a motion to open for free nominations.

Kateryna Morozovska nominated Emma Riese for the Standard bearer position. Emma accepted the nomination.

Robin withdrew his candidacy for standard bearer.

1. Standard bearer -until December 2020

Emma was elected as Standard Bearer by acclamation.

2. Deputy standard bearer -until December 2020



Tage was elected as deputy standard bearer by acclamation. .

Election of Auditors – 2 positions

Tage introduced Erik Merkus (Erik) and Felix Wilke (Felix) who are PhD students at Stockholm School of Economics and were nominated as Auditor and Deputy Auditor respectively.

Tage explained that according to the statutes the auditors could be non-THS members.

A motion was raised to open for free nomination from the chapter meeting.

no nominations received

Erik and Felix introduced themselves. They were escorted outside to proceed with the election.

Robin asked the chapter meeting to vote for the candidacy of Erik and Felix for the position of auditor and deputy auditor respectively.

Voted by acclamation.

Erik and Felix were elected as auditor and deputy auditor respectively.

c. Council members

Alessandro introduced this part of the election as per his role as Council Manager.

Election of ABE- school council- 2020*

Robin explained that ABE school has sent the list of council representatives.

The council representatives of ABE school council requested that they should be let to decide the chairperson. Robin asked the chapter meeting to vote on this errand.

Vote by acclamation

It was decided that to approve the list for the school's representatives and let the new council representatives at ABE school to decide on the chairperson and other vacancies by themselves.

Election of CBH-school council- 2020*



Robin explained that CBH school has sent the list of council representatives.

The council representatives of CBH school council requested that they should be let to decide the chairperson among themselves. Robin asked the chapter meeting to vote on this errand.

Vote by acclamation

It was decided that to approve the list for the school's representatives and let the new council representatives at CBH school to decide on the chairperson and other vacancies by themselves.

Election of ITM-school council- 2020*

Robin Palmberg (Nominating Committee) led the administration of election explaining that the nomination committee had a list of council members, including Lorenzo as a nominee for the chairperson of the ITM school council.

Robin asked the chapter meeting to approve the list of council members with Lorenzo's candidacy for the chairperson of the ITM school council.

Voted by Acclamation.

ITM School council list was approved and Lorenzo was elected as the chairperson of the ITM School council.

It was decided that to approve the list for the school's representatives and let the new council representatives at ITM school to decide on the vice chairperson and other vacancies by themselves.

Election of SCI-school council- 2020

Robin Palmberg (Nominating Committee) led the administration of election explaining that the nomination committee had a list of council members, including Kian Shaker (Kian) as a nominee for the chairperson of the SCI school council.

Robin asked the chapter meeting to open up for free nominations for SCI school council vice chairperson.

The chapter meeting approved the motion.

Özge Aktaş nominated herself for the position of vice chairperson.

Robin asked the chapter meeting to approve the list of council members with



Kian's candidacy for the chairperson of the SCI school council and with the addition of Özge Aktaş as SCI school council vice chairperson.

Voted by Acclamation.

Kian Shaker and Özge Aktaş were elected as the chairperson and vice chairperson of the SCI School council respectively.

It was decided that to approve the list for the school's representatives and let the new council representatives at SCI school to decide on other vacancies by themselves.

§5. Additional issues and information

- a. Valentina inquired about the issue of two Vice-Chairperson at CBH School. CBH school had provision for 2 Vice Chairpersons in the last year. Since, the default is 1 vice chairperson in the bylaws, it was explained that when CBH decides on the vice chairperson(s), if it is more than two, a motion to decide on the number of vice chairpersons and the names should be communicated when decided.*
- b. Robin asked if someone would like to nominate himself/herself for any of the open positions.
 - i. No Nominations Received.**
- c. Emma asked if there are any additional issues which the chapter meeting would like to be discussed.*
- d. Robin moved a motion to thank the Board on organizing the Christmas Dinner.*

§6. Meeting closing

Emma thanked every one and the meeting was termed closed at 19.40

Protocol,
Meeting chairperson: Emma Riese
Signature: _____

Secretary of the meeting: Mohit Daga
Signature: _____

Minutes checked by: Alessandro Enrico
Signature: _____



Attachments



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

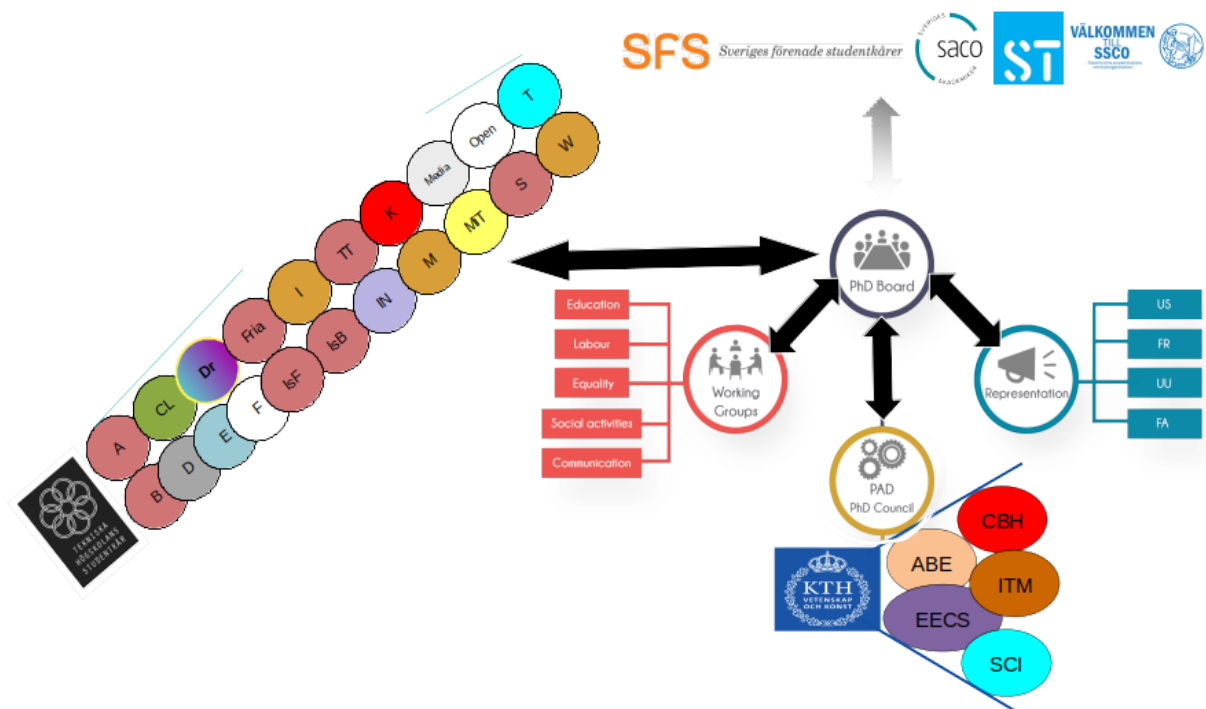
To do:

- 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 be 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 be 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 Liciate 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 the PhD chapter's opinion.
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

Nominating committee report for Board Positions

Election errand for the Chapter meeting n.2 2019/20

Background

The chapter meeting no. 2 of 2019/20 operational year was summoned to conduct business on 09 December 2019 with election errands, among others, on seven vacant board member positions.

The vacancies profiles were established and communicated through the summon and published at the website committee with reference document [Dr2019-CF-01/0003](#).

According to PhD statutes, clause §5,11,3, the nominating committee shall:

- a) Interview candidates for the PhD Chapter Board and if required consult third parties for relevant information;
- b) Propose nominations to the PhD Chapter Board. Nominations are established through single majority of the committee.

Furthermore, according to §11.2 and §11.3 clauses working directives, the nominating committee shall:

- be responsible for preparing election errands and other vacancies appointed by the chapter meeting with the following scope of work:
 - to promote the elections that are administered during the current year of operation.
 - to collect nominations and candidacies
 - to interview candidates and verify the candidates' references
 - to declare statements and reports about the candidates before the chapter meeting.
- Unless otherwise specified in a separate policy document, shall consider as ground for recommendations: suitability of candidate to the vacancy, representativeness and diversity with regards to gender, study programs and other backgrounds deemed applicable such as study mode.

With that in mind, the nominating committee:

- received four (4) applications on the deadline and (1) late application.
- One (1) out of the nominated four (4) applications, accepted the nomination and interviewed.

On the aforementioned grounds, an interview was held and an assessment was made regarding:

- Lorenzo Marchetti, Material Science/ITM (applying for: communication manager).

Suggestions

The nominating committee recommends the chapter meeting

To₁ elect Lorenzo Marchetti for a board member of directors vacancy, with role focus on communication manager.

To₂ open for nomination during the chapter meeting for the other vacancies.

On behalf of the nominating committee,

Tage Mohammadat
Stockholm, 6 December 2019

Robin Palmberg
Stockholm, 6 December 2019

Kateryna Morozovska*,
Stockholm, 6 December 2019

Nominating committee report for Other Positions

Election errand for the Chapter meeting n.2 2019/20

Background

The chapter meeting no. 2 of 2019/20 operational year was summoned to conduct business on 09 December 2019 with election errands, among others, to ratify election of council positions.

Suggestions

The nominating committee recommends the chapter meeting

To₁ elect Lorenzo Marchetti for ITM PhD council 2020.

To₂ elect Kian Shaker Doodran for SCI PhD council 2020.

To₃ let CBH and ABE elect council chair among themselves and communicate it for ratification latest by March 1 2020.

To₄ elect PADs and councils in CBH, ABE, ITM and SCI as per the attachment for 2020.

To₅ ratify election results from EECS as per the election results on 12/12/2019 for the mandate of 2020.

To₆ elect Rinat Yapparov and Robin Palmberg for the nominating committee 2020.

To₇ elect, provisionally Robin Palmberg as standard bearer and Tage Mohammadat as deputy standard bearer for 2020. If Robin Palmberg will not be available during 2020 due to his election to THS standard bearer, the appointment of standard bearers and deputy standard bearer.

To₈ elect, Erik Merkus and Felix Wilke as chapter auditor and chapter deputy auditor for 2020

To₉ open for nomination during the chapter meeting for the non-filled vacancies including the head for WOP, Master of ceremonies.

On behalf of the nominating committee,

Tage Mohammadat
Stockholm, 6 December 2019

Robin Palmberg
Stockholm, 6 December 2019

Kateryna Morozovska*,
Stockholm, 6 December 2019

Attachment 1: ABE PhD Council

School-level doctoral representatives – 2020

ABE SCHOOL (DR2020-AB-04/0000)

Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		abe-chair@dr.kth.se ²	↑ ³
Strategic Council/SR		abe-vicechair@dr.kth.se	Olli Kytömäki; Time compensation: 15%
Educational errands	General	abe-edu@dr.kth.se	↑
	Quality council/3rd cycle	abe-edu@dr.kth.se	↑
	Quality council/1st & 2nd cycle	-	
	Quality council/admin	-	↑
Architecture Program		abe-pad@dr.kth.se	Janek Ozmin; Time compensation: 7.5% Anna Lena Stina Andersson; Time compensation: 7.5%
Art, technology and design		abe-pad@dr.kth.se	Erik Sandelin; Time compensation: 7.5% Jenny Richards* ⁴ ; Time compensation: 7.5%
Civil and architectural engineering		abe-pad@dr.kth.se	Jonas Hatzenbühler; Time compensation: 7.5%
Geodesy and geoinformatics		abe-pad@dr.kth.se	↑
Studies in the humanities and social sciences of technology, science and environment	History of science, technology and environment philosophy	abe-pad@dr.kth.se	Gloria Samosir; Time compensation: 7.5% Jasmin Höglund Hellgren*; Time compensation: 7.5%
	Philosophy	abe-pad@dr.kth.se	Anna Wedin*; Time compensation: 7.5%

² David Leffler may act as provisional council chairperson till replacement is found

³ ↑: to be appointed upon request in consultation with respective school students council and school management.

⁴ *: re-elected by default, to be appointed if not confirmed resigned.

	Technology and Learning (ITM)		Louise Björlin Svozil; Time compensation: 10%
Land and water resources engineering			↑
Planning and decision analysis			↑
The built environment and society: management, economics and law	Business studies		↑
	Real estate and construction		Olli Kytömäki; Time compensation: 15%
Transport science			Jonas Hatzenbühler; Time compensation: 7.5%
Departments/LG			
	Architecture		Janek Ozmin; Time compensation: 7.5% Anna Lena Stina Andersson; Time compensation: 7.5%
	Civil and Architectural Engineering		Jonas Hatzenbühler; Time compensation: 7.5%
	Philosophy & History		Anna Wedin*; Time compensation: 7.5% Gloria Samosir; Time compensation: 7.5%
	Real Estate and Construction Management		Olli Kytömäki; Time compensation: 15%
	SEED		Nicolas Francart; Time compensation: 7.5%
	Urban Planning and Environment		
THS/Dr ABE Council		abe-council@dr.kth.se	ABE/Dr council members
	Chairperson, ABE/Dr	abe-chair@dr.kth.se	
	Vice chairperson, ABE/Dr	abe-vicechair@dr.kth.se	Olli Kytömäki; Time compensation: 15%

	Presidium, ABE/Dr	abe-presidium	Olli Kytömäki; Time compensation: 15%
	Educational Manager, ABE/Dr	abe-edu@dr.kth.se	
	Social Responsible, ABE/Dr	abe-social@dr.kth.se	
	PADs, Dr/ABE	abe-pad@dr.kth.se	Janek Ozmin; Time compensation: 7.5% Anna Lena Stina Andersson; Time compensation: 7.5% Jonas Hatzenbühler; Time compensation: 7.5% Anna Wedin; Time compensation: 7.5% Jasmin Höglund Hellgren; Time compensation: 7.5% Gloria Samosir; Time compensation: 7.5% Olli Kytömäki; Time compensation: 15% Nicolas Francart; Time compensation: 7.5% Erik Sandelin; Time compensation: 7.5% Jenny Richards; Time compensation: 7.5%
	Council, Dr/ABE	abe-council@dr.kth.se	Janek Ozmin; Time compensation: 7.5% Anna Lena Stina Andersson; Time compensation: 7.5% Jonas Hatzenbühler; Time compensation: 7.5% Anna Wedin; Time compensation: 7.5% Jasmin Höglund Hellgren; Time compensation: 7.5% Gloria Samosir; Time compensation: 7.5% Olli Kytömäki; Time compensation: 15% Nicolas Francart; Time compensation: 7.5% Erik Sandelin; Time compensation: 7.5% Jenny Richards; Time compensation: 7.5%

Attachment 2: CBH PhD Council

School-level doctoral representatives – 2020

CBH SCHOOL (DR2020-CB-04/0000)

Position	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		cbh-chair@dr.kth.se	↑ ⁵
Strategic Council/SR		cbh-vicechair@dr.kth.se	↑
Educational errands	General	cbh-edu@dr.kth.se	↑
	Quality council/3rd cycle	cbh-edu@dr.kth.se	↑
	Quality council/1st & 2nd cycle	-	↑
	Quality council/admin	-	↑
Biotechnology		cbh-pad@dr.kth.se	Tharagan Kumar; Time compensation: 7.5% Markus Keskitalo; Time compensation: 7.5%
Theoretical chemistry and biology		cbh-pad@dr.kth.se	Dusanka Golo; Time compensation: 7.5%
Chemical science and engineering	Chemistry	cbh-pad@dr.kth.se	Eva Soledad Marra; Time compensation: 7.5%
	Chemical engineering	cbh-pad@dr.kth.se	Lea Hohmann; Time compensation: 7.5%
	Fibre and Polymer Science	cbh-pad@dr.kth.se	Farhiya Sellman; Time compensation: 7.5% Jowan Rostami; Time compensation: 7.5% Elise Farah; Time compensation: 7.5% Jai White; Time compensation: 7.5%
Technology and health		cbh-pad@dr.kth.se	Qiantailang Yuan; Time compensation: 7.5% Reza Mohammadi; Time compensation: 7.5%

⁵ ↑: to be appointed upon request in consultation with respective school students council and school management.

Medical technology		cbh-pad@dr.kth.se	Mehdi Astaraki; Time compensation: 7.5%
Departments/LG			
	Medical Engineering & Health systems		↑
	Protein Science		↑
	Theoretical Chemistry and Biology		↑
	Industrial Biotechnology		↑
	Gene Technology		↑
	Engineering Pedagogics		N/A
	Chemistry		↑
	Chemical Engineering		↑
	Fibre and Polymer Technology		↑
THS/Dr CBH Council		cbh-council@dr.kth.se	CBH/Dr council members
	Chairperson, CBH/Dr	cbh-chair@dr.kth.se	↑
	Vice chairperson, CBH/Dr	cbh-vicechair@dr.kth.se	↑
	Presidium, CBH/Dr	cbh-presidium	↑
	Educational Manager, CBH/Dr	cbh-edu@dr.kth.se	↑
	Social Responsible, CBH/Dr	cbh-social@dr.kth.se	↑
	Council board, CBH/Dr		↑
	PADs, Dr/CBH	cbh-pad@dr.kth.se	
	Council, Dr/CBH	cbh-council@dr.kth.se	Tharagan Kumar; Time compensation: 7.5% Markus Keskitalo; Time compensation: 7.5% Dusanka Golo; Time compensation: 7.5% Eva Soledad Marra; Time compensation: 7.5% Lea Hohmann; Time compensation: 7.5% Farhiya Sellman;

			Time compensation: 7.5% Jowan Rostami; Time compensation: 7.5% Elise Farah; Time compensation: 7.5% Jai White; Time compensation: 7.5% Qiantailang Yuan; Time compensation: 7.5% Reza Mohammadi; Time compensation: 7.5% Mehdi Astaraki; Time compensation: 7.5%
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Attachment 3: SCI PhD Council

School-level doctoral representatives – 2020

SCI SCHOOL (DR2020-SC-04/0000)

Position	Sub-organ	Functionary E-mail	Representatives
Executive Group/LG		sci-chair@dr.kth.se	Kian Shaker Doodran; Time compensation: 20%
Strategic Council/SR		sci-vicechair@dr.kth.se	Özge Aktaş; Time compensation: 15%
Educational errands	General	sci-edu@dr.kth.se	↑
	Quality council/3rd cycle	sci-edu@dr.kth.se	↑
	Quality council/1st & 2nd cycle	sci-edu@dr.kth.se	↑ ⁶
	Quality council/admin	sci-edu@dr.kth.se	↑
Aerospace engineering		sci-pad@dr.kth.se	
Physics	Physics	sci-pad@dr.kth.se	Yulia Mishchenko; Time compensation: 7.5%
	Biological physics	sci-pad@dr.kth.se	
Applied Physics	Physics	sci-pad@dr.kth.se	Felix Vennberg; Time compensation: 5%
	Biological physics	sci-pad@dr.kth.se	Katharina Zeuner; Time compensation: 7.5% Christoffer Krook ; Time compensation: 7.5% Kian Shaker Doodran; Time compensation: 20%
Vehicle and maritime engineering		sci-pad@dr.kth.se	Hamza Bouchouireb; Time compensation: 7.5% Clemens Deutsch; Time compensation: 7.5%
Solid mechanics		sci-pad@dr.kth.se	Petter Lind; ^{*7} Time compensation: 7.5%

⁶ ↑: to be appointed upon request in consultation with respective school students council.

⁷ *: re-elected by default and subject to updates.

Mathematics		sci-pad@dr.kth.se	Samuel Fromm Time compensation: 7.5%
Applied and computational mathematics		sci-pad@dr.kth.se	Federico Izzo; Time compensation: 7.5% Lena Leitenmaier; Time compensation: 7.5%
Engineering mechanics		sci-pad@dr.kth.se	Rohan Ajit Kulkarni; Time compensation: 7.5%
Departments/LG		sci-board@dr.kth.se	
	Aeronautical & Vehicle Engineering	sci-board@dr.kth.se	Hamza Bouchouireb; Time compensation: 7.5% Clemens Deutsch; Time compensation: 7.5%
	Physics	sci-board@dr.kth.se	Yulia Mishchenko; Time compensation: 7.5%
	Applied Physics	sci-board@dr.kth.se	Felix Vennberg; Time compensation: 5% Katharina Zeuner; Time compensation: 7.5% Christoffer Krook ; Time compensation: 7.5% Kian Shaker Doodran; Time compensation: 20%
	Solid Mechanics	sci-board@dr.kth.se	Petter Lind, ⁸ Time compensation: 7.5%
	Mathematics	sci-board@dr.kth.se	Samuel Fromm; Time compensation: 7.5% Federico Izzo; Time compensation: 7.5% Lena Leitenmaier; Time compensation: 7.5%
	Mechanics	sci-board@dr.kth.se	Rohan Ajit Kulkarni; Time compensation: 7.5% Petter Lind, ⁹ Time compensation: 7.5%
THS/Dr SCI Council		sci-council@dr.kth.se	SCI/Dr council members

⁸ *: re-elected by default and subject to updates.

⁹ *: re-elected by default and subject to updates.

	Chairperson, SCI/Dr	sci-chair@dr.kth.se	Kian Shaker Doodran; Time compensation: 20%
	Vice chairperson, SCI/Dr	sci-vicechair@dr.kth.se	
	Presidium, SCI/Dr	sci-presidium	*
	Educational Manager, SCI/Dr	sci-edu@dr.kth.se	*
	Social Responsible, SCI/Dr	sci-social@dr.kth.se	*
	Council board, SCI/Dr	sci-board@dr.kth.se	*
	PADs, Dr/SCI	sci-pad@dr.kth.se	Yulia Mishchenko; Time compensation: 7.5% Felix Vennberg; Time compensation: 5% Katharina Zeuner; Time compensation: 7.5% Christoffer Krook ; Time compensation: 7.5% Kian Shaker Doodran; Time compensation: 20% Petter Lind; Time compensation: 7.5% Samuel Fromm; Time compensation: 7.5% Federico Izzo; Time compensation: 7.5% Lena Leitenmaier; Time compensation: 7.5% Rohan Ajit Kulkarni; Time compensation: 7.5% Hamza Bouchouireb; Time compensation: 7.5% Clemens Deutsch; Time compensation: 7.5%
	Council, Dr/SCI	sci-council@dr.kth.se	Kian Shaker Doodran; Time compensation: 20% Özge Aktaş; Time compensation: 15% Yulia Mishchenko; Time compensation: 7.5% Felix Vennberg; Time compensation: 5% Katharina Zeuner; Time compensation: 7.5% Christoffer Krook ;

		<p>Time compensation: 7.5% Petter Lind; Time compensation: 7.5% Samuel Fromm; Time compensation: 7.5% Federico Izzo; Time compensation: 7.5% Lena Leitenmaier; Time compensation: 7.5% Rohan Ajit Kulkarni; Time compensation: 7.5% Hamza Bouchouireb; Time compensation: 7.5% Clemens Deutsch; Time compensation: 7.5%</p>
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Attachment 4: ITM PhD Council

School-level doctoral representatives – 2020

ITM SCHOOL (DR2020-IT-04/0000)

Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		itm-chair@dr.kth.se	Lorenzo Marchetti; Time compensation: 25%
Strategic Council/SR		itm-vicechair@dr.kth.se	↑ ¹⁰
Educational errands	General	itm-edu@dr.kth.se	↑
	Quality council/3rd cycle	itm-edu@dr.kth.se	↑
	Quality council/1st & 2nd cycle	itm-edu@dr.kth.se	↑
	Quality council/admin	itm-edu@dr.kth.se	** ¹¹
Energy and environmental systems	Energy technology	itm-pad@dr.kth.se	Mohammad Abuasbeh; Time compensation: 7.5%
	Industrial ecology (ABE)	itm-pad@dr.kth.se	N/A
Industrial economics and management	Industrial economics and management	itm-pad@dr.kth.se	Aziza Al Gahfri; Time compensation: 7.5%
	Economics	itm-pad@dr.kth.se	↑
Production engineering		itm-pad@dr.kth.se	Nikolas Theissen; Time compensation: 10%
Machine design		itm-pad@dr.kth.se	↑
Materials science and engineering			Devy K. Ratnasari; Time compensation: 10% Axel Forslund; Time compensation: 7.5% Lorenzo Marchetti; Time compensation: 7.5%
Departments/LG		itm-board@dr.kth.se	

¹⁰ ↑: to be appointed upon request in consultation with respective school students council.

¹¹ **: to be appointed upon request.

	Energy Technology	itm-board@dr.kth.se	↑
	Industrial Economics and Management	itm-board@dr.kth.se	↑
	Learning in Engineering Sciences	itm-board@dr.kth.se	Louise Björlin Svozil; Time compensation: 10%
	Machine Design	itm-board@dr.kth.se	↑
	Materials Science and Engineering	itm-board@dr.kth.se	Devy K. Ratnasari; Time compensation: 10%
	Production Engineering	itm-board@dr.kth.se	↑
	Sustainable Production Development	itm-board@dr.kth.se	↑
THS/Dr ITM Council		itm-council@dr.kth.se	ITM/Dr council members
	Chairperson, ITM/Dr	itm-chair@dr.kth.se	Lorenzo Marchetti; Time compensation: 25%
	Vice chairperson, ITM/Dr	itm-vicechair@dr.kth.se	↑
	Presidium, ITM/Dr	itm-presidium	↑
	Educational Manager, ITM/Dr	itm-edu@dr.kth.se	↑
	Social Responsible, ITM/Dr	itm-social@dr.kth.se	↑
	Council board, ITM/Dr	itm-board@dr.kth.se	
	PADs, Dr/ITM	itm-pad@dr.kth.se	Mohammad Abuasbeh; Time compensation: 7.5% Aziza Al Gahfri; Time compensation: 7.5% Nikolas Theissen; Time compensation: 10% Devy K. Ratnasari; Time compensation: 10% Axel Forslund; Time compensation: 7.5% Lorenzo Marchetti; Time compensation: 7.5% Masoud Zafarzadeh; Time compensation: 7.5% Louise Björlin Svozil; Time compensation: 10%
	Council, Dr/ITM	itm-council@dr.kth.se	Mohammad Abuasbeh;

			<p>Time compensation: 7.5% Aziza Al Gahfri; Time compensation: 7.5% Nikolas Theissen; Time compensation: 7.5% Devy K. Ratnasari; Time compensation: 10% Axel Forslund; Time compensation: 7.5% Lorenzo Marchetti; Time compensation: 25% Masoud Zafarzadeh; Time compensation: 7.5% Louise Björlin Svozil; Time compensation: 10%</p>
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