

# Archiving of PMs



*The PhD chapter at KTH/ Doktorandsektionen vid Tekniska Högskolans Studentkår*

Enacted by the chapter board in light of the introduction of §1.3 in bylaws on 27-02-2019

Most recently updated on 7 November 2019

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**Doktorandsektionen vid Tekniska Högskolans Studentkår**

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## Document versions

Version	Description, By	Date
Dr2019-CP-00	Created by Chapter presidium as per 20190603 chapter meeting n.4 §3.a By Emma Riese and Tage Mohammadat	2019-05-31
Dr2019-CP-00/0001	Updated by the presidium as per meeting 2019-08-29 By Emma Riese and Tage Mohammadat	2019-08-29
Dr2019-CP-00/0002	Updated by the presidium as per meetings 2019-09-12 & 26 By Emma Riese and Tage Mohammadat	2019-09-26
Dr2019-CP-00/0003	Updated by the presidium as per meeting 2019-10-10 By Emma Riese and Tage Mohammadat	2019-10-18
Dr2019-CP-00/0004	Proposed by the presidium for the chapter board By Emma Riese and Tage Mohammadat	2019-10-24
Dr2019-PB-00	Adopted by the chapter board meeting n. 7, 2019.11.07 §4 Applied by Emma Riese and Tage Mohammadat	2019.11.07

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## Abbreviations

KTH: Kungliga tekniska högskolan (The Royal Institute of Technology)
THS: Tekniska högskolans studentkår (KTH student union)
Dr/THS: Doktorandsektion vid THS (PhD chapter at KTH)
KS: Kårstyrelsen (The union board)
KF: Kårfullmäktige (The union council or the general assembly)
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' organisation)
ABE: School of Architecture and the Built Environment
CBH: School of Engineering Sciences in Chemistry, Biotechnology and Health
EECS: School of Electrical Engineering and Computer Science
ITM: Skolan för Industriell Teknik och Management (Industrial Engineering and Management).
SCI: School of Engineering Sciences

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## Background

As per 20190603 chapter meeting n.4 §3.a, the PhD chapter can create guidelines and rules that are possible to change through board meetings rather than through chapter meetings through “PM’s” (promemorias) which are rules and guidelines that both the chapter meeting and the board by itself can create and change. Examples of this could be communication policies, workgroup guidelines, etc. Although the intention was originally made for PMs, the concept was extended to cover formatting of all regulatory documents, e.g. the statutes. The purpose of this document is to give grounds for diary numbers and formats of PMs associated with the PhD chapter of KTH.

## Formats

As per 20190603 chapter meeting n.4 §3.a, the chapter shall use diary numbering system that can be detailed further in memorandum for document archiving. Unless such memorandum is enacted, the following shall apply by default:

- Formats for diary numbers follow: Dr[YYYY]-[NN]-[SS], whereby: [YYYY] refers to the year of establishing or updating the document, [NN] refers to the body authorising the document, [SS] is a serial number.
- Unless a PM is enacted detailing the document archiving, the following applies by default: Formats for diary numbers follow: Dr[YYYY]-[NN]-[SS], whereby: [YYYY] refers to the year of establishing or updating the document, [NN] refers to the body authorising the document, [SS] is a serial number. [NN] is CM for the Chapter Meeting, PB for the PhD Chapter Board or any of its members, CF is for the Chapter Functionaries including auditors, nominating committee, and standard bearers, WG is for Working Groups and Committees subject to the chapter, AB/CB/EE/IT/SC are for the School councils at ABE/CBH/EECS/ITM/SCI respectively.

In addition, since many of the chapter board work and enacted decisions are prepared or communicated by the chapter presidium, the presidium can use CP for corresponding PM’s. Board members can have the following abbreviations: CC: chapter chairperson, CV: chapter vice chairperson, CT: Chapter Treasurer, KA: Communication Manager, WI: Webmaster/IT responsible, EM: Education Manager, DS: Council Coordinator, BM: Business Manager, WM: Workgroups Manager, SE: Event Manager. Furthermore, PM’s can get sub identifier in formats: Dr[YYYY]-[NN]-[SS]/[XXXX] denoting more specifications or editions or sub-versions or updates where XXXX are alphanumeric lexicals as illustrated in the rest of this document.

## Conventions

Diary numbering is chiefly the responsibility of the communication manager. Unless otherwise specifically decided by the board on the redistribution of the tasks, the chapter presidium takes responsibility of adopting and providing numbers. Chapter Functionaries and PhD school councils are advised to communicate decisions and errands to the Workgroups Manager and Council Coordinator respectively or the board in their absence. The provisions provided herewith shall be used as strong recommendations but not following it shall not render the PMs or documents invalid.

## Formatting

- PMs shall be considered official documents of the chapter and the chapter officials.
- PMs shall be formatted following recommended templates and communication policy.
- PMs shall be properly communicated in accessible media to members of the chapter unless they contain sensitive information whose publication can be deemed not tally with legal frameworks , e.g. GDPR.
- Depending on the type and intention of the PMs, it is recommended that PMs include:
  - Background information detailing the purpose, need and basis for enacting the PM.
  - Document history for revisions.
  - Header table detailing the provider of the PM, to whom it is relevant, date of issuance, date or period of validity and diary number and what it replaces, if it replaces any PMs.

## Archiving

PMs shall be properly stored and archived for maintenance and reference. Storage shall be accessible to elected officials in addition to auditors of the unions and union investigators if requested by the university board or the union board.

## Abbreviation and Numbering

Generally speaking YYYY: denotes the year where the decision was taken to enact the PM or document. XXXX: denotes editions sequence. For simplicity, the first PM enacted that year can have no edition number and can be considered the base version that year. Subsequent editions can have sequence number starting from 0002. The abbreviations in the diary numbers, if any, are made on the following order of possibility: 1) roles acronym e.g. CC: chapter chairperson; 2) the first letter is taken from the unit and the second from the role, e.g. event manager is SE whereby S denotes Social Unit and E is for event ; 3) acronym of swedish translation of the role, e.g. council

coordinator (DS) for the swedish version 'doktorandråd samordnare'. As such the following applies:

## Legend

SD: PhD councils  
 DO: PhD council chair  
 DV: PhD council vice chair  
 DP: PhD council presidium  
 AB: ABE PhD council.  
 CB: CBH PhD council.  
 EE: EECS PhD council.  
 IT: ITM PhD council.  
 SC: SCI PhD council.  
 CF: PhD chapter functionaries excluding workgroups and committees.  
 NC: Nominating committee.  
 CA: Chapter auditors.  
 MC: Masters of Ceremonies  
 WG: PhD chapter workgroups and committees, including WOP.  
 EC: PhD chapter education council.  
 PB: PhD chapter board.  
 CC: chapter chairperson.  
 CV: chapter vice-chairperson.  
 CP: chapter presidium.  
 CT: chapter treasurer.  
 FU: chapter finance unit. Note: FU & CT are used interchangeably.  
 KA: communication manager.  
 WI: webmaster/IT responsible.  
 EM: education manager.  
 DS: council coordinator.  
 SL: studies Liaison Unit.  
 WM: workgroup manager.  
 SE: event manager.  
 BM: business manager.  
 SU: Social Unit.  
 M: Chapter members and PhD students at KTH.  
 KS: Union Council.  
 EA: Head of educational affairs  
 KF: Union Council.

## 1. Regulatory documents enacted by the Chapter meeting

Diary number	Description
DrYYYY-CM-01/XXXX	PhD Chapter Statutes XXXX: editions sequence. The first one enacted that year can have no edition number and can be considered the base version that year. Subsequent editions on the



	statutes can have sequence number starting from 0002.
DrYYYY-CM-02/XXXX	PhD Chapter By-laws XXXX: editions sequence. The first one enacted that year can have no edition number and can be considered the base version that year. Subsequent editions can have sequence number starting from 0002.
DrYYYY-CM-03/XXXX	PhD Chapter Budget (can include time compensation for representatives) XXXX: editions sequence which should not be used as changes during the year is not common. The first one enacted that year can have no edition number and can be considered the base version that year. Subsequent editions can have sequence number starting from 0002.
DrYYYY-CM-04/XXXX	PhD Chapter Operational Plan XXXX: editions sequence which should not be used as changes during the year is not common. The first one enacted that year can have no edition number and can be considered the base version that year. Subsequent editions can have sequence number starting from 0002.
DrYYYY-CM-05/XXXX	PhD Chapter opinions, views and positions. XXXX: can be editions sequence which should not be used as changes during the year is not common. The first one enacted that year can have no edition number and can be considered the base version that year. Subsequent editions can have sequence number starting from 0002. XXXX: can alternatively be in formats of: ONNN, PNNN, VNNN where 'O' denotes opinions, 'P' denotes positions, 'V' denotes views and 'NNN' denotes identifiers.
DrYYYY-CM-06/XXXX	PhD Chapter Meeting working directives/ including delegations. XXXX: editions sequence which should not be used as changes during the year is not common. The first one enacted that year can have no edition number and can be considered the base version that year. Subsequent editions can have sequence number starting from 0002.
DrYYYY-CM-07/XXXX	PhD Chapter Application for funds XXXX: editions sequence which should not be used as changes during the year is not common. The first one enacted that year can have no edition number and can be considered the base version that year. Subsequent editions can have sequence number starting from 0002.
DrYYYY-CM-08/XXXX	PhD Chapter Decision on Formation/Resolution of Chapter Bodies. XXXX: identifiers if more than one decision in that category occurs over the year.. The first one enacted that year can have no edition number. Subsequent errands can have sequence number starting from 0002. This category can be extended to provide clear and distinct standalone PMs to be communicated on the behalf of the chapter, e.g. bank account signatory for the organisation. Likewise, this category can be used to approve the resignation of officials or grant the resigning officials freedom of responsibility. Furthermore, this can be used for cases of resignation of board members or granting of discharge-of-responsibility of an official based on the board or chapter



	recommendations.
DrYYYY-CM-09/XXXX	<p>PhD Chapter Recommendations to higher bodies</p> <p>XXXX: editions sequence which should not be used as changes during the year is not common. The first one enacted that year can have no edition number and can be considered the base version that year. Subsequent editions can have sequence number starting from 0002.</p> <p>The intention of this category is to give chapter specific positions decisions taken by other bodies where the chapter belongs to directly such as THS:s kårfullmäktige (KF, THS union council) or other doctoral umbrella organisation, or indirectly through THS membership, such as: SSCO, SFS, Reftec. Organisations such as labour unions.</p>
DrYYYY-CM-10/SXNN	<p>PhD Chapter Meeting Proceedings, where:</p> <p>S: Meeting number (1-4) corresponds to regular meetings in Q3, Q4, Q1, Q2 of the year. Extra chapter meetings should have 'E'.</p> <p>XNN: PNN for approved proposition numbers where N corresponds to proposition sequence number.</p> <p>XNN: MNN for approved motions where NN corresponds to the motion sequence number.</p> <p>XNN: INN for approved interpellation where NN corresponds to the interpellation sequence number.</p> <p>XNN: ONN for approved 'other errands' where NN corresponds to the sequence number.</p>

## 2. PMs, Documents and Decisions enacted by the board

Diary number	Description
DrYYYY-PB-00/XXXX	Archiving of PMs
DrYYYY-PB-01	PhD Chapter Working Directives
DrYYYY-PB-02	<p>PhD Chapter Plan of Operations &amp; budget</p> <p>- If the chapter did not enact such a document.</p>
DrYYYY-PB-03/XXXX	<p>Appointment of PhD representatives (including time compensation)</p> <p>- If the chapter did not enact such a document.</p> <p>XXXX: denotes revisions</p>
DrYYYY-PB-04/SMXX	<p>Board Reports presented before the chapter meetings (Activity report).</p> <p>By default, there is expected one board report every year by the resigning board who is requested to send it to auditors by end of october for the assessment of freedom-of-responsibility. Otherwise, when there is a need to report more for example, concerning representation status, activity reports, etc., SMXX can be used as follows:</p> <p>XX: sequence number starting from 02 and SM:</p> <p>1M: for chapter meeting number 1 presented in Q3 of that year</p>



	<p>2M: for chapter meeting number 2 presented in Q4 of that year 3M: for chapter meeting number 3 presented in Q1 of that year 4M: for chapter meeting number 4 presented in Q2 of that year Q (quarter) refers to annual quarters and '01' corresponds with Q3 because the board's mandate starts in Q3 every year. M in cases above can be used EM: for extra chapter meetings and in this case, M is a sequence number from 0.</p>
DrYYYY-PB-10/NNSS	<p>Chapter meeting errands NN: regular chapter meeting number (e.g. 01-04); extra meetings are marked Ex (e.g. E1, E2, ...). SS: 00 reserved for summons SS: 01 reserved for agendas SS: 02 reserved for minutes SS: Px reserved for propositions where x is proposition sequence number SS: Mx reserved for motions where x is motion sequence number SS: Dx reserved for decisions where x is decision sequence number</p>
DrYYYY-PB-05/XXXX	<p>Guide on representation (including time compensation) XXXX: denotes revisions.</p>
DrYYYY-PB-06/XXXX	<p>Testaments &amp; Working Routines XXXX, can denote: 1. revisions or editions in case it is a compilation of all working routines &amp; testaments. 2. NNSS whereby SS denotes revisions or editions and NN denotes more specific abbreviations for the corresponding chapter body specified in the <a href="#">legend</a>.</p>
DrYYYY-PB-07/XXXX	<p>PhD Chapter Board Decision on appointment/resignation. The intention of this is to cover primarily appointment of advisory members to the board and co-opted members. Additionally, this category can be used to communicate further details for newly appointed members of the board, e.g. concerning time compensation prognosis. It can be also used to approve the resignation of officials or grant the resigning officials freedom of responsibility, e.g. PhD councils' members. This PM can be extended to cases of resignation of board members or granting of discharge-of-responsibility of an official based on the recommendations. XXXX, can denote: 1. revisions or editions. 2. NNSS whereby SS denotes revisions or editions and NN is two-letter abbreviation denoting decisions from corresponding chapter body as given in the <a href="#">legend</a>.</p>
DrYYYY-PB-08/XXXX	<p>Outlay Form XXXX: denotes revisions YYYY: denotes the year. The treasurer can archive incoming filled outlay forms and application forms using for instance:</p>

	DrYYYY-PB-08/CTxx where xx is sequence number.
DrYYYY-PB-09/NSSS	Board answers to chapter errands Form N: regular chapter meeting number (1-4), E is used for extra chapter meetings SSS: 000 reserved for summons SSS: 001 reserved for agendas SSS: 002 reserved for minutes SSS: Mxx reserved for motions where xx is motion number SSS: Ixx reserved for motions where xx is interpellation number
DrYYYY-PB-10/NSSS	Chapter meeting errands N: regular chapter meeting number (1-4), E is used for extra chapter meetings SSS: 000 reserved for summons SSS: 001 reserved for agendas SSS: 002 reserved for minutes SSS: Pxx reserved for propositions where xx is proposition sequence number SSS: Mxx reserved for motions where xx is motion number (incl. board replies) SSS: Ixx reserved for motions where xx is interpellation number (incl. board replies) SSS: Dxx reserved for decisions where xx is decision sequence number SSS: Rxx reserved for referrals where xx is decision sequence number
DrYYYY-PB-12/XXXX	Activity report XXXX: denotes revisions.

### 3. PMs and Decisions enacted by the Chapter presidium

Diary number	Description
DrYYYY-CP-00/XXX X	Registry of PMs (when delegated to the presidium or decisions are prepared by the presidium). XXXX: denotes revisions
DrYYYY-CP-01/XXX X	PhD Chapter Plan of Operations & budget (when delegated to the presidium or decisions are prepared by the presidium). - A preparatory version for the board meeting. XXXX: denotes revisions This can also be used for enacting a detailed plans of activity based on established plan of operations.
DrYYYY-CP-02/XXX X	PhD Chapter Time Compensation Budget & Prognosis (when delegated to the presidium or decisions are prepared by the presidium). - A preparatory version for the board meeting. XXXX: denotes revisions
DrYYYY-CP-03/XXX X	PhD Chapter Appointment Routines for Representatives (when delegated to the presidium or decisions are prepared by the presidium). - A preparatory version for the board meeting. XXXX: denotes revisions
DrYYYY-CP-04/XXX	Central and Local Doctoral Representatives at KTH (when delegated to the presidium)

X	or decisions are prepared by the presidium). - A preparatory version for the board meeting. XXXX: denotes revisions
DrYYYY-CP-05/XXX X	Guide on handover and work of presidium - A preparatory version for the board meeting. XXXX: denotes revisions
DrYYYY-CP-06/XXX X	PhD Chapter Presidium communication on appointment/resignation (when delegated to the presidium or decisions are prepared by the presidium). The intention of this is to cover primarily appointment of advisory members to the board and co-opted members. Additionally, this category can be used to communicate further details for newly appointed members of the board, e.g. concerning time compensation prognosis. It can be also used to approve the resignation of officials or grant the resigning officials freedom of responsibility, e.g. PhD councils' members. This PM can be extended to cases of resignation of board members or granting of discharge-of-responsibility of an official based on the recommendations. XXXX, can denote: 1. revisions or editions. 2. NNSS whereby SS denotes revisions or editions and NN is two-letter abbreviation denoting decisions from corresponding chapter body as given in the <a href="#">legend</a> .
DrYYYY-CP-10/NNxx	PhD Chapter Board Meeting NN: denotes board meeting number starting from Q3 of that year and: xx: 00 for Summons xx: 01 for Agendas xx: 02 for Minutes

#### 4. PMs and Decisions enacted by Chapter Board Members<sup>1</sup>

Diary number	Description
DrYYYY-CC-NN/XXXX	PMs by the chapter chairperson according to applicable delegations NN/XXXX: denotes different documents and revisions.
DrYYYY-CV-NN/XXXX	PMs by the chapter chairperson according to applicable delegations NN/XXXX: denotes different documents and revisions.
DrYYYY-CT-NN/XXXX	PMs by the treasurer according to applicable delegations NN/XXXX: denotes different documents and revisions.
DrYYYY-KA-NN/XXXX	PMs by the communication manager according to applicable delegations NN/XXXX: denotes different documents and revisions.

<sup>1</sup> The abbreviations are taken first from board member roles acronym e.g. chapter chairperson; if a repetition is detected, then the first letter is taken from the board member unit it belongs to, e.g. event manager is SE whereby S denotes Social Unit and E is for event ; if a repetition is detected, the abbreviation is taken from a swedish translation of the role, e.g. communication manager and council coordination are KA and DS for the swedish versions: kommunikationsansvarig and doktorandråd samordnare.

DrYYYY-WI-NN/XXXX	PMs by the webmaster/IT responsible according to applicable delegations NN/XXXX: denotes different documents and revisions.
DrYYYY-EM-NN/XXXX	PMs by the education manager according to applicable delegations NN/XXXX: denotes different documents and revisions.
DrYYYY-DS-NN/XXXX	PMs by the council coordinator according to applicable delegations NN/XXXX: denotes different documents and revisions.
DrYYYY-WM-NN/XXX X	PMs by the workgroup manager according to applicable delegations NN/XXXX: denotes different documents and revisions.
DrYYYY-SE-NN/XXXX	PMs by the event manager according to applicable delegations NN/XXXX: denotes different documents and revisions.
DrYYYY-BM-NN/XXXX	PMs by the business manager according to applicable delegations NN/XXXX: denotes different documents and revisions.

## 5. PMs and Decisions enacted by the Chapter Functionary

Diary number	Description
DrYYYY-CF-01	DrYYYY-CF-01 Vacancy profiles By nominating committee
DrYYYY-CF-02	Chapter Auditors report By chapter auditors
DrYYYY-CF-03/XXXX	Election Recommendations By nominating committee
DrYYYY-CF-NC/XXXX	Nominating Committee Errand By nominating committee
DrYYYY-EC-NN/XXXX	Education Councils' Errand By education council
DrYYYY-WG-FC/XXXX	Female Doctoral Committee Errand By WOP@KTH council
DrYYYY-CF-SB/XXXX	Standard Bearers' Errand By Standard bearers
DrYYYY-CF-MC/XXXX	DrInKErrands By Master of Ceremonies Group

## 6. PMs and Decisions enacted for the School councils

Diary number	Description
DrYYYY-AB-SS/xxxx	ABE PhD Council's Errand. SS/xxxx can follow guidelines applicable to the board.
DrYYYY-CB-SS/xxxx	CBH PhD Council's Errand. SS/xxxx can follow guidelines applicable to the board.
DrYYYY-IT-SS/xxxx	ITM PhD Council's Errand. SS/xxxx can follow guidelines applicable to the board.
DrYYYY-EE-SS/xxxx	EECS PhD Council's Errand. SS/xxxx can follow guidelines applicable to the board.
DrYYYY-SC-SS/xxxx	SCI PhD Council's Errand. SS/xxxx can follow guidelines applicable to the board.

## 7. Archiving of old transactions

When archiving decisions, minutes, memos, PMs, financial transactions and other working documents. They can be done retroactively using formats above.

Transaction to and out of the chapter, e.g. from 1979 can be given archiving numbers in the format: DrYYYY/YYYY-xxxxx

# Attachments



# Attachment 1- Examples for 2019

Document Archiving for 2019 (DrYYYY-KA-00/xxxx)

## 1. Regulatory documents enacted by the Chapter meeting

Diary number	Name/By	Date
Dr2019-CM-01	PhD Chapter Statutes	2019-02-27
Dr2019-CM-02	PhD Chapter By-laws	2019-06-03
Dr2019-CM-03	PhD Chapter Budget	-
Dr2019-CM-04	PhD Chapter Operational Plan	
Dr2019-CM-10/MXNN	PhD Chapter Meeting Errands, where: M: Meeting number (1-4) corresponds to regular meetings in Q3, Q4, Q1, Q2 of the year. Extra chapter meetings should have 'E'. XNN: PNN for approved proposition numbers where N corresponds to proposition sequence number. XNN: MNN for approved motions where NN corresponds to the motion sequence number. XNN: INN for approved interpellation where NN corresponds to the interpellation sequence number.	

## 2. PMs, Documents and Decisions enacted by the board

Diary number	Name/By	Date
Dr2019-PB-01	PhD Chapter Working Directives Emma Riese and Tage Mohammadat	2019-06-03
Dr2019-PB-02	PhD Chapter Plan of Operations	2019-09-13
Dr2019-PB-03/XXXX	Appointment of PhD representatives (XXXX denotes revisions)	2019-10-13
Dr2019-PB-04/SMXX	Board Reports presented before the chapter meetings.	2019-10-30

	<p>where SM:</p> <p>01: for chapter meeting number 1 presented in Q3 of that year</p> <p>02: for chapter meeting number 2 presented in Q4 of that year</p> <p>03: for chapter meeting number 3 presented in Q1 of that year</p> <p>04: for chapter meeting number 4 presented in Q2 of that year</p> <p>Q (quarter) refers to annual quarters and '01' corresponds with Q3 because the board's mandate starts in Q3 every year.</p>	
Dr2019-PB-10/NNSS	<p>Chapter meeting errands</p> <p>NN: chapter meeting number (01-04)</p> <p>SS: 00 reserved for summons</p> <p>SS: 01 reserved for agendas</p> <p>SS: 02 reserved for minutes</p> <p>SS: Px reserved for propositions where x is proposition sequence number</p> <p>SS: Mx reserved for motions where x is motion sequence number</p> <p>SS: Dx reserved for decisions where x is decision sequence number</p>	
Dr2019-PB-05/XXXX	Brief guide on representation	
Dr2019-PB-06/XXXX	Brief guide on time compensation for doctoral representatives	
Dr2019-PB-07	<p>Outlay Form</p> <p>Emma Riese and Tage Mohammadat</p>	2019-10-24

### 3. PMs and Decisions enacted by the Chapter presidium

Diary number	Name/By	Date
Dr2019-CP-00	<p>Registry of PMs</p> <p>Emma Riese and Tage Mohammadat</p>	2019-06-03
Dr2019-CP-01	<p>PhD Chapter Plan of Operations</p> <p>Emma Riese and Tage Mohammadat</p>	2019-09-13
Dr2019-CP-02	<p>PhD Chapter Time Compensation Budget &amp; Prognosis HT19</p> <p>Emma Riese and Tage Mohammadat</p>	2019-08-14
Dr2019-CP-03	<p>PhD Chapter Appointment Routines for Representatives</p> <p>Emma Riese and Tage Mohammadat</p>	2019-08-14
Dr2019-CP-04	<p>Central and Local Doctoral Representatives at KTH</p> <p>Emma Riese and Tage Mohammadat</p>	2019-08-14
DrYYYY-CP-10/NN00	<p>PhD Chapter Meeting Summons</p> <p>Emma Riese and Tage Mohammadat</p>	

DrYYYY-CP-10/NN01	PhD Chapter Meeting Agenda Emma Riese and Tage Mohammadat	
DrYYYY-CP-10/NN02	PhD Chapter Meeting Minutes Emma Riese and Tage Mohammadat	

#### 4. PMs and Decisions enacted by the Chapter Functionary

Diary number	Name/By	Date
Dr2019-CF-01	Dr2019-CF-01 Vacancy profiles Tage Mohammadat & Robin Palmberg	
Dr2019-CF-02	Chapter Auditors report Milan Jocevski & Ksenia Loskutova	
Dr2019-CF-03	Election Recommendation Tage Mohammadat, Robin Palmberg and Kateryna Morozovska	
Dr2019-CF-04		


#### 5. PMs and Decisions enacted for the School councils

Diary number	Name/By	Date
Dr2019-AB-04/xxxx	Appointment of doctoral representatives at ABE	
Dr2019-CB-04/xxxx	Appointment of doctoral representatives at CBH	
Dr2019-IT-04/xxxx	Appointment of doctoral representatives at ITM	
Dr2019-EE-04/xxxx	Appointment of doctoral representatives at EECS	
Dr2019-SC-04/xxxx	Appointment of doctoral representatives at SCI	

## Attachment 2- Examples for PM sections

Example for PM Headers and sections

### PM header table

<p>To:</p> <p>KTH administrations at KTH boards, councils, committees and groups; KTH doctoral education quality responsables; KTH head of schools;</p>	 <p><i>PhD Chapter at KTH</i> Doctoral students' network</p> <p>Doktorandsektionen vid Tekniska Högskolans Studentkår</p>
<p>Attention to:</p> <p>KTH rector; KTH vice rectors; KTH dean of faculty; KTH vice dean of faculty; KTH doctoral program directors; KTH vice head of schools and docentship committees; KTH head of departments;</p>	<p>Copy to:</p> <p>KTH head of administrations; KTH head of finance; THS/PhD school councils; THS/PhD chapter board; THS/PhD auditors; THS head of educational affairs; THS board;</p>
<p>Date of Issuance/revision: 2019-08-12/2019-10-03</p> <p>Effective Date: 2019-07-01</p>	<p>PM Type: Decision</p> <p>Responsible: PhD chapter board, e-mail: board@dr.kth.se</p>
<p>Period: 2019-07-01 to 2019-12-31</p>	<p>Diary number: Dr2019-CP-04/0001</p>

### Decisions/Suggestions/Recommendations

**To<sub>1</sub>** Lorem ipsum dolor sit amet, consectetur adipiscing elit.  
**To<sub>2</sub>** Lorem ipsum dolor sit amet, consectetur adipiscing elit.

## Document History

Version	Description, By	Date
Initial proposal	Prepared by Tage Mohammadat and Emma Riese	2019-05-02
Initial version	Presented by the chapter board 18/19 meeting n.18	2019-05-08
2nd review	Reviewed by the chapter board 18/19 meeting n.19	2019-05-15
3rd review	Reviewed by the chapter board 18/19 meeting n.20	2019-05-27
Dr-2019-PB-01/0001	Presented to the PhD chapter board 19/20 meeting n.1	2019-08-14
Dr-2019-PB-01/0002	Reviewed by PhD chapter board meeting n.2	2019-08-29
Dr-2019-PB-01/0003	Enacted by the chapter board meeting n.3	2019-09-12
Dr-2019-PB-01/0004	Editorial changes for publication as per 2019-09-12 protocol §4.c	2019-09-12

## PM document headers

### Example 1

### **Example 2**

Provided by: The Board Dr/THS      Period: 2019-07-01 to 2019-12-31      Diary number: Dr2019-CP-04/0001

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### **Example 3**

PM: Doctoral representatives at KTH – HT19

Diary number: Dr2019-CP-04/0000

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### **Example 4**

Application for Funds  
Form  
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PhD Chapter at KTH

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### **Example 5**

Date: YYYY-MM-DD

Dnr: DrYYYY-CF-NN/EEEE



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**Doktorandsektionen vid Tekniska Högskolans Studentkår**

Organisation number: 802412-5026 | Website: [www.dr.kth.se](http://www.dr.kth.se), E-mail: [contact@dr.kth.se](mailto:contact@dr.kth.se)

Postal address: Drottning Kristinas väg 15 – 10044 Stockholm

## PM document footer

### Example 1

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### Example 2

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Website: [www.dr.kth.se](http://www.dr.kth.se), E-mail: [communication@dr.kth.se](mailto:communication@dr.kth.se)

Visiting address: Drottning Kristinas väg 29 – 11428 Stockholm

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### Example 3

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**Chapter Auditors | Doktorandsektionen vid Tekniska Högskolans Studentkår**

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## Attachment 3- Examples for PM Cover

PM's cover examples

### Example 1

# Statutes



*The Phd chapter at KTH/ Doktorandsektionen vid Tekniska Högskolans Studentkår*

Antogs av doktorandsektionens möte den 27 februari 2019 och gäller tills vidare.  
Adopted by PhD chapter meeting on the 27th of february 2019 and shall henceforth be valid till amended, replaced or repealed.

Dessa stadgar ersätter stadgar som antogs den 8 juni 2017  
These statutes replaced Statutes established on 8th june 2017

## Example 2

# Guide on Representation



*The PhD chapter at KTH/ Doktorandsektionen vid Tekniska Högskolans Studentkår*

Antagen av doktorandsektionens styrelse den 9 juni 2016 och gäller till vidare.  
Senast ändrat 14 augusti 2019.

Adopted by PhD chapter board on the 9th of June 2016 and valid till replaced or repealed.  
Most recently revised on 14th August 2019.