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Place: <https://kth-se.zoom.us/j/69633360195>

Time: 17:00-18:00, August 31st 2020

### §1. Opening formalities [17:00-17:05]

- a. Meeting opening  
*The meeting was declared open at 17:02.*
- b. Invited: chapter board, head of educational affairs and chapter auditors
  - i. *Mobit Daga,*
  - ii. *Tharagan Kumar,*
  - iii. *Gloria Samosir,*
  - iv. *Sofia Broomé,*
  - v. *Tanja Richter,*
  - vi. *Inês De Miranda De Matos Lourenço,*
  - vii. *Saiman Ding, and*
  - viii. *Deniz Yildiz (joined after 2.c.ii)*
- c. Choice of meeting chairperson  
*Gloria Samosir is elected as chairperson of the meeting.*
- d. Choice of meeting secretary  
*Mobit Daga is elected as secretary of the meeting.*
- e. Choice of meeting minutes checker  
*Tanja Richter is elected as minutes checker of the meeting.*
- f. Approval of meeting agenda
  - i. *Approved with addition of 2.b.i*
- g. [The latest protocol checking and signing](#)

### §2. Reports & updates [17:05-17:10]

- a. Board reports
- b. THS central (KL/KS) and KF  
*The first KF is scheduled for the 1st of October. Important points of information:*
  - *Motions should be provided to the speakers no later than the 10th of September.*
  - *Consequence motions should be provided to the speakers no later than the 24th of September.*
- c. From KTH Central Organizational Bodies



- i. Workgroup (FU): Time Compensation for Trust Assignments (SUHF Time Compensation)  
*Sofia is the member joining the work group that is handling time compensation.*
- ii. Workgroup (UN): Report on Subject Study Plan (ASP) Template  
*Emma was the member joining this work-group. A new ASP template was presented at UN, which shall become the basis for updating future "Subject Study Plans."*

### *Deniz joins the meeting*

- iii. Quality System Dialogues  
*Inger Öbrand, the new Quality Assurance Officer at KTH, has invited the PhD Chapter representatives to attend a free dialogue on Quality Issues. Gloria, Mobit (and potentially Deniz and Saiman) will join the dialogue.*
- iv. Scheduled Presentation at FR  
*Mobit will be presenting at FR about doctoral student issues based on the doctoral survey report on Thursday, September 3rd.*

### **§3. Decision points [17:10-17:35]**

- a. Adopting the Operational Plan  
*The operational plan is tabled. It shall act as a living document and will continue to be updated in each board meeting and shall be attached to every such meeting.*
- b. Budget Proposal  
*The budget is approved.*
- c. Representation: US -- Universitetsstyrelsen (University Board)  
*Gloria is appointed as the representative in Universitetsstyrelsen.*
- d. Board and Chapter meetings for 2020-2021: schedule, format, structure  
*The Board meeting dates are approved.  
The Chapter meeting dates are tentative. If necessary, the PhD Chapter Board shall propose new dates.*

### **§4. Discussion points [17:35-18:00]**

- a. Prognosis for time compensation  
*The prognosis is tabled. Each board member is advised to check the numbers and come back to the presidium if any amendments are required.*



b. THS PM

*Gloria and Sofia are delegated to liaison with THS on this issue. The PhD Chapter Board's stance remains the same: the PhD Chapter should be able to appoint all doctoral representatives at KTH.*

c. Social events in the making (e.g. THS International Reception, KTH Relocation)  
*Inês and Deniz are the main event coordinators for social events. A Slack channel for events shall aid the planning and preparation of events.*

d. Communication strategies and initiatives

*The board proposes to create an informative video about the PhD Chapter for KTH Relocation, and "welcome emails" will shortly be sent out to reach new PhD students.*

**§5. Meeting closure [18:06]**

*The PhD Chapter Board offers advance wishes to Inês for her birthday on September 5th.  
Meeting closes at 18:06.*

Protocol,  
Meeting chairperson: Gloria Samosir

Signature: \_\_\_\_\_

Secretary of the meeting: Mohit Daga

Signature: \_\_\_\_\_

Minutes checked by: Tanja Richter

Signature: \_\_\_\_\_



# Attachments

## Attachment: Board Reports

Written reports before the meeting

Tharagan Kumar	Bill claims and inquiry of restaurants for the reception day.
Inês Lourenço	Meeting with the THS International reception team to discuss the details about the PhD reception. Meeting with the THS Armada chair to discuss the possibility of including PhD students in the Armada event and contact with companies. Meeting with KTH Relocation to discuss collaborations between them and the PhD Chapter, including participation in events and making a movie to advertise the chapter. I draft the flyer for the outdoor sandwich reception, and thought about what we could do regarding welcome books/information pamphlets. Added plans to the Operational Plan.
Saiman Ding	Participate SCI board meeting. Q: New regulation based on COV-19.
Sofia Broomé	<ul style="list-style-type: none"> <li>- Weekly meetings with the heads of my division (RPL)</li> <li>- Doctoral Program in Computer Science council meeting</li> <li>- Replaced Gloria at the first Forskarutbildningsutskottet meeting for the year</li> <li>- Interpreted survey results for expectations on the supervision process for the CS doctoral program that we sent out</li> <li>- Read through Operational plan, made small edits</li> <li>- Gave some feedback to the reception planning, on Slack</li> <li>- Made small edits to the email to THS about the PM om Påverkansarbete</li> </ul>
Gloria Samosir	<ul style="list-style-type: none"> <li>-26/06 Meeting with THS International Reception management team and KTH Relocation</li> <li>-29/06 Meeting with KTH Relocation</li> <li>-07/07 Meeting with Sofia and Mohit to discuss time prognosis and workgroups management</li> <li>-07/07 Meeting with Mohit to discuss THS International Reception and to get myself set up for the PhD Chapter for the coming period</li> <li>-08/07 Filled out and submitted event template for THS International Reception</li> <li>-29/07 Meeting with Mohit to discuss planning of PhD Chapter Board Kickoff</li> <li>-31/07 Meeting with Tharagan and Mohit to discuss time prognosis and</li> </ul>



	<p>treasurer errands</p> <ul style="list-style-type: none"> <li>-06/08 Meeting with Mohit and PhD Student Advisor (Ingrid)</li> <li>-06/08 Meeting with Mohit and THS Management Team</li> <li>-06/08 Meeting with Mohit to finalize PhD Chapter Board Kickoff plans</li> <li>-12/08 Hosted PhD Chapter Board Kickoff event</li> <li>-13/08 Meeting with THS International Reception management team (with Inês and Mohit)</li> <li>-13/08 Preparatory meeting for Third Cycle Education Committee (Forskarutbildningsutskottet (FU)) (together with Agnes from THS CFU)</li> <li>-21/08 Meeting with current and previous THS presidents (Charley and Elisabet) in preparation for upcoming student meeting with KTH president (Sigbritt)</li> <li>-24/08 Students meeting with Sigbritt (inför styrelseinternat) (together with Charley and Elisabet)</li> <li>-25/08 Meeting with KTH Relocation to discuss potential collaborations (together with Tanja, Inês, Deniz, and Mohit)</li> <li>-25/08 Meeting with Tanja and Mohit to discuss time prognosis and communication initiatives</li> <li>-25/08 Presidium checkin meeting with Mohit to discuss preparations for the upcoming PhD Chapter Board meeting</li> <li>-25/08 Meeting with Saiman to discuss time prognosis and council coordination</li> <li>-Prepared agenda and essential documents for Board Meeting no. 2: operational plan 2020/2021, budget proposal, time compensation prognosis for current board members, and schedule of Board and general Chapter meetings for Fall 2020</li> <li>-27/08 University Board kickoff Day 1</li> <li>-28/08 University Board kickoff Day 2</li> <li>-28/08 Meeting with Charley and Agnes to review the agenda and program of the upcoming Strategic Council (SR) kickoff event</li> <li>-Appointed as student representative in the new eISP “focus group”</li> <li>-In correspondence regarding KTH quality systems dialogue</li> <li>-In correspondence with KTH Relocation</li> <li>-In correspondence regarding Supervisor of the Year Award</li> <li>-To-do: initiate dialogue regarding new THS PM</li> </ul>
Deniz Yildiz	Communication with the providers for the yoga activity. Preparation for the September activity via meeting with other board members.
Mohit Daga	<p>#Highlights</p> <ul style="list-style-type: none"> <li>* Worked on the scheduled presentation to be delivered at Faculty Council (FR) on 3rd September. First ever PhD Student to do this at FR.</li> <li>* Worked and researched on the various issues about Doctoral Education Quality at KTH. Summarized some important points mentioned in the UKÄ report and decision of 2020. Shared on Slack channel #general-board</li> <li>* Researched various Swedish laws, KTH regulatory documents in connection to initiating a process of creating a new PM, which shall serve as an input to the Time Compensation Work-Group. A draft is shared on Slack channel</li> </ul>



	<p>#general-board</p> <ul style="list-style-type: none"> <li>* Worked and researched on the new THS Delegation order, its ramification on the PhD Chapter, informed the Board about the same, and charted out future response for this.</li> <li>* Engaged with the university administration and alumni office to narrow down on the process to find contacts of doctoral students by the PhD chapter. These may involve those who have graduated, who are currently registered or any future students. Comment - "We now have a process for that". Future use:- inaugural reception, helps in contacts for future career of PhD students, alumni network etc.</li> <li>* Worked towards building a roadmap for PhD Chapter's collaboration with THS Armada, the largest career fair of the Nordics. This shall enable the PhD students to find career opportunities via THS Armada.</li> <li>* co-organized the PhD Chapter Board kick-off and held meetings with new board members to understand their time commitment for the PhD Chapter errands.</li> <li>* helped Gloria (the new chair) understand the various established processes at the PhD Chapter and shared experiences.</li> </ul> <p>--</p> <p>#Some details of meetings/work.</p> <ul style="list-style-type: none"> <li>-14/08, 25/08 etc. Several meetings with Gloria to help her understand the processes at PhD Chapter.</li> <li>-13/08, 20/08, etc. Several Meetings with THS Armada Team</li> <li>-07/07, 31/07, 25/08 Meeting with Sofia, Tanja, Saiman and Tharagan to discuss the planned activities and their time prognosis. This was done along with Gloria</li> <li>-06/08 etc. Meeting with Ingrid, the PhD Student Advisor along with Gloria</li> <li>-26/06, 07/07, 13/08, 20/08 Several meetings in connection with the Reception. This was done along with PhD Chapter Board, THS International Reception etc.</li> <li>-06/08 Meeting with Gloria to finalize PhD Chapter Board Kick-off plans,</li> <li>-06/08 Met with the restaurant and café to organize lunch and fika</li> <li>-12/08 Along with the PhD Chapter Board, attended the PhD Chapter Board Kick-off event</li> <li>-18/08 Preparatory meeting for UN, and understanding the issue of ASP.</li> <li>-25/08 Meeting with KTH Relocation to discuss potential collaborations (together with Tanja, Inês, Deniz, and Gloria)</li> <li>-other executive tasks: several email correspondences and various FF errands etc.</li> </ul>
Tanja Richter	20.8 meeting welcome event; 25.8 meeting KTH relocation; draft communication strategy & contents; discussion potential PhD courses/workshops with KTH language & communication