



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

Time: 17:00-18:00, September 14th 2020

§1. Opening formalities [17:00-17:03]

- a. Meeting opening
- b. Invited: chapter board, head of educational affairs and chapter auditors
 - i. *Mohit 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*
- c. Choice of meeting chairperson
Gloria Samosir is elected as chairperson of the meeting.
- d. Choice of meeting secretary
Tanja Richter is elected as secretary of the meeting.
- e. Choice of meeting minutes checker
Inês Lourenço is elected as minutes checker of the meeting.
- f. Approval of meeting agenda
The agenda was approved with the additions of discussion points 4.f., 4.g., 4.b., and 4.i.
- g. The latest protocol checking and signing

§2. Reports & updates [17:03-17:12]

- a. Board reports
- b. THS central (KL/KS) and KF
 - i. Extra Vacancies at KS:
Important Dates.
Application Deadline: September 17, 2020
Elections: At KF-01 scheduled to be held on October 01, 2020
 - ii. Updates about the THS PM concerning delegation order (Sofia and Gloria):
The PhD Chapter should be able to maintain their autonomy. Gloria and Sofia will meet THS KL on September 16th to discuss the THS PM.



- c. From KTH Central Organizational Bodies
 - i. Focus Group on resolving issues regarding eISP (see [PM](#)) (Gloria):
The eISP focus group takes different stakeholders' perspectives into consideration. The focus group is oriented toward technical aspects of the eISP rather than pedagogical ones. It is a Sweden-wide process, so suggestions will be assessed by the collective groups that are currently reviewing the eISP system.
 - ii. Meeting of Committee on Sustainability (Deniz).
A document is being drafted. Deniz will provide written feedback to overarching goals and diagnostic measures. The document is, reportedly, overly focused on the numerical aspects of sustainable development (e.g., research, sustainability funding, etc.), which might be problematic.

§3. Decision points [17:12-17:20]

- a. [Prognosis for time compensation](#) (Central Level, tabled in previous meeting)
The time compensation prognosis document has been approved and is ready to be sent out.
- b. School - level time compensation for VT-20 (Saiman)¹:
The document will be edited so that the formatting is uniform across all parts. Saiman will attend an ABE School Council meeting on September 15th and obtain more information for parts that were incomplete. The document is aimed to be finalized by the end of the month and sent out.
- c. [Operational Plan](#) (Gloria):
The Operational Plan for AY-20/21 is complete and approved (but can be revised if need be).

§4. Discussion points [17:20-18:25]

- a. Event for new doctoral students.

¹ School councils will prepare this document by the September 11th, 2020



The Outdoor Lunch event will be held on September 23rd. Inês will update the flyer with the location and send out the email to the new PhD students.

b. THS Armada and opportunities for PhD Students.

THS Armada team shall provide a video. The board agrees to use its platforms in spreading the video. Further, one month before the fair the platform will be opened for student registration. Also, this year companies will be informed that PhD students will be available this year. Next year, the PhD Chapter should liaison with THS Armada to create a special event for PhD Students.

c. Supervisor of the Year Award:

The award was discussed already previously. Due to time constraints, prisberedningsgruppen has informed that this award cannot be given at a pris ceremony.

The board discusses this and has decided to initiate the process for this award. The board elects Mohit Daga as chairperson of the Jury. Further, the board delegates responsibility to the presidium unit to negotiate and liaison with THS and KTH to be able to give the award at the Graduation Ceremony or other appropriate forums. If this is not possible, the board could decide in the future to give away the award in other ways.

d. Council Coordination:

Gloria (and likely Saiman and Sofia) are interested in working on a "PAD"- or "commission of trust assignments"- workshop day. Saiman can convey this idea at school council meetings to see if there is interest. Some ideas for whom to invite to the workshop as guest speakers include: Ingrid the PhD Student Advisor, a labor union representative, an HR representative, and maybe someone from THS. Another idea is that student representatives can talk amongst themselves during this workshop, e.g. to discuss best practices.

Saiman can check if there is an interest in the school councils to apply for the STAD license. This would facilitate the possibility for school councils to host events and operate the bar at the Chapter Hall..



There was a proposal that school councils could get access to our website to allow them to add or edit council-related information. One member of each council could be given access to our website. The Board approves of this proposal.

e. Reflections on Webmaster as a board member position

The Board discusses whether it is worthwhile to maintain the Webmaster as a board member position. At the moment, there are already many board positions, and the Webmaster might not be especially relevant or needed. Although the website needs work, it could be preferable to hire someone directly to improve it instead of having someone in a fixed position to do it. Mohit asks the board to vote on the proposal to move a motion in the upcoming Chapter Meeting removing the Webmaster as the Chapter Board Member. Result:

7 approves,

1 abstains.

The PhD Chapter Board approves a proposal to move a motion in the next Chapter Meeting to remove the Webmaster as the Board Member position.

f. (Added) Updates from the nomination committee.

The Nomination Committee (NC) met on the 11th November. The NC has requested the board to send photos. The photos should be sent to Gloria.

g. (Added) Funding for event:

There were questions regarding organizing weekly yoga classes (10 in total) for PhD students. The 15,000 SEK offer by Deniz' contact person was considered too high. Instead 5,000 SEK should be the target maximum amount to spend on the yoga classes, so Deniz will ask for a discount. We will investigate if there may be alternative sources of funding available for this kind of event (perhaps ones supporting sport- and wellness- related initiatives). Another proposition was to ask competitors for a better deal.

h. (Added) Swedish language courses for doctoral students:

After discussions with KTH Language and Communication, a survey was drafted to gauge interest for ideas of proposed Swedish courses. Sofia and Tanja will discuss the issue further on Slack.

Board Meeting no. 3 – September 14th 2020

Minutes



PhD Chapter at KTH

- i. (Added) Video for Relocation:

We touched on the possibility to film the video once there is a board meeting happening physically, but it would have to be planned beforehand. The video will be discussed further on Slack.

§5. Meeting closure [18:25] *Meeting closes at 18:25.*

§6. Free chat with Presidium about Chapter Issues [18:25 - 18:45]

Protocol,
Meeting chairperson: Gloria Samosir

Signature: _____

Secretary of the meeting: Tanja Richter

Signature: _____

Minutes checked by: Inês Lourenço

Signature: _____



Attachments

Attachment: Board Reports

Written reports before the meeting

Tanja Richter	<ul style="list-style-type: none"> -Communication activities (welcome back, informational posts, correspondence with students) on facebook channel and website; -Planning of future contents for the PhD Chapter's communication channels; - "Welcome" emails for new PhD students; Planning and preparation for the September "Lunch in nature" event; -Meetings with Björn Kjellgren (September 2nd) and Rebecca Hincks (September 9th) regarding potential workshops/offers (CAS)/classes for PhD students. - Set up "language course for PhDs" survey - Participated in Nomination Committee Kickoff (September 11th)
Tharagan Kumar	Payment of bills.
Gloria Samosir	<ul style="list-style-type: none"> - 01/09 Strategic Council Kickoff Day 1 - 02/09 Strategic Council Kickoff Day 2 - 09/09 Meeting with eISP Focus Group - 10/09 OR#1 Meeting - Raised the issue of financing for the different Chapters. Asked for ideas about generating a "revenue stream." - 14/09 FU preparation meeting (together with THS CFU Agnes) - Cleaned up, edited, and finalized the main text of the Operational Plan 2020/2021 - Gave some input on a blog entry by Mohit, regarding his recent presentation on the doctoral student survey report - Worked on "Input to eISP Focus Group" PM with Mohit - Reviewed and added a couple of items to PhD Chapter Board meeting no. 3. - Gave input on New Students Lunch Event that is coming up on Sept. 23rd.



	<p>- Assorted correspondences and email errands. Notable (and likely ongoing) ones include those regarding:</p> <ul style="list-style-type: none"> - Quality Assurance Officer, for a quality system dialogue meeting on Oct. 13th. - The Supervisor of the Year Award. - KTH Relocation and an outdoor activity they have planned for Sept. 19th. - The Nominating Committee. - THS Management and our upcoming meeting on September 16th. - The Stockholm PhD group, which will also meet, likely in early October. - Osqledaren (relatively minor/miscellaneous item, but should keep track of this as a Board).
Sofia Broomé	<p>Language committee Sept 9th, 1.5h. Viggo had compiled a list of all doctoral programs and whether they technically allow taking language courses or not (seemed like most did, except for Flyg and the ABE school). We discussed how a swedish course with credits should be set up to be interesting for phd students, should it include communication of ones research? Since this is a goal of the doctoral education at KTH. We will continue the discussion at the next meeting.</p> <p>Promotion interview on Sept 10th, 2h, for an assistant professor at MID.</p>
Deniz Yildiz	<p>Meetings and preparations for Chapter event. Preparations for Akademiska Referens Grupp. This took 2 working days besides the usual preparations. 30 page long document in Swedish. 16 hrs for reading.</p>
Mohit Daga	<ul style="list-style-type: none"> - 3/09 FR meeting on 3rd September. I gave a presentation. Also, created a blog entry with Tanja's and Gorja's help - Added the education advocacy part in Operational Plan 2020/2021 also polished other sections. - Drafted the PM on "Input to eISP Focus Group" - Nomination Committee Kick off on the 11th. - 4/09 Held a meeting with THS Armada team to finalize promotion material for the collaboration - Several other executive errands and taking care of the future faculty errands
Saiman Ding	<p>Current situation of councils 1SCI school</p> <p>1.1. Aerospace engineering Because of very few students, UKÄ suggested that this PhD program should be looked over. The response from SCI has been to combine this program with Vehicle and Maritime Engineering. Currently, we do not have any representatives from this program, and since it will not continue for long, it has not been a priority to find a PAD here.</p> <p>1.2. merger of departments. As of January 2020, SCI now has 4 departments. Mechanics, Solid Mechanics and Aeronautical & Vehicle Engineering are now combined into -> Engineering Mechanics.</p> <p>2. ITM school</p>



	<p>Industrial engineering and management Economics two PAD will be appointed in the next meeting. 05/10 13.15-14.15</p> <p>3.ABE school next meeting 15/09 15-16</p> <p>4.EECS school next meeting 16/09 16-17</p> <p>5.CBH school next meeting ?</p> <p>6 Phd Chapter side input:</p> <p>6.1. The STAD license allows a person to operate a pub in student arenas at KTH. 1). Individual council activities. 2). The different councils can organize for more social events. 3). Each council take turns to arrange the events, making it more entertaining.</p> <p>6.2.Time compensation check 6.3. New approval for PAD</p>
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