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

Time: 17:00-18:00, October 12th 2020

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

- a. Meeting opening  
*The meeting was declared opened at 17:04.*
- b. Invited: chapter board, head of educational affairs and chapter auditors
  - i. *Mobit Daga,*
  - ii. *Gloria Samosir,*
  - iii. *Inês De Miranda De Matos Lourenço,*
  - iv. *Tharagan Kumar*
  - v. *Tanja Richter*
  - vi. *Saiman Ding, and*
  - vii. *Deniz Yildiz*
- c. Choice of meeting chairperson  
*Gloria Samosir*
- d. Choice of meeting secretary  
*Tharagan Kumar*
- e. Choice of meeting minutes checker  
*Saiman Ding*
- f. Approval of meeting agenda  
*The agenda is approved with the addition of decision point 3.a.*
- g. The latest protocol checking and signing

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

- a. Board reports
- b. THS central (KL/KS) and KF
  - i. Meeting with THS Management on October 21st
  - ii. KF  
*THS is struggling financially due to COVID-19, but they seem to have it pretty much under control, budgeting is very tricky.*

*There was a short debate concerning the restaurant at Nymble and the prices for things, and feedback systems. There is going to be something called Nymbleråd to which all THS members are invited to come and in a not informally manner discuss a topic related to THS activities in Nymble. First*



*up is in November and will be about the restaurant. It is planned to be done quarterly.*

c. From KTH Central Organizational Bodies

i. Updates from Fakultetsrådet (8th October)

*A new proposal for the guideline on postgraduate education was discussed  
A guideline on syllabus, grading system and examination was discussed*

ii. Forskarutbildningsnätverkträff -- October 29th and December 18

*Mobit and Gloria spoke with Anna-Karin Högfeldt, a coordinator of the  
FA-PA network meetings. An email will be sent to all school councils inviting  
council members to participate in these meetings.*

iii. Workshops with KTH Equality Offices

Dates: Oct 21 9-12 (Sv), Oct 23 9-12 (Sv), Nov 19 9-12 (En)

*Deniz is interested in these workshops and will plan to join the meeting on  
November 19th, 09:00-12:00.*

**3. Decision points [17:10-17:15]**

*The Board took a vote on moving forward with the motion to remove the Webmaster  
as a PhD Chapter Board member position. Result: 7 in favor. The Board will move  
forward with this in the upcoming Chapter Meeting on October 19th.*

**4. Discussion points [17:15-18:00]**

a. Reflections on board meeting norms: degree of formality; more room for open-ended discussions?

*A discussion took place regarding the conduct of board meetings. Some members  
would prefer to have for the meetings to be less formal or for them to take place less  
frequently. Some appreciate the consistent and predictable structure of these board  
meetings. We will be cautious about changing too many elements all at once. The  
introduction day at the beginning of next term could be a suitable occasion for  
re-examining how the PhD Chapter Board conducts its business.*

b. Chapter Meeting no. 1

i. Meeting proceedings



*The agenda for the upcoming Chapter Meeting will be posted online within the day. Inês and Tharagan are delegated to verify the THS membership status of meeting attendees. We'll aim to give a brief presentation of the board members and the PhD Chapter's various functionaries. We'll also give a presentation of the PhD Chapter's operational plan for 2021 and the things we're currently working on, where we'll aim for each board member to have a turn to speak.*

ii. Post-meeting social event?

*An informal afterwork will be held after the Chapter Meeting. Those interested can meet by KTH Entré at kl. 19.00. Inês will check available seating at viable pubs within walking distance of KTH. Roq was suggested as a possible venue.*

c. Laying the groundwork for Chapter Meeting no. 2 (in December)

*The December Chapter Meeting will be significant, as there will be many vacant positions to fill. The Chapter Board will be more proactive with the publicity and the planning. We'll also reevaluate our communications with the Nominating Committee to ensure greater synergy.*

d. KTH Relocation collaboration

i. Running their Instagram account: Dates? Purpose? Strategy?

*KTH Relocation has offered to allow the PhD Chapter to operate their Instagram account for one week. We have tentatively chosen the second week of November for this. Inês and Tanja will be primarily involved with running KTH Relocation's Instagram. We can use this to showcase pictures of PhD Chapter activities that have taken place to date, advertise vacant positions, and draw attention to the December Chapter Meeting.*

ii. Organizing an outdoor walk

*Tabled.*

iii. Short video

*Saiman has initiated a message on the Slack channel. Board members are advised to approach her for a filming session at their earliest convenience.*



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*The video will be brief; just a 1-minute introduction of the PhD Chapter.  
Any nice photos of PhD Chapter activities should be sent to Saiman.*

e. Development of the Treasury

i. Setting up a bank card and associated protocols

*Tharagan has called the bank to inquire about a business package for the Chapter account that would include a bank card and bankgiro number. Getting Swish would cost an extra SEK 500 every year, in addition to SEK 2 for each transaction. We will hold off on getting Swish for now.*

f. Ongoing organization of events

*Inés and Deniz are continuing to pursue the organization of the yoga event. The yoga teacher whom they are in contact with would prefer to conduct classes in the morning, but this might be too early for most doctoral students. They will see if it can be held in the afternoon.*

g. Meetup group

*A “Stockholm Doctoral Students” meetup group has been created on the initiative of the PhD Chapter and in collaboration with other members of Stockholm doctoral student organizations. Board members will endeavor to sign up for the meetup group and ask some friends to join as well. We will announce the creation of the meetup group more widely once we have reached a considerable number of registrations.*

**5. Meeting closure [18:30]**

**6. Free chat with Presidium about Chapter Issues [18:00 - 18:30]**

Protocol,  
Meeting chairperson: Gloria Samosir

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

Secretary of the meeting: Tharagan Kumar

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

Minutes checked by: Saiman Ding

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



# Attachments

## Attachment: Board Reports

Written reports before the meeting

Saiman Ding	N/A
Tanja Richter	Communication activities (creation of fb posts with informational texts, message and email exchanges with doctoral students); planning of future outdoor event (rescheduled due to weather/availability); planning and organization of meetup group; distribution of "interest in (doctoral) Swedish classes" survey; several zoom meetings with Mohit for the aforementioned activities
Tharagan Kumar	1) Bill claims. 2) Initiated calls with Nordea regarding the Debit card and Swish for the organisation. 3) Meeting with Gloria regarding financial arrangements.
Inês Lourenço	Talk to Federico about the possibility to organize a PhD pubs, which may not be able to happen with alcohol consumption for now. Talk to Dora about the possibilities of giving the Yoga classes for PhD students during the time slots available at KTH Hallen. Restart of WOP activities this semester, with the planning of an afternoon/evening event in Tekniska museum with dinner, and hike in the Archipelago or weekend in Osqvik.
Gloria Samosir	29/09 Strategic Council meeting 02/10 Meeting with Lotta and Lynessa from KTH Relocation to discuss collaborations moving forward 02/10 Meeting with Mohit to compile the precise list of recipients to whom the documents regarding time compensation for doctoral representatives should be sent out 03/10 Read the entire "KTH self-evaluation for the Swedish Higher Education Authority (UKÄ) review of the HEI's quality assurance processes" report in preparation for the conversation with Inger (KTH's Quality Assurance Officer) on October 13th 04/10 Reviewed, cleaned up, and signed the VT20 time compensation document for all KTH doctoral representatives. Revised the time prognosis document for HT20 for all KTH doctoral representatives. Drafted the email informing the



	<p>relevant authorities of these documents.</p> <p>05/10 Meeting with Tharagan to discuss a number of issues, including getting me access to the Chapter's bank account, setting up a debit card for the Chapter account (+ necessary safeguards and protocols if we do go down this route), and thoughts on the upcoming Chapter Meeting</p> <p>06/10 Meeting with Mohit to do a final review of the time report and time compensation documents.</p> <p>07/10 Tuned into "Utbildningsdepartementets seminarium för nya ledamöter i styrelser för universitet och högskolor," which was live streamed in the morning</p> <p>07/10 Reviewed the Nominating Committee's assessment report and suggested some changes</p> <p>08/10 Meeting with the "Stockholm PhD" group (which was attended by doctoral representatives from Karolinska, Södertorn, Handelshögskolan, SFS-DK, alongside me and Mohit from KTH)</p> <p>09/10 Meeting with Charley and Elisabet in preparation for the upcoming students' meeting with the rector</p> <p>12/10 Meeting with Anna-Karin Högfeldt (together with Mohit) to discuss the upcoming forskarutbildningsnätverket (doctoral studies network meetings)</p> <p>12/10 Students' meeting with the rector (in advance of the University Board meeting on October 14th)</p> <ul style="list-style-type: none"> <li>- Gave input on the "boat event"</li> <li>- Ongoing work on preparations for the upcoming Chapter Meeting on October 19th</li> </ul>
Mohit Daga	<p># Board Reports</p> <p>## KF</p> <ul style="list-style-type: none"> <li>* THS is struggling financially due to covid, but they seem to have it pretty much under control, budgeting is very tricky.</li> </ul> <p>* There was a short debate concerning the restaurant at Nymble and the prices for things, and feedback systems. There is going to be something called Nymbleråd to which all THS members are invited to come an in a not informally manner discuss a topic related to THS activities in Nymble. First up is in November and will be about the restaurant. It is planned to be done quarterly.</p> <p>## FR</p> <ul style="list-style-type: none"> <li>* A new proposal for in the guideline on postgraduate education was discussed</li> <li>* guideline on syllabus, grading system and examination were discussed</li> </ul> <p>## Others</p> <ul style="list-style-type: none"> <li>* Created the meetup platform for the PhD Students</li> </ul> <p># KTH Central Bodies Meetings</p> <ul style="list-style-type: none"> <li>* Attended FR Intranat</li> </ul>



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	<p>* 08/10 Attended AN meeting</p> <p># Board Activities</p> <p>02/10 Meeting with Gloria to compile the precise list of recipients to whom the documents regarding time compensation for doctoral representatives should be sent out</p> <p>04/10 Reviewed, cleaned up, and signed the VT20 time compensation document for all KTH doctoral representatives. Revised the time prognosis document for HT20 for all KTH doctoral representatives. With Gloria, reviewed the email informing the relevant authorities of these documents.</p> <p>05/10 Met Tanja, to help her in sending the language survey to all the students</p> <p>06/10 Meeting with Gloria to do a final review of the time report and time compensation documents.</p> <p>08/10 Meeting with the “Stockholm PhD” group (which was attended by doctoral representatives from Karolinska, Södertorn, Handelshögskolan, SFS-DK, alongside me and Mohit from KTH)</p> <ul style="list-style-type: none"><li>- Drafted various documents for the chapter meeting, for ex. the summon, agenda etc.</li><li>- Gave input on the “boat event”</li><li>- Ongoing work on preparations for the upcoming Chapter Meeting on October 19th</li></ul>
Deniz Yildiz	N/A