



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

Time: 17:00-18:00, October 26th 2020

§1. Opening formalities [17:00-17:05]

- a. Meeting opening

The meeting opens at 17:02.

- i. Welcome our new board member!

The board welcomes new board member and Education Manager, Jasmin Höglund Hellgren.

- b. Invited: chapter board, head of educational affairs and chapter auditors

Attendees: Gloria Samosir, Mohit Daga, Tharagan Kumar, Sofia Broomé, Tanja Richter, Jasmin Höglund Hellgren, Saiman Ding [joined at 17:08], and Inês Lourenço [joined at 17:22].

- c. Choice of meeting chairperson

Gloria Samosir was elected meeting chairperson.

- d. Choice of meeting secretary

Tanja Richter was elected meeting secretary.

- e. Choice of meeting minutes checker

Sofia Broomé was elected minutes checker.

- f. Approval of meeting agenda

The meeting agenda was approved.

- g. [The latest protocol checking and signing](#)

§2. Reports & updates [17:05-17:10]

- a. Board reports

Board reports are attached.

- b. THS central (KL/KS) and KF

Next KF (THS union council) meeting is scheduled on 10th November. The board was asked to let Mohit Daga or Emma know of any issues that need to be brought up there.

- c. From KTH Central Organizational Bodies

- i. Workgroup “Time Compensation for Doctoral Students’ Commission of Trust Positions”

The workgroup has been formed. Sofia will officially represent the PhD Chapter in it, but is welcome to consult with the other board members (especially Gloria, Saiman, and Mohit). The first meeting is planned for



November 19th. The main goal is to secure adequate time compensation for all doctoral student representatives, regardless of what level (e.g. central, school, or local) they work at. Mohit had started to draft a PM, which the board can further develop and forward to the workgroup.

17:08 Saiman Ding joins the meeting.

- ii. Utbildningsnämnden (UN) (Board of Education)
The UN continued to discuss the new guidelines on doctoral education and the report from the third cycle study plan. Also, there is a new conference on the future of education that is being planned for early 2021. This will also include the future of doctoral education. Board members were asked to consider if they want to join the event.
- iii. Forskarutbildningsnätverket (Research Education Network)
This is a relatively new forum where all leaders (FAs, PAs) of school-level doctoral education meet the central-level leadership team. The first Research Education Network meeting for this academic year is scheduled for October 29th. An invitation was extended to school councils and many council members have shown interest in attending this.

§3. Decision points [17:10-17:15]

- a. Third Cycle Education Committee (Sv: Forskarutbildningsutskottet, FU)
Jasmin Höglund Hellgren was appointed to the Third Cycle Education Committee (Sv: Forskarutbildningsutskottet, FU) by acclamation.

She attended the FU that took place earlier today and reported that discussions revolved around work with courses (e.g. finances, communication about course offerings, a searchable course database). An important point to be worked with further for FU was a framework for transferring credits and credits for summer courses, seminar series, etc. (relating to “Individuell antagning”).

17:22 Inês Lourenço joins the meeting.

- b. Appointment of Jury Member for the Supervisor of the Year Award
*Anna-Karin Högfeldt was appointed jury member for ITM.
Saiman Ding was appointed to be a general member of the jury by acclamation.*



§4. Discussion points [17:15-18:00]

a. KTH Relocation Video

Saiman has been editing the PhD Chapter Introduction video, which is planned to be shown by KTH Relocation. The board members are asked to get in touch with Saiman if they want to be included in the video. The draft of the video was shown and the board gave some feedback. One suggestion was to include more visuals of the “formal” and “advocacy” work (e.g. meetings, PMs, decisions) that the board does in addition to the social events. Board members were asked to provide further materials (e.g. photos, video clips, a script for a voiceover) and additional feedback via Slack.

b. Meetup group

Gloria and Mohit corresponded with KTH Relocation, who agreed to advertise the “Stockholm Doctoral Students” Meetup group in their newsletter. Suggestions for guidelines for meetups were discussed. Any member of the group is in principle welcome to initiate any event (within reason). In order to get the Meetup group off the ground, the board can -- with the permission of the host -- actively promote at least the events that get created during this early period of the platform’s launch. Board members can aim to create initiatives as private persons. If they want to create an initiative under the PhD Chapter account, they could propose that in the Slack channel. This can be approved if at least 4 board members agree (through verbal indication or use of a positive symbol).

c. Events management

i. Yoga event

Inês has continued to correspond with the yoga instructor. She is awaiting a response regarding the scheduling and payment of the yoga classes.

ii. Boat/outdoor event

Tanja suggested hosting a hiking event, for example on Kärnsön, as a private person instead of a larger PhD Chapter event. This would make planning more manageable.

iii. New initiatives?

Tabled.



d. Reflections on Chapter Meeting no. 1

The Board reflected on the first PhD Chapter Meeting of the operational year, which took place the previous week, on Monday, October 19th. Suggestions were given about how future Chapter Meetings could be improved. There needs to be clarification regarding the requirements to “take a decision,” the meaning of votes, and the voting system itself. The implications of “abstaining” were reportedly unclear for several Chapter Members and could be explicated (e.g. in the statutes). There seems to be a tension between the formal and institutional matters that Chapter Meetings are designed to address, and the ideal of reaching newcomers and making them feel involved in these meetings. Dominant discussions tend to be insular and unrelatable to those who aren’t already invested in the granular details of Chapter operations. Further thinking is needed on how Chapter Meetings can be made more relevant and engaging for more people, while preserving its aspect as a critical mechanism through which the PhD Chapter as an organization may achieve formal change (and hopefully improvement) over time.

e. Preparations for Chapter Meeting no. 2 (December 9th)

i. Promotional material

Several board and functionary positions will be open. Tanja and Inés will create promotional materials for the next elections. The Board can start advertising the positions and soliciting nominations and applications when the materials are ready.

ii. Communications with Nominating Committee

Gloria was appointed as an intermediary between the Board and the Nominating Committee. The Board approved of the Nominating Committee to use the existing application submission form for the upcoming elections, but recognized that the current system is unequivocally flawed with regard to the lack of confidentiality among a subset of potential applicants and should be rebuilt at an opportune time.

18:20 Saiman and Tharagan leave the meeting.



§5. Meeting closure [18:27]

Gloria declared the meeting closed at 18:27.

Protocol,

Meeting chairperson: Gloria Samosir

Signature: _____

Secretary of the meeting: Tanja Richter

Signature: _____

Minutes checked by: Sofia Broomé

Signature: _____



Attachments

Attachment: Board Reports

Written reports before the meeting

Jasmin Höglund Hellgren	N/A
Saiman Ding	Attend 05/10 ITM council meeting Attend 13/10 QA THS and Chapter meeting Attend 16/10 CBH council meeting Attend 21/10 EECS council meeting Chapter video preparation
Tanja Richter	Communication activities (informational posts etc.); Meeting with Mohit regarding meetup; Meetings with Language department + Sofia following up "Interest for (doctoral) Swedish language classes" survey; Chapter meeting
Sofia Broomé	Council meeting 19/10, 2h. Language committee meeting 13/10, 1.5h. Write short text about Swedish courses for doctoral students for the FA-PA network meeting Dec 18th, for the language committee. Give input to Tanja about form for doctoral Swedish courses.
Gloria Samosir	<ul style="list-style-type: none"> - 12/10 Wrote and submitted the "Webmaster" motion, to be considered at the upcoming Chapter meeting - 13/10 Meeting with KTH Quality Assurance Officers Inger Öbrand and Magnus Johansson, together with Mohit, Saiman, and THS representatives - 14/10 University Board meeting - 18/10 Meeting with Mohit to review and rehearse the proceedings for the following day's Chapter Meeting - 19/10 PhD Chapter Meeting and eleventh hour prep work - 23/10 FU preparatory meeting with THS CFU Agnes. We were joined by Jasmin, who is just starting as the board's new Education Manager. <p>Ongoing errands & correspondences:</p> <ul style="list-style-type: none"> - Liaising between the PhD Chapter Board and the Nominating Committee. - Gave input on the Stockholm Doctoral Students Meetup Group and communications with KTH Relocation. - Helping to get Jasmin set up to start her work as Education Manager. Preparing a



	<p>preliminary schedule of meetings, giving background information about ongoing work, arranging introductions, and recommending resources.</p> <ul style="list-style-type: none"> - Prepared and sent out the agenda for the next board meeting. - Reviewed, edited, and finalized minutes and attendance list of Chapter Meeting no. 1. - From the coordinator of the eISP Focus Group, I'd received news that the main suggestion for change to the eISP system from Dr's side, to "allow for doctoral students to initiate a revision of the study plan," was voted through during the joint meeting with other universities. It should be implemented in March/April 2021.
Mohit	<p>Attended Meetings</p> <p>12/10 KTH Kollegial Forum 12/10 KTH:s Stipendetråd 12/10 meeting with Anna-Karin to discuss about the new FU network 13/10 Meeting with KTH Quality Assurance Officers Inger Öbrand and Magnus Johansson, together with Gloria, Saiman, and THS representatives 15/10 Meeting UN 19/10 PhD Chapter Autumn Meeting</p> <p># Other Errands</p> <ul style="list-style-type: none"> * Created presentations for the Chapter Meeting. * Engaged with the relocation office, and doctoral organizations of other universities for the Stockholm Doctoral Student Meetup Group * Several emails for the supervisor of the year award. This was to settle the jury, create a plan for this year. * Several emails and conversations for the Forskarutbildningsnätverket; october meeting. This meeting is a new FA-PA network. Actively engaged with the councils to take part in this. * Helped Jasmin, the new education manager get access to chapter resources. * Gave input to FR regarding not making it mandatory for doctoral students to use KTH email addresses in publications. This is because the new email policy of KTH mandates to deactivate KTH Email address for doctoral students after graduation.
Tharagan Kumar	Contact with bank- Adding gloria as the account holder and debit card set up.