



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

Time: 17:00-18:00, November 23rd 2020

§1. Opening formalities [17:00-17:05]

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

All board members attended the meeting:

Gloria Samosir

Mobit Daga

Deniz Yıldız

Inês Lourenço

Jasmin Höglund Hellgren

Saiman Ding

Sofia Broomé

Tanja Richter, and

Tharagan kumar

- c. Choice of meeting chairperson
Gloria Samosir was elected to be the meeting chairperson
- d. Choice of meeting secretary
Mobit Daga was elected to be the meeting secretary
- e. Choice of meeting minutes checker
Jasmin Höglund Hellgren was elected to be the minutes checker
- f. Approval of meeting agenda
Addition of information about 2.b.i.1. (Chapter Finances)
- 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
 - i. Updates
 1. Chapter Finances
We have received a question from THS President Charley about a proposal for KTH to financially support the PhD Chapter's student activities. In conclusion, THS President notes that KTH is positive to



solve this long-drawn issue by giving THS a sum of money that is reserved for PhD Chapter student activities that relate to, for example, student influence, reception, JML-work, etc.

The board discusses this errand and agrees on drafting a proposal.

KF met for an additional meeting on the 10th November. The main discussion point was the union finances. Both representatives from DR attended the meeting.

c. From KTH Central Organizational Bodies

i. Faculty Council (Sv: Fakultetsrådet, FR)

Etiketskottet (the committee on ethics) was approved by its board members. Doctoral students will be represented by Sofia Broomé. Kvalitetsdialog 2021 was discussed and plans were laid by Magnus (who is leading this year's quality dialogue). The doctoral student representatives from all programs have been extended an invitation by KTH to join this year's quality dialogue. To make this successful, the PhD chapter needs to keep reminding the councils.

ii. Board of Education (Sv: Utbildningsnämnden, UN)

A new ASP workflow was approved. This will be crucial for making any changes to doctoral programs. Our suggestion of delegating more powers to school level bodies was disapproved. But, clear guidelines regarding changes and translation (to English) have been added. Further a presentation was given by Mohit about doctoral student issues. This includes data from the doctoral student survey, and ideas concerning support to international doctoral students in settling here in Sweden. A blog post regarding the same will be posted.

iii. Workgroup “Time Compensation for Doctoral Students’ Commission of Trust Assignments”

The workgroup for time compensation met. Sofia was satisfied by everyone’s professionalism. The next meeting will discuss if the time for commission of trust work should be reported on an hourly basis or percentage basis. Sofia will also present a general overview of all the work (meetings, committees,



workgroups, forums, other activities) undertaken by doctoral representatives at all levels. Sofia will pursue this with different councils.

The board discusses this in detail.

- iv. Workshop with KTH Equality Office on integration of JML in programs at KTH

Inês and Deniz attended this meeting. Deniz takes the lead on informing the board. It was discussed that each program should have an aspect on equality and sustainability.

The board discusses this in detail.

- v. Research Education Network Meeting (Sv: Forskarutbildningsnätverket) -- December 18th

This is an upcoming errand. Sofia will join this. Jasmin will talk with Anna-Karin and extend an invitation to different councils.

§3. Discussion points [17:45-18:00]

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

Gloria takes the lead on this. The board discusses different responsibilities for the Chapter meeting. The discussion will be taken further on Slack.

- b. School Councils

- i. Election

Saiman takes the lead on this. She informs the board that the SCI, EECS, ABE and CBH schools are proceeding well with the elections. She reports that ITM School might be late. It was suggested by the board to at least have a date for ITM school council elections prior to the chapter meeting.

- ii. Workshop for Doctoral Student Representatives (Spring 2021)

Gloria, Saiman, Deniz, Inês, and Sofia will pursue this.



- c. Testaments and handover process
Gloria informs the board about the handover process. Board members who are ending their mandate period are recommended to write a testament describing their experiences in their position, lessons learned, etc. The board discusses the different errands.

- d. Loose ends to tie up as we approach the end of the year?
The board discusses this.

§4. Meeting closure [17:59]

Free chat with the Presidium [18:00-18:30]

Protocol,
Meeting chairperson: Gloria Samosir

Signature: _____

Secretary of the meeting: Mohit Daga

Signature: _____

Minutes checked by: Jasmin Höglund Hellgren

Signature: _____



Attachments

Attachment: Board Reports

Written reports before the meeting

Inês Lourenço	<p>THS Armada: Posted the last Facebook post. (By the way, I attended the event and think that it was super nice and well organized! And there were opportunities for PhD students :D)!</p> <p>Instagram take-over: Planning of the posts and stories for KTH Relocation's Instagram, and posted them ever day for the past week.</p> <p>Yoga: Meeting with the PhD student that volunteered to guide PhD students in a free weekly relaxation hour via Zoom, together with Gloria and Deniz. Created a meetup event to publicize it and a form to sign up. Might create a facebook post too.</p>
Tanja Richter	<p>Communication activities/planning, meetings regarding communication strategy, meetup registrations, meeting regarding instagram takeover, brief discussions Swedish language course for doctoral students</p>
Gloria Samosir	<p>11/11 Meeting regarding the communication strategy of various Chapter initiatives (together with Mohit, Tanja, and Inês).</p> <p>12/11 Meeting with board members/presidia of the School Councils (together with Mohit, Saiman, Jasmin, and Sofia), where the main topics covered were PhD Chapter Elections, School Council Elections, Quality Dialogues & Program Analyses, and the "Time Compensation" Workgroup.</p> <p>12/11 Meeting with the Nominating Committee. Reflected on the communication between the Board and the Nominating Committee, what worked well, and how to manage this moving forward.</p> <p>18/11 Meeting with Suha, the PhD student who proposed to offer yoga/meditation/relaxation sessions for doctoral students (together with Inês and Deniz). Heard out her idea and agreed to hold a first (trial) session on Friday, 20/11.</p> <p>(Ongoing) errands and correspondences:</p> <ul style="list-style-type: none"> - Discussed and resolved the communications of our various ongoing initiatives (e.g. Supervisor of the Year Award, Elections/Vacancies, Armada, and other events) - In correspondence with Suha regarding her yoga initiative. - In correspondence with Inês regarding her plans for running the KTH Relocation Instagram account during week 47. - Gave input to Saiman regarding School Council Elections guidelines. - Preparations for the meeting with the School Councils.



	<ul style="list-style-type: none"> - In correspondence regarding a scholarship errand for Lundeqvists stiftelse. - In correspondence regarding the Time Compensation for Doctoral Students' Commission of Trust Positions Workgroup. Made a summary of the key points and started a Slack Channel focused on this issue. - Started a Slack channel focused on revamping the PhD Chapter website. - Prepared and sent out the upcoming board meeting agenda. - In correspondence regarding the possibility of the PhD Chapter to receive additional funding from KTH (via THS) earmarked for initiatives related to (among others) student influence, JML, and the reception.
Tharagan Kumar	Following up with setting up a debit card and adding Gloria to the bank account.
Sofia Broomé	<ul style="list-style-type: none"> - Work on document for the Language committee regarding Swedish courses for doctoral students that we are planning to present at the FA-PA network meeting on Dec 18th. Both writing and communicating with the other committee members regarding edits, and discussing, etc. 3h. Also communicating a bit with Tanja regarding the development at KTH language, and her survey. - First meeting with workgroup for time compensating doctoral students in commission of trust positions, 1h Thursday Nov 19th. Preparing for the same. Afterwards, summarizing the meeting to the board presidium, and preparing communications to all school councils to obtain data on the current work we are doing. Plan meeting with Filip, CFU at THS to discuss expectations on student representatives. - Follow up a board errand from 2019 with the then-treasurer Jesper Karlsson regarding an event at our division. Needed to double check a few things with HR and our head of division to see that all had happened in the right way. Turned out it had. 0.5 h meeting with jesper who described the situation, 0.5 h meeting with HR and h.o.division, 1h email time=2h.
Jasmin Höglund Hellgren	<p>Attended meeting with School Council Boards and Presidia 12/11, 1h, where I presented the PhD involvement in program analysis and Quality Dialogues 2021.</p> <p>Attended the Beredningsmöte for FU, 19/11, ca 45 min, agenda points of interest are continued discussions on 'individuellt åtagande' and wheatear to form a working group around this issue, continued discussions regarding courses, and planning of a discussion about the doctoral survey in upcoming FU meeting.</p> <p>Attended to some email errands in the edu-email.</p>
Mohit Daga	<p># Highlights</p> <ul style="list-style-type: none"> * Attended Faculty Council (FR) Meeting (11/11) * Attended and Presentation at KTH's board of education (UN) (Date 18/11) ** Pre Meeting *** Making the presentation, extracting the alumni data and data from the survey results *** exploring articles in the popular press about doctoral students in Sweden ** Post Meeting



	<p>*** drafting a blog post. *** Updating Jasmin and others about the issues that were discussed.</p> <p>* Presentation at SCI School's FA+PA Group (Data 18/11) ** Pre Meeting *** Several rounds of communication with SCI School council to understand the issues faced by them *** Updating the presentation</p> <p>* Supervisor of the Year Award ** Promotion *** Helped Gloria draft the Facebook post and email *** Encouraged councils to email all doctoral students *** Several rounds of communication with board members about strategy for communicating and pursuing them to not deviate from the plan prepared by the award's jury. ** Others *** Answered several questions on the email *** Sent 2 weekly digests to the jury members, updating about the statistics and promotion</p> <p>* Attending Appointments Board's Meeting AN (19/11)</p> <p># Other minor Meetings and Errands</p> <p>11/11 Meeting regarding the communication strategy of various Chapter initiatives (together with Gloria, Tanja, and Inês). 12/11 Meeting with board members/presidia of the School Councils (together with Gloria, Saiman, Jasmin, and Sofia), where the main topics covered were Ph.D. Chapter Elections, School Council Elections, Quality Dialogues & Program Analyses, and the "Time Compensation" Workgroup. 17/11 Meeting with Gloria to work on the Stipendierådet errand Lundeqvist Stiftelse award.</p> <p>(Ongoing) errands and correspondences:</p> <ul style="list-style-type: none">- In correspondence with Jasmin regarding organizing FU-nat (FA+PA group meeting 2 for HT20).- In correspondence with Agnes and Jasmin about the FU's preparatory meeting and updating them about UN's presentation. This was due to Prof. Divne's (CBH School) suggestion that the presentation errands (from UN) could be valuable discussion points at FU.- In correspondence with ITM Council's Chair to help them find a PAD for the machine design program.- In correspondence with Vetenskapsrådet, to help them connect with us.- In correspondence with Inês, Gloria and Tanja about strategies for promoting the supervisor of the year award.
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	<ul style="list-style-type: none">- In correspondence with Inês regarding her plans for running the KTH Relocation Instagram account during week 47.- Several inputs to Saiman regarding School Council Elections guidelines both on Slack and Emails. This includes helping her draft an email to the councils, resolve ITM council's perennial issues etc.- preparations for the meeting with the School Councils.- Several correspondences regarding Stipendierådet's errand Lundeqvist Stiftelse award with Gloria- Gave inputs about the time compensation errands- Helped Gloria review the upcoming board meeting agenda.
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