



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

Time: 17:00-18:30, May 31st 2021

§1. Opening formalities [17:00-17:05]

- a. Meeting opening
After verifying quorum, Gloria (Chapter chairperson) declares the meeting opened
- b. Invited: chapter board, head of educational affairs and chapter auditors
Gloria Samosir, Sofia Broomé, Inês Lourenço, Jasmin Höglund Hellgren, Mohammad Abuasbeh, Saiman Ding, Federico Izzo. Co-opted invited member: Jing Jing.
- c. Choice of meeting chairperson
Gloria is elected meeting chairperson
- d. Choice of meeting secretary
Federico is elected meeting secretary
- e. Choice of meeting minutes checker
Sofia is elected meeting minutes checker
- f. Approval of meeting agenda
Federico proposes to add an agenda point between 2.c.v and 2.c.vi, for Anställningsnämnden. Gloria proposes to add point 4d to preliminarily discuss representational mandates for next year's central councils. They are both accepted.
- g. The latest protocol checking and signing
Preliminarily accepted pending one more signature.

§2. Reports & updates [17:05-17:40]

- a. Board reports
The board reports are attached to this document.
- b. THS Central
 - i. THSxDr
Gloria and Federico participated. The main point of the meeting was about the annual 1Mkr allowance. The money is already available and will be given for every new year, so we have 6 months left to spend the current year's budget. The advice from THS was to develop a strategy to handle this amount, for example purchasing services for accounting, surveys, catering. Jing asks if there are specific protocols for the logistics processes, such as procurements, or if invoices need to be sent to a specific organization or paid immediately. For the amounts spent so far we don't need to go through



procurement processes. The Chapter has a bank card, and is a separate organization from KTH, which makes the board suspect that procurement rules are less strict (also because our expenses are generally low compared to KTH), but we are going to ask THS more about this.

- ii. Meeting on communication between THS Board and local chapters
Gloria, Federico, and Saiman participated. The communication team at THS is asking the local chapters how the communication is between the chapter and THS, and the chapter and their own members. We are well connected with the THS president, vice president, CFUs, SSA, but we don't know much about the rest because of our status as PhD students. Ideas were discussed about how to improve communication between THS and the PhD Chapter.
- c. From KTH Central Organizational Bodies
 - i. Workgroup "Time Compensation for Doctoral Students' Commission of Trust Assignments"
Leif had not replied to the email sent by Sofia, in which she asked about the time horizon for the time-compensation-routine-creation assignment to go out to the schools. Mohammad asks how the percentages for school and central level are calculated. It is clarified that these are calculated separately. Gloria explains how the documents were initially started as an advocacy effort in the absence of other established systems to account for time spent by doctoral students on commission of trust activity, and over time became an administrative routine. Mohammad proposes talking about good easy ways to keep track of time spent. We can talk about it at the next meeting.
 - ii. Reference Group for Sustainable Development (Sv: Akademiska referensgrupper för hållbar utveckling)
Deniz participated. The discussion is tabled.
 - iii. Third Cycle Education (Sv: Forskarutbildningsutskottet, FU)
Jasmin participated. There was a lot of discussion about communication strategy, because KTH has requested a clear strategy. Main idea: one digital entry for main communication, which would be good for students. The FAs fear the communication for students is not complete for PhD students, so it



would need to be complemented. It's hard to get into contact with all PhD students, some seem isolated from FAs perspective. Mohammad agrees with the statement. At CBH there is a Canvas webpage for all PhD students, it will be presented in the future at FU.

There were talks about how to change the eISP flow, like multiple people modifying the document at once to minimize going back and forth with the approval from the student.

Common intro for PhD students at school level: it was tabled for lack of time, but Jasmin has a proposal to show: she will send it to the rest of the board for feedback.

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

Jasmin participated. THS presented a survey about the future of education, but not relevant for PhDs.

v. Faculty Council (Sv: Fakultetsrådet, FR)

Federico attended. At FR, the prodekanus summarized the 5 quality dialogues reports for GU and FU. A common theme in the FU quality dialogue reports is the stress of PhD students (there has been increasing sick leave). We discuss that stress is a very vague term, it can be related to very different causes. In general, all the surveys, at every level, show similar patterns, and KTH, for example at FU, is conscious about it.

vi. Employment Committee (Sv: Anställningsnämnden, AN)

Federico attended. The dekanus compiled a summary of the reports from the Quality dialogues about the fakultetsutveckling (faculty renewal). The dekanus comments that part of the faculty, especially older professors, have not taken all the courses for högskolepedagogik. This comment can be very useful if we want to push for more or more continuous (periodic) supervision/leadership training.

At ITM, there was a proposal for a part on supervision in the intro course for new PhD students, which would be mandatory for supervisors to attend regularly.

vii. Strategic Council (Sv. Strategiskt råd, SR)

Gloria attended. Discussion about the concept of Open Science. There was not



enough time for the whole discussion. KTH should discuss if to join this movement, e.g. to share results, not lock them behind paywalls. Mohammad says that there has been a lot of discussion at his department, because often the data comes from private companies, which prefers not to share the data, only the results; sharing everything would probably shy away companies and useful collaborations.

d. Meeting with PhD student representative from the ST labor union

Her name is Lilly Rosander, and she has been given 5% from the ST board to update them and work with them about PhD issues. We all agreed that collaboration would be mutually beneficial, and the areas we're more interested about are: work environment related issues, clarification on the role of the supervisor, salary negotiation, time-based vs objectives-based progression. It would also be good to have joint seminars, with a goal of Autumn 2021.

§3. Decision points [17:40-17:45]

a. ASP reading group

The reading group will read all new formatted ASP from each program. For now they haven't started yet. Jasmin and Agnes have thought about whether to have a single rep or one for each school; having different reps can maybe be a problem because the rest of the group would stay the same. Jasmin proposes one fixed representative. They would meet as often as needed to handle the ASPs when they are handed in. The discussion is tabled until a clearer picture about all the assignments to fill in. The question will be sent to edu@dr. It seems like the reading group will start in the next mandate period.

§4. Discussion points [17:45-18:30]

a. Potential uses of the new SEK 1.000.000 activity budget

i. [Application form for funding from the PhD Chapter \(draft\)](#)

This proposed form allows PhD students and the school councils to ask for funding from us for PhD activities. Events for 2022 can be planned and applications filed now, then the amount can be "frozen" and thought as spent in the report about the spending to KTH. Engagement at local level is generally higher, so funding local events can be an "easier" way of spending and funding meaningful events. We can prepare a document about ways and proposals about potential events and services we can need.



b. [Time compensation prognosis for PhD Chapter Board \(Spring 2021\)](#)

We are going to modify the document and prepare the final document, ideally before June 30th.

c. Handover and testaments

There is a tradition of writing thoughts and reflections when the mandate is ending, for posterity.

d. Preliminary discussion of mandates for next year KTH central committees

The US (Universitetsstyrelsen) secretary has asked who is going to replace Gloria for next fall. In general, it would be most important to have representatives at FU, US, FR, SR. Federico comments that AN is not as relevant, and Jasmin mentions that UN is less important than FU because discussion about PhD issues is basically all done in FU.

§5. Meeting closure [18:30]

Gloria declares the meeting closed.

Protocol,

Meeting chairperson: Gloria Samosir

Signature: _____

Secretary of the meeting: Federico Izzo

Signature: _____

Minutes checked by: Sofia Broomé

Signature: _____



Attachments

Attachment: Board Reports

Written reports before the meeting

Mohammad Abuasbeh	Only Chapter related: I have been recently elected as PhD Chapter Treasurer.
Sofia Broomé	<ul style="list-style-type: none"> * Wrote email to Leif Kari about the time horizon for the time compensation on May 4th. No reply yet. Has he presented at FU yet? * May 4th. Fact checking of internal audit's report on the ISPs. Gave thorough comments on long document. Has their report been discussed in official fora yet? * May 11th. Etiketskottet. Discussing seminar series. * Met with Jing Jing about the board work * Listen to Ingrid Iliou's seminar * Chapter meeting, vote counting * Feedback to ethics committee about AI seminar
Federico Izzo	<p>Attended Anställningsnämnden 06/5 Attended THSxDr Communication and trust meeting 07/05 Attended Fakultetsrådet förmöte 17/05 Attended SCI Council 17/05 Chaired Chapter Meeting n.4 17/05 Attended Fakultetsrådet 19/05 Attended Anställningsnämnden 20/05 Attended PhD Representation Seminar, guest Ingrid Iliou 20/05 Attended weekly presidium meeting 21/05 Attended meeting with PhD student working with ST 28/05 Attended weekly presidium meeting 28/05</p> <p>Work on various errands: FF, Activity report, Operational plan, Chapter meeting</p>
Saiman Ding	<p>Attended THSxDr Communication and trust meeting 07/05 17/05 PhD Chapter Meeting 18/05 EECS board meeting 24/05 ITM 20/05 "PAD seminar" with Ingrid Iliou</p>
Gloria Samosir	- 07/05 Meeting with THS Union Board regarding communication between THS and the local chapters



	<ul style="list-style-type: none">- 10/05 Meeting with THS Management- 11/05 Strategic Council- 17/05 PhD Chapter Meeting- 20/05 "PAD seminar" with Ingrid Iliou- 26/05 Talk with Deniz about plans regarding the WoP/Equality Office film screening- 28/05 Meeting with PhD student representative in ST <p>Other errands/correspondences:</p> <ul style="list-style-type: none">- Final feedback to THS regarding the studentinlaga on breddad rekrytering- Correspondence with ABE School Council regarding the communication of COVID-19-related extensions of the doctoral studies <p>Preparations for the PhD Chapter Meeting, e.g.:</p> <ul style="list-style-type: none">- Drafting proposal for operational plan 2021/2022- Drafting board activity report
Jasmin Höglund Hellgren	Chapter Meeting minutes admin. Attended FU on 18 May, 2h – prepared document on common PhD intro on school level. Attended UN on 10 May, 3h.