



Place: <https://kth-se.zoom.us/j/62257560819>

Time: 17:00-19:00, August 9th 2021

§1. Opening formalities [17:00-17:02]

- a. Meeting opening
Federico (Chapter Vice Chairperson) declares the meeting open.
- b. Invited: chapter board, head of educational affairs and chapter auditors, head of WOP
Attendees: Inês Lourenço, Saiman Ding, Federico Izzo, Jing Jing.
- c. Choice of meeting chairperson
Federico is elected meeting chairperson.
- d. Choice of meeting secretary
Saiman is elected meeting secretary.
- e. Choice of meeting minutes checker
Inês is elected meeting minutes checker.
- f. Approval of meeting agenda
The agenda was approved with the addition of point 3.a.xi and 3.a.xii.
- g. The latest protocol checking and signing
The latest protocol is ongoing and will be uploaded later.

§2. Reports & updates [17:02-17:04]

- a. Board reports
Board reports are attached to the minutes.
- b. THS Central
N/A.
- c. From KTH Central Organizational Bodies
 - i. Third Cycle Education (Sv: Forskarutbildningsutskottet, FU) by previous Education Manager (Jasmin)
We will get a short summary from Jasmin for the next board meeting.

§3. Decision points [17:04-17:30]

- a. Central committees appointments:
 - i. University Board (sv. Universitetsstyrelsen, US) - proposal: Saiman
Saiman is approved for US.
 - ii. Strategic Council (sv. Strategiskt råd, SR) - proposal: Ines or Jing
Jing is approved for SR.
 - iii. Faculty Council (sv. Fakultetsråd, FR) - proposal: Federico
Federico is approved for FR.



- iv. Third cycle education committee (sv. Forskarutbildningsutskottet, FU) - proposal: Mohammad
Mohammad is approved for FU.
- v. Language Committee (sv. Språkkommittén) - proposal: Ines
Ines is approved for the Language committee.
- vi. ISP Focus Group - proposal: Federico
Federico is approved for the ISP focus group.
- vii. ASP reading group - proposal: Federico
Federico is approved for the ASP reading group.
- viii. Academic reference group for Sustainability (sv. Akademiska referensgrupp för hållbar utveckling) - proposal: Jing
Jing is approved for the Sustainability group.
- ix. Board of Education (sv. Utbildningsnämnd, UN) - no proposal
No one was proposed but Federico will keep in contact with the THS CFUs and keep an eye on the e-mails sent about the meetings.
- x. Appointments Board (sv. Anställningsnämnd, AN) and Future Faculty responsibility - proposal: Federico
Federico is approved. He will send e-mails and distribute different appointments amongst us.
- xi. Stockholm Trio
Inés is approved for the Stockholm Trio.
- xii. Ethics Committee
No one was proposed but the board will appoint someone when needed.

§4. Discussion points [17:30-18:10]

- a. Frequency of Board meetings (see [Proposal for Autumn 2021 schedule](#))
 - i. Weekly, shorter (~1 h)? Every other week, longer (~2 h)?
The board decided to combine both types of meetings. We will have the formal 1h meeting every other week, and, when needed, will arrange spontaneous meetings for specific errands. Moreover, every week the board will decide on one specific day (for example, Friday afternoon) for all kinds of discussions within the board and work on things that are missing.
- b. Preparation of the Operational Plan 2021/2022
 - i. See previous board's [Operational Plan 2021/2022](#)
This year we are in a different situation from previously because an



operational plan has been drafted by the previous board. Due to the lack of resources - board members - we have to go through it to decide where to focus.

ii. Discuss what to focus on

We discussed focus areas such as:

- Supervisor of the Year Award: we discussed the amount of work that organizing the SotYA might bring but decided that due to the huge interest from the first edition it is worth to give it a try. We will start by trying to find jury members, and then see how it goes from there. We further discussed how to advertise it, due to the problem of how to reach all phds students.

- Keep contact with the school councils.

- Have regular meetings with school chairs.

- Working environment.

This discussion was put on hold for this meeting due to the lack of time and will be continued in the future.

c. Recruitment of additional Board members (Chairperson, Education Manager, Events Manager, Communication Manager)

We will try to recruit more members - by contacting people that we know and gathering ideas from the nominating committee.

d. Gym closure at AlbaNova

KTH made a joint decision to close the gym at AlbaNova. Many students did not like this decision and asked the PhD chapter board to approach the rektor directly. The board has to decide on how to proceed and make sure that we have all the information on this. We will contact people and discuss this in more detail in the Slack group and in the next board meeting.

e. Practical proposals for services or events to use the activity budget

i. Seminar series with invited speakers

ii. Outdoor welcoming event in the early Autumn - catering and renting equipment

iii. Outdoor sport event/tournament (e.g. at Östermalms IP)

We will schedule a specialized meeting to discuss the previous and other events.

f. Time compensation prognosis for PhD Chapter Board (Autumn 2021)

i. Presidium will prepare prognosis using appointments and plans from single board members



Federico will draft the time compensation document with the prognosis. The board members will try to estimate the number of meetings of the committees they are in this semester.

§5. Meeting closure [18:10]

Meeting Chairperson - Federico Izzo

Meeting Secretary - Saiman Ding

Meeting Minutes Checker - Inês Lourenço



Board reports

Board member	Activity report
Federico Izzo	Begun the activities and protocols of the PhD Chapter for 2021/2022
Saiman Ding	N/A
Inês Lourenço	N/A