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Place: <https://kth-se.zoom.us/j/63854023214>

Time: 15:00-17:00, August 11th 2022

### §1. Opening formalities [15:15-15:25]

- a. Meeting opening  
The meeting started at 15:15.
- b. Invited: chapter board and Daniel Berlin  
Attendees: Mohammad Abuasbeh, Saumey Jain, Daniel Medeiros, Doga Gürgünoğlu, Beatriz Pérez Horno and Daniel Berlin (Previous board)
- c. Choice of meeting chairperson
  - i. Mohammad Abuasbeh was appointed as the meeting chairperson
- d. Choice of meeting secretary
  - i. Saumey Jain was appointed as the meeting secretary.
- e. Choice of meeting minutes checker
  - i. Daniel Medeiros was appointed as the meeting minutes checker.
- f. Approval of meeting agenda
  - i. Approved
- g. The [latest protocol](#) checking and signing
  - i. The latest protocols were checked and signed.

### §2. Reports & updates [15:25-15:45]

- a. Board reports
  - i. Saumey did the tax return for the chapter before the end of June.
  - ii. The requisition for the grant for the chapter from THS has been sent for this semester.
  - iii. First meeting of the workgroup to improve the onboarding of new PhD students. Saumey is reaching out to school councils to find volunteers.
- b. THS Central
  - i. Mohammad met with the new presidium of THS to figure out the event plans they have so that the Dr can participate in them.



- ii. Discussed the frequency of meetings with THS: Rather than having joint meetings, we meet the person responsible for work areas and committees to join forces. It might help us to have better contacts.
- iii. Committee to ensure event safety: Workgroup/committee to handle harassment and other issues happening during events after working hours, THS would like to have a member from Dr.
- c. From KTH Central Organizational Bodies
  - i. Doga and Daniel Berlin attended a meeting regarding the appointment of the new deputy president (prorektor) and the potential employment profile for the new deputy president. Suggestion from Dr. is to have a deputy president from a research background to complement the profile of the new president.
  - ii. Education Quality Committee: Doga participated in this newly formed working group. The initial meeting dealt with setting up the scope of the workgroup involving course evaluations and statistics.
  - iii. Workgroup on Language courses for non-native speakers: Meeting rescheduled. Waiting for new dates. Mohammad suggested having both ECTS and departmental duty to compensate and motivate PhD students to pursue Swedish courses.
  - iv. Language Committee: Daniel Berlin was sent a doodle regarding the next meeting and representative from the Dr. Daniel Berlin volunteers to continue as a representative on the committee. The board is appreciative of the offer.
  - v. Employment Council: Saumey has been attending the Employment Council and participating in the ongoing discussion regarding streamlining guidelines for promotion from Associate Professor to Professor.

### §3. Decision points [15:45-16:35]

- a. [KTH Central Committees](#) appointments:
  - i. [University Board \(Sv. Universitetsstyrelsen, US\)](#)



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- Mohammad Abuasbeh was approved by the board to be the appointee for the University Board.
- ii. [Strategic Council \(Sv. Strategiskt råd, SR\)](#)  
Fabio de Ferrari was approved by the board to be the appointee for the Strategic Council.
- iii. [Faculty Council \(Sv. Fakultetsråd, FR\)](#)  
Saumey Jain was approved by the board to be the appointee for the Faculty Council.
- iv. [Education Council \(Sv. Utbildningsnämnd, UN\)](#)  
Doga Gürgünoğlu was approved by the board to be the appointee for the Education Council with Beatriz Perez Horno as the backup.
- v. [Third Cycle Education Committee \(Sv. Forskarutbildningsutskottet, FU\)](#)  
Doga Gürgünoğlu was approved by the board to be the appointee for the Third Cycle Education
- vi. [Employment Council \(Sv. Anställningsnämnden, AN\)](#)  
Saumey Jain was approved by the board to be the appointee for the Employment Council.
- vii. [Language Committee \(Sv. Språkkommittén\)](#)  
Daniel Berlin was approved by the board to be the appointee for the Language Committee.
- viii. [Ethics Council \(Sv. Etikutskottet\)](#)  
Elina Charatsidou was approved by the board to be the appointee for the Ethics Council.
- ix. Committee for the assessment of suspected deviations from good research practices (Sv. KTH:s kommitté för utredning av misstänkt avvikelse från god forskningssed)  
Daniel Medeiros was approved by the board to be the appointee for the Committee for the assessment of suspected deviations from good research practices.
- x. Future Faculty errands



- Saumey Jain was approved by the board to be the appointee for the Future Faculty errands.
- xi. Scholarship Council (Sv. Stipendierådet)  
Fabio de Ferrari was approved by the board to be the appointee for the Scholarship Council.
  - xii. Academic Reference Group for Sustainability  
Beatriz Pérez Horno was approved by the board to be the appointee for the Academic Reference Group for Sustainability.
  - xiii. Equality council  
Elina Charatsidou was approved by the board to be the appointee for the Equality Council
  - xiv. ISP focus group  
Sahba Zojaji was approved by the board to be the appointee for the ISP focus group.
  - xv. ASP reading group (created by UN)  
Daniel Medeiros was approved by the board to be the appointee for the ASP reading group.
- b. Migrationsverket communication and organizational responsibilities  
Mohammad Abuasbeh and Daniel Medeiros will handle the Migrationsverket communication and any organizational responsibilities related to them. Doga Gürgünoğlu will be the reserve member.
- c. Supervisor of the Year (SoTY)  
Beatriz Pérez Horno and Sahba Zojaji will handle the Supervisor of the Year 2023.
- d. Allocate a budget of 1000 kr per person, up to a maximum amount of 10000 kr to order customized t-shirts and hoodies for PhD Chapter Board members and functionaries.  
The budget of 1000 kr per person, up to a maximum amount of 10000 kr was approved with 6 yes.
- e. Allocate a budget of 600 kr per person, up to a maximum amount of 40000 kr to order customized t-shirts for school council members
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The budget of 600 kr per person, up to a maximum amount of 40000 kr was approved with 6 yes.

- f. Allocate a budget of 10000 kr to order generic t-shirts to hand out as prizes during pubs and other social events.

The budget of 10000 kr was approved with 6 yes.

#### **§4. Discussion points [16:35-17:15]**

- a. Frequency of Board meetings:

The board agrees to meet biweekly. Exact dates and scheduling to be decided during August.

- b. Preparation of the Operational Plan 2022/2023

Postponed to next meeting

- c. Recruitment of additional Board members (Vice-Chairperson, Councils Coordinator).

Postponed to next meeting

- d. Changes to the website (i.e., hosting outside KTH servers) and extra IT services.

Postponed to next meeting

- e. Upcoming events and planning

- i. Kick-Off and team building event.

Beatriz will coordinate the event and find suitable suggestions and dates.

- ii. Reception for new doctoral students in coordination with THS international reception.

Beatriz and Saumey will coordinate with Gabriel from THS international reception.

- f. Time compensation report Spring 2022 and prognosis for Autumn 2022.

Draft estimated to be prepared by mid-August.

#### **§5. Meeting closure [17:15]**

Free chat with the Presidium [17:15-17:30]

# Board Meeting no. 01 – August 11<sup>th</sup> 2022

## Minutes



PhD Chapter at KTH

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Meeting Chairperson - Mohammad Abuasbeh

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Meeting Secretary - Saumey Jain

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Meeting Minutes Checker - Daniel Medeiros

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**Doktorandsektionen vid Tekniska Högskolans Studentkår**

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