



**PhD Chapter at THS | Doktorandsektionen vid THS  
Board 2023/2024**

## **Agenda for Board Meeting #01**

**Place:** Virtual (Zoom)

**Date:** August, 1st from 16:00 to 18:00

**Invitees:** Board Members, Auditor

**Formalities:** [5 min – 10 min]

1. Election of Meeting Chairperson, Secretary and Minute Checker.
2. Approval of Agenda.
3. Eventual matters related to formalities.

**Board Reports / Informs:** [20 min – 30 min]

4. Chairperson: PhD Reception, retreat for the board, cost cutting on KTH, access to T-Centralen, usage of Asana and Slack, usage of functional emails.
5. Vice Chairperson: Onboarding.
6. *(tentative)* Education Manager: Current situation in educational quality, priorities based on the PhD survey.
7. Council Coordinator: Time compensation report.
8. AOB

*No reports from KTH committees as they did not reunite during the month of July.*

**Discussions:** [60 min – 90 min]

9. Chairperson: Operational plan for the board (Annex 1).
10. Chairperson: Time compensation guidelines for the board and prognosis for HT2023.
11. Chairperson: Frequency of board meetings and dates for the next board and chapter meetings.
12. Chairperson: Welcoming Letter.
13. Communications Manager: Jackets and t-shirts for the board (Annex 4).
14. Communications Manager: Newsletter.
15. AOB

**Decisions:** [10 min – 30 min]

16. To approve the list of participants for KTH Central level representation. (Annex 2)
17. *(tentative)* To approve the budget prognosis, together with its claiming plan, for the Chapter Board with the modifications described in the previous section. (Annex 3)

18. To appoint **Daniel Araújo de Medeiros** and **Saumey Jain** as representatives of the PhD Chapter to the THS Student Union Council (KF – Kårfullmäktige) for 1 year, counting from July/2023.
19. To appoint **Beatriz Pérez Horno** and **Daniel Araújo de Medeiros** as Stewards of the Doktoranders Integrerade Klubbmästeri (DrInK) for 1 year, counting from July/2023.
20. *(tentative)* To approve the **operational plan 2023/2024** for the board.
21. *(tentative)* To approve the budget up to 20 000 kronor for **20 jackets and 20 t-shirts** for the board and functionaries, with the modifications suggested in the previous section.
22. To approve up to 13 000 kronor for **1 year of Slack Business**, covering up to 50 weekly active users (as of Jul. 21, the number of active users is 34, we only pay according to usage). This price is given with an 85% discount in relation to the full price.
23. To approve possible additional costs that might be necessary to migrate other council's workspace into ours.
24. To approve up to 16 000 kronor for 1 year of usage of **Asana** in the Professional plan, for 10 users.
25. To approve up to 25 000 kronor for **1 year of usage of Survey Monkey**.

**Approved per capsulam decisions:**

26. **2023-07-12:** Daniel Medeiros (Chairperson) requests 190 000 kronor to host a retreat from October 4th to 6th, to happen at Happy Tammsvik (Bro, Sweden). The retreat is a workshop in Leadership and Negotiation with Andrew Schenkel, a professor from Stockholm School of Economics. The budget covers four spots for each council, the full board and possible two extra spots for THS leadership, 30 people in total. Out of the 190 000 kronor, 133 200 kronor is used to pay the hotel overnight / meals, 13 500 kronor for the conference room for the 3 days, 6 850 kronor for the bus and 35 000 kronor for the instructor.
27. **2023-07-14:** Emily Christley (ITM) requests 505.7 kronor to organize an art-based "office warming" event to decorate the new shared offices of the students at INDEK/ITM. The budget covers buying canvas, paint and brushes.