



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

## Minutes for Board Meeting #01

**Place:** Virtual (Zoom)

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

**Attendees:** Andressa, Daniel, Fabio, Jana, Ugne, Zoé

**Formalities:** [16:05]

1. Election of Meeting Chairperson, Secretary and Minutes Checker.  
Daniel, Zoé and Andressa were elected respectively as Meeting Chairperson, Secretary and Minutes Checker.
2. Approval of Agenda.  
The agenda was modified to include points 7 and 25, and points 4 and 23 were altered in relation to the originally published Agenda. Approved.
3. Eventual matters related to formalities.  
No matters were raised.

**Board Reports / Informs:** [16:10]

4. Chairperson: PhD Reception, retreat for the board, cost cutting on KTH, access to T-Centralen, guest membership at *Flygsektionen*, usage of Asana, Slack and functional emails.

Daniel explained the following:

- The reception dates are defined, and were chosen by THS. THS International is trying to get more PhD students to join the events.
- The workshop on Leadership and Negotiation has also been approved and will have the invites sent soon.
- Cost cutting at KTH: 65 answers -- until the 11th of August, seems that the biggest worry is Kista and special labs.
- Access to T-centralen for all PhD students: It is necessary to coordinate with each school HR for them to tell *kortexpeditionen* that the new employee is a doctoral student. Two schools agreed on this, waiting for others so far. The hurdle for giving access to older PhD students is that we need their access card number.
- Guest membership: Flygsektionen will add all STAD holders of the PhD Chapter as guest members.
- Asana, Slack, Functional emails: Use it to keep activities structured and help future handovers.

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5. Vice Chairperson: Onboarding.  
Zoé said that she is trying to coordinate the onboarding process. She spoke with Saumey, who was part of the working group for onboarding at KTH, and she will use the report from this working group as a basis for the work at the Chapter. She has invited a member of each Schools' councils to join. Currently working on the content.
6. Education Manager: Current situation in educational quality, priorities based on the PhD survey.  
Ugne explained that she had a first meeting with Maja (THS), but needs to better understand the survey's results as it covers many areas. She informed that THS is very eager to get some results and analysis. Zoé and Ugne are to contact Mohammad to organize and set target dates on the analysis and communication of the results. Ugne has also a list of questions from the Rektor to be answered using the PhD survey.
7. Treasurer: Funding requests policy.  
There was a discussion on food budget/activity budget: up to how much can we accept it? The idea is to spend the money we are allowed in a relevant, sustainable and useful way. The idea would be to define an average value of a meal and ask for justification if we support events which need above this average. Fabio will come up with a new policy for the next board meeting where the idea is to have a "food budget" and an "activity budget" where a budget above a certain value would need to be justified.
8. Council Coordinator: Time compensation report.  
Jana informed that the time compensation for the previous semester is done, needing only signatures from Daniel and Fabio. She will then start working on the prognosis, with a deadline is 28th of August as KTH has been voicing complaints that we are sending the time compensation too late.

**Discussions:** [16:45]

9. Chairperson: Operational plan for the board (Annex 1).  
Daniel explained the need to publish an operational plan for the board term. It can be reviewed in the coming months although it is pretty generic right now, based on issues the former board had to deal with and with enhancement that seems to be needed.
10. Chairperson: Time compensation guidelines for the board and prognosis for HT2023.  
Daniel explained that THS has been quite critical on the way the board has been filling in the time compensation. A survey has been sent to all board members to try to investigate how to create guidelines to have something more structured and transparent. The survey was inspired by the different ways the school's councils deal with this. The results of the survey were discussed and the board agreed to have a prognosis as a base and then, if necessary to increase the time spent, it would be necessary to be discussed previously in a board meeting. Similarly, a decrease can be done if the board member is notable missing board meetings and/or KTH committees meetings.

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11. Chairperson: Frequency of board meetings and dates for the next board and chapter meetings.

Daniel proposed that the board meetings happen once a month, which was considered a good idea by all board members. Multiple board members raised the point of having meetings for workgroups since the board meets once a month now. For the chapter meeting, it was discussed how the Board needs to better communicate on what those meetings are, the content and that the doctoral students have the right to speak and be listened to. It is necessary to make it more lively, have discussions, to give space to the participants, which will imply for all the PhD students coming to read through the agenda to use the meeting as conversation and interactions. An idea could be nice to have an introducing social game and also use these meetings to get feedback from PhD students.

12. Chairperson: Welcoming Letter

Daniel said that his impression is that all councils have their own letter or own project -- there is a need to better coordinate and understand what is done at which scale. One way to go forward is to make sure the Welcoming Letter from the PhD chapter is coordinated with the different school letters. The plan is to meet with council members and create a "work group" to coordinate the onboarding letter and tools each school use and how to up-scale this at the school level.

13. Communications Manager: Jackets and t-shirts for the board (Annex 4).

Andressa explained that the idea is to have a versatile jacket and/or t-shirt to wear to be recognizable during events when necessary. Daniel also asked for some spare vests for people who eventually help on events.

14. Communications Manager: Newsletter.

Andressa said that she has a plan to introduce a newsletter once or twice a month. To use email and social media to enhance communication on events, with a published agenda in advance for PhD students to better know what is coming. The idea is also to send out a survey to see what activities people would be motivated for. The newsletter would also be to enhance the visibility of the board and what we are here for. It can also be used to communicate on changes or decisions taken by the board/councils. This initiative will need a taskforce to suggest content.

#### **Decisions:** [17:50]

15. To approve the list of participants for KTH Central level representation. (Annex 2)  
[Approved by all participants.](#)
16. To approve the budget prognosis, together with its claiming plan, for the Chapter Board with the modifications described in the previous section. (Annex 3)  
[Approved by all participants.](#)
17. 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.  
[Approved by all participants.](#)
18. 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.  
[Approved by all participants.](#)
19. To approve the **operational plan** 2023/2024 for the board.  
[Approved but will leave open until this Friday for last minute changes.](#)

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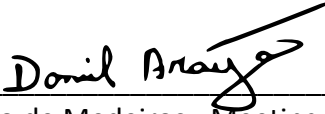
20. To approve the budget up to 20 000 kronor for **20 jackets and 20 t-shirts** for the board and functionaries, with the modifications suggested in the previous section.  
[Approved by all participants.](#)
21. To approve up to 13 000 kronor for **1 year of Slack Business**, covering up to 50 weekly active users (as of July 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.  
[Approved by all participants.](#)
22. To approve possible additional costs that might be necessary to migrate other council's workspace into ours.  
[Approved by all participants.](#)
23. To approve up to 10 000 kronor for 1 year of usage of **Asana** in the Professional plan, for 10 users. The price is given with a 50% discount due to the PhD Chapter being a participant of the TechSoup Sverige program.  
[Decision was postponed: keep using the free version for now.](#)
24. To approve up to 25 000 kronor for **1 year of usage of Survey Monkey**.  
[Decision was postponed: need for more discussion.](#)
25. To approve the Funding Request of 21 000 kronor by Jana Vasiljevic (SCI) for a "back to school after work". The event will be held on September 1st at Proviant Albano and the money will be used to buy a burger and a soda for up to 100 students.  
[Approved, but knowing that a new funding policy is to be developed.](#)

**Approved per capsulam decisions:**

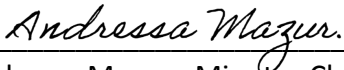
26. **2023-07-12:** Daniel Medeiros (Chairperson) requests 190 000 kronor + VAT to host a retreat from October 4th to 6th, to happen at Happy Tammsvik (Bro, Sweden). The retreat is a workshop in Leadership and Negotiation with Andrew Schenkel, a professor from Stockholm School of Economics. The budget 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.

[Meeting was adjourned at 18:15.](#)

Signed by:

  
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Daniel Araújo de Medeiros - Meeting Chairperson

  
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Zoé Barjot - Secretary

  
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Andressa Mazur - Minutes Checker