



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

Agenda for Board Meeting #01

Place: Hybrid

Date: 18/7-2024

Time: 15.00

Invitees: Board Members, Auditor

Formalities: [5 min – 10 min]

1. Election of Meeting Chairperson, Secretary and Minute Checker.

Chairperson - Ugne Miniotaite

Secretary - Hemanth Venkatesan

Minute checker - Mattias Åstrand

Ugne explains the process of the board meeting to the new members of the board.

2. Approval of Agenda.

The agenda was approved unanimously.

3. Eventual matters related to formalities.

No matters raised with respect to formalities.

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

4. Introduction rounds

Members of the board introduced themselves to each other, especially the new members of the board.

5. Chairperson: Asana and Slack, usage of functional emails, Google Drive.

- Payments were made last year for Asana, a project management tool which was never used by members of the board.

- The chairperson recommends that we don't pay for the software.

- Accepted unanimously by the board.

- Discussion regarding the use of Outlook for meeting invites -
 - Invites would be sent to personal Outlook profiles instead of the functional Outlook profiles such as chair@dr.kth.se etc.
- Ugne explains about the importance of the functional email addresses assigned to the different board positions.
 - Only the invites to the meetings would be sent to the personal emails, all other work for the chapter must be handled using the functional emails.
 - Doga feels that functional emails must be used for handover with new members.
- Google Drive -
 - Ugne will add the new members to the chapter drive folder.
- Slack -
 - Ugne explained the Slack channel used for communication and the funding applications channel to the new board members.

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

Discussions: [60 min – 90 min]

6. Chairperson: Operational plan for the board and goals discussions.
 - A plan explaining the goals for the year for the chapter.
 - Ugne feels the chapter should focus on getting more people involved in chapter activities and a bit more structure to the handover is needed.
 - Mattias feels a standard onboarding experience for all PhD students at a central level is needed to introduce PhD students to the different aspects of studies at KTH.
 - Onboarding (question asked by Ellymay) -
 - Rights of the PhD student, things needed to start working and living in Sweden.
 - Information received by students from their supervisors about their work etc.
 - How can we have a sustainable onboarding process with respect to events and how can the board function in a sustainable fashion going into the future?
 - Courses are available in some schools with regards to sustainability.
 - Ellymay would be part of the group that would create a survey for the PhD students.
 - Questions pertaining to the PhD salary ladder shall be included in the survey.

7. Chairperson: Time compensation guidelines for the board and prognosis for HT2024
 - Ugne explained the time compensation guidelines.
 - 200% to distribute within the board.
 - Prognosis for the different board positions and to present how much time was actually spent.
 - Troubles with KTH centrally regarding how things were done in the past with respect to the previous boards claiming extra time compensation for the work done.
 - This semester, the rules of last year apply. However, reasonable prognosis of the different board positions to be made.

- Ugne will send out the precedent for the previous years, board members would start thinking about the time required for their positions.
- Ugne floats the idea of a maximum percentage for the different positions.
- The current board would work on a framework or guidelines for future boards as per Pil's recommendations.
 - Unanimously approved - Ugne will start with a preliminary proposal for it for the upcoming meetings.

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

- Meetings were held once a month in the spring semester of 2024.
 - Board members were for flexible meeting times.
 - We continue with once a month meeting times.
 - Have fixed board meetings at regular intervals, cancel the meetings which cannot be held, but to have an invite in everyone's calendar. .
 - Members who attend the committees should submit a slide summarizing the discussion points with KTH central.

9. Committees and work groups distribution

- New members who shall be replacing outgoing board members have been informed about their positions in the different committees and the workgroups representatives.
- Doga is proposed as the representative for the thesis template group by Ugne.
 - Unanimously approved.
- Doga is proposed as the representative with FuSAM for the KTH onboarding process by Ugne.
 - Unanimously approved.

10. Jackets and shirts new members

- Jackets to be ordered for new members, the new members will provide the size of jackets required.
 - Andressa will help with the size charts for the jackets, but she is not sure if the same type of jacket will be available.
- A funding request shall be added to the channel.

11. Chairperson: Kårfullmäktige

- KF - representatives from the chapter towards the decision making body.
 - Saumey may be willing to do it again. Ugne is volunteering herself.

- People need to be appointed to these positions.
- Mattias suggests that the council presidiums be informed about the vacant positions as well.

12. Chairperson: Group/individual Photos

- Photos to be taken of the board members.
- Someone to be employed to take professional photographs.
 - Mattias suggests a colleague and a gift card as compensation. Unanimously approved.

13. Chairperson: On-boarding plan with FuSAM

- Already discussed - Doga has been appointed to this position.

14. Education Manager: PhD Survey and Salary ladder Survey

- Work is ongoing during the autumn.
- Courses, credits and what do PhD students want.
- A larger working group is involved in this project, but three people are tasked with creating the survey itself - Ellymay being one of them.
- Ellymay is also working on analyzing the PhD salary ladder survey, Doga shall also be involved.

15. Event Manager: PhD Reception

- THS International organizes events for all new students. The PhD chapter hasn't been involved as much but we are slowly getting involved with a pub event and a sports event (KTH Hallen) for new students.
- Information sessions are also being planned for the new students along with KTH Central. Andressa is also planning a KTH Impact event for the new students.
- Problems with THS International - communication problems regarding the people attending our events since they handle all incoming students' information.
- If onboarding by KTH doesn't go through, the chapter will have to step in with information sessions with senior PhD students stepping in providing relevant information for the new students.
- How will new students know about THS International and the chapter?
 - Andressa suggested that the councils be involved in passing along information.
 - Ugne wondered about the HR departments of the schools and if we could rope them in providing information to new students.
 - Mehdi suggested we contact KTH Relocation.

Decisions: [10 min]

16. To approve up to 20 000 kronor for **1 year of Slack Business**, covering up to 50 weekly active users (as of Jul. 12, the number of active users is 68, we only pay

according to usage). This price is given with an 85% discount in relation to the full price.

- The 68 members are active users of Slack, inactive members are removed automatically and an amount is credited for each member removed.
- Ugne explains who these active members are in the Slack channels.
- Unanimously approved.

17. To approve possible additional costs (new members) that might be necessary to migrate other council's workspace into ours.

Unanimously approved.

18. To create a functional email address for the webmaster

Approved unanimously.

19. To appoint Ugne to Kårfullmäktige

Approved unanimously.

20. To appoint Doga as representative to FuSAM to discuss the onboarding process at a central level for all PhD students

Approved unanimously.

21. To appoint Doga as representative to the thesis template working group

Approved unanimously.

22. To stop payments for the Asana software - project management software

Approved unanimously.

23. A framework to be created for future boards to create prognosis documents for the board positions regarding time compensation.

Approved unanimously.

Approved per capsulam decisions:

2024-06-10: Mohammad Abuasbeh (ITM) requests 10500 sek (up to 30 people) to do a PhD Summer Retreat weekend at Osqvik with your fellow PhD students.

When: depending on Osqvik's availability one of the first three weekend of July (5 th -7 th, 12th - 14th, or 19 th -21 st). Where: Osqvik in the Archipelago in Värmdö, (Jerkas väg 1, 134 32 Gustavsberg).

2024-06-10: Mohd Aiman Khan (ABE) requests 2000 sek (8 people) to do a badminton tournament in the division of transport science plus funds to buy some wraps, energy bars and drinks.

2024-06-12: Zoe Barjot (Workgroups manager) requests 8000 SEK for a long term court booking at KTH Hallen for a semester (16 weeks)

The prices depend on if you book one term or one semester:

Semester

475kr/ hour for a big court (floorball, volleyball, basketball)

185kr/h for a small court (badminton)

Term

500kr/h for big court

195kr/h for small court

2024-06-12: Mattias Åstrand (Event Manager) requests 2000 SEK for pub running costs - gift cards and food for the volunteers.

2024-06-12: Daniel Medeiros (Chairperson) and Jordi Altayo (EECS) request 22950 SEK for tennis sessions for 17 weeks at Tennisstadion near KTH.

We plan to book up to 3 courts every week (beginner - intermediate - advanced) with 4 people each depending on the demand for that week. Cost per hour ranges from 355 kr to 570 kr depending on time, so we go for the middle ground of 450 kr per hour, or up to 22950 kr in total (cost for 17 weeks).

2024-06-13: Matt Davoudizavareh (Business liaison) requests 15.900 SEK for booking a bus for the Hitachi visit to Ludvika on June 24th. Departure at 6:00, arrival at 16:30.

2024-06-27: Daniel Medieros (outgoing chairperson) requests 400 SEK for the handover between him and Ugne (incoming chairperson).

2024-06-28: Ugne Miniotaite (outgoing education manager) requests 200 SEK for a handover meeting with Ellymay Gossens (incoming education manager).

2024-06-27: Matt Davoudizavareh (Business liaison) appends his original request for 15,900 SEK with a changed sum of 17967 SEK since there was a delay.

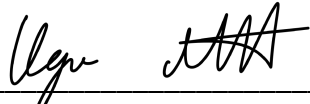
2024-07-07: Zoe Barjot (Workgroups manager) updates her original request of 8000 SEK for a long term court booking at KTH Hallen to 9025 SEK as the term goes from Week 33- Week 51.

2024-07-11: Matt Davoudizavareh (Business Liaison) requests 5760 sek for bus ride for Ericsson technical visit on August 27th.

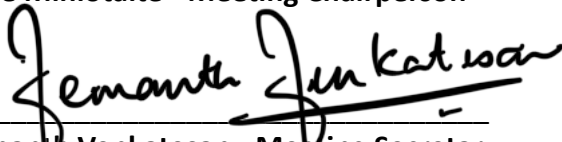
2024-07-23: Andressa Mazur (Communications Manager) requests 2000 sek to order 3 jackets for the new members of the board.

2024-07-23: Mohd Aiman Khan (ABE) requests 1800 sek to fund Badminton and dinner with PhD students from the Transport Planning division (300 per person).

Signed by:



Ugne Miniotaite - Meeting Chairperson



Hemanth Venkatesan - Meeting Secretary



Mattias Åstrand - Minutes Checker