



**PhD Chapter at THS | Doktorandsektionen vid THS
Board 2024/2025**

Minutes for Board Meeting #02

Place: Hybrid

Date: 28/8-2024

Time: 15.00

Invitees: Board Members, Auditor

Formalities: [5 min – 10 min]

Meeting opening: 15:21

Attendees:

Ugne

Matt

Ellymay

Hemanth

Mattias

Zoé

Andressa

Peiling

Doga (online)

Medhi arrived at 16:03

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

Chairperson: Ugne

Secretary: Zoé

Minute checker: Matt

2. Approval of Agenda.

Agenda approved

3. Eventual matters related to formalities.

None

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

4. Round Table:

Chairperson/Ugne: time compensation workgroup started, meeting to plan the autumn schedule and agendas: a meeting about administrative procedure and financial, and a meeting about the amount of total time compensation needed. Happening within the next two weeks and meetings are only in Swedish. Ugne will

join the meetings with all the board's input. This is about the procedures at the KTH central level.

University board next meeting : end of september. No news on other committees
Ugne joins.

Business Liaison/Matt: Yesterday 27th of August, visit at Ericsson, planned for 50 people, 45 came. Went well. New time visit in Vasteras with (Matt fills in the companies and dates). Approaching some companies for partnerships. And collaboration with career office Therese B. to organize seminars for PhD students.

Education manager/Ellymay: Had recently a meeting Leif Gifvars about course evaluation. Next FU meeting on 29th August, and on the 9th of August about the survey. Ellymay has been working on finalising the report on the salary ladder report. We have been pushing for more organisation on when and what courses are planned for.

Treasurer/Hemanth: Have to deal with the opening balance that was not right. This is ongoing. Hemanth is working to fix the discrepancies and the ski trip financing which happened during 2023/2024 and before.

Event Manager/Mattias: Reception is going on. Events are coming (sport event, karaoke, onboarding...). Suggestion on an event around Yoga's technical aspects (not yoga session, rather seminar on yoga). About bigger events: Is planning for the Mustaschmilan race and financing. Is planning the Halloween Gasque and budget. 14/9 10 km run event!

Council Coordinator/Zoé: Joining council meetings. Working with time compensation reports from the councils. Working on the sports events, booked KTH-hallen every Tuesday 12-13. Information about this is in the news letter. Will get a package for equipment from KTH-hallen. THS is organizing a football league and we are organising a PhD Chapter team. Will evaluate based on turn-out.

Communication manager/Andressa: One JML meeting: discussed on how to communicate more on JML happenings in the different schools. Next meeting; discuss on work active measures against discrimination : related to the report for KTH equity. Third newsletter out, would be great to manage to have the councils contributing.

Vice-chair person/Doga: Been helping Mattias with the onboarding session, 2 hour session organized with each school council and KTH. KTH is handling food and room. FR overnight meeting is coming and Ellymay will be joining. It could be good to talk about the salary ladder survey then.

5. JMLxUR meeting scheduling
Ellymay will see if she can take it
6. Business Liaison: Presenting Ericsson visit and other plans - see above

7. Communications: Newsletter - see above
No reports from KTH committees as they did not reunite during the month of July.

Discussions: [60 min – 90 min]

8. Chairperson: Operational plan:

Suggestion in adding about events around sustainability and inclusion. Some formatting comments. Will be reviewed, and validated before published on the website.

9. Chairperson: Time compensation guidelines and procedure

Guidelines from 2019: multipliers depending on the tasks. But multipliers seem too blurry and not precise enough. Now it has evolved to board members counting their hours. This discussion concerns guidelines for the chapter board. On how the board members should count the time compensation.

KTH is now asking for clear guidelines on how to allocate time compensation and report time compensation. To justify for the budget of 200% the PhD board is allocated.

Proposal to establish a base % for each role, breaking down to the tasks expected in the position. With flexibility to punctual tasks taken up by some position.

Suggestion of reporting time based at the scale of tasks done by each member can help justify reporting.

Suggestion is also to have a maximum envelope of % a member can use. To protect the students working in the chapter board. To protect the continuity of the board as well.

A report draft will be written down, voted on slack.

Between schools there is no uniformity. Because it is up to the schools for the councils.

10. Chairperson: Kårfullmäktige - postponed to the new meeting.

11. Education Manager: PhD Survey and Salary ladder Survey

The PhD survey will be starting on september, done by KTH, Ellymay working with them.

The Salary ladder survey is now summarized in and almost finalized report. To be presented at FR, FU. Will be posted for inputs from board members before shared with KTH committees, and school PhD councils and published on the website/with the next newsletter.

12. Salary negotiations

Boel Berg Wincent is a PhD representative in Saco-S board (the trade union, SI/Sulf). Salary negotiations will happen in September because the KTH salary system is changing. Little time to prepare.

13. Vice Chairperson + Event Manager: PhD Reception : see above

4th September 2024

Organised by KTH central, PhD chapter and THS.

[Welcome Session for Doctoral Students at KTH \(ungpd.com\)](http://ungpd.com)

Presenting all the “need to be known”

14. Set board meeting and Chapter meeting dates.

15. Dates for board meetings:

Aug 28th: 15 - 18 (photo time included)

Sep 24th: 15 - 17

Oct 16th: 16 - 18

Nov 22th: 15 - 17

Dec 11th: 11 - 13 (semester ending lunch)

4th of October Chapter Meeting

(otherwise 2nd, we check with Flyg)

16. Funding application of Mohammad Aiman Khan for badminton (dated 23rd July 2024).

Events are reimbursed if they are fulfilling what has been approved. The board needs to be more careful on few people, even if fast track.

Doga left 16:55

Decisions: [10 min]

17. To approve Operational Plan -- see above

18. To approve Time compensation prognosis for PhD Chapter board 2024

the compensation prognosis for the schools is validated.

The compensation prognosis for the phd board will be validated by slack within the week.

19. To approve Time compensation report for VT24 and prognosis for HT24 for PhD Councils

Approved reports for ABE, EECS, SCI and CBH school.

Decision on Mohammad Abuasbeh's time compensation.

The chair of ITM (Steffen Hammer) reported 5%, Mohammad claimed 15% directly to the board. Based on the evidence in the appendix provided by both Steffen and Mohammad, discussion and a vote among the board lead to a final decision to allocate Mohammad 7%, validated by the treasurer and the chair of the chapter board. Approved for ITM school.

Approved per capsulam decisions:

2024-08-15: Ebba Ahlgren Cederlöf (SCI) requests 9000 sek for a Pub Quiz After Work for 50 students.

2024-08-15: Mattias Åstrand (Event Manager) requests 1000 sek to buy a gift card for Komang to take pictures of the board during the board meeting on 28th August 2024.

2024-08-15: Steffen Hammer (ITM) requests 1720 sek to fund FIKA meeting with ITM council and ITM PhDs, 40 phd students are expected.

2024-08-19: Mattias Åstrand (Event manager) requests 3000 sek to support 10 PhD students running "Mustaschmilen" (299 sek for one ticket) -

<https://mustaschmilen.se/stockholm/>.

2024-08-20: Cherrie Lee (SCI) requests 320 sek to fund fika for SCI PhD student council meeting (15 people).

2024-08-20: Mattias Åstrand (Event Manager) would like to apply for funding for the upcoming PhD chapter pub with Karaoke on the 6th of September 2024.

Here is a breakdown of expected costs:

Pizza for 100 participants: 20 trays from Italian cousins = 20 x 690 sek = 13800 sek

Coupons for people working at the pub: 4 x 300 sek = 1200 sek

Singa subscription for karaoke: 59 sek

Rounding up to accommodate for unforeseen expenses: 16000 sek

Would be about 160 sek per participant, assuming 100 PhD students show up throughout the evening

2024-08-20: Ugne Miniotaite (chairperson) requests 1100 SEK to represent the chapter at the THS International Reception Banquet. Chairperson and Event Manager have been invited to attend the THS international reception banquet as an ending to THS international reception on the 8th of September. Ticket price is 550 SEK per person with alcohol or 500 SEK without. I would like to request that the Chapter pays half of the ticket price.

I want to request 550 SEK to cover half of the ticket costs (2 tickets = 1100 SEK) for Mattias and I to attend this event.

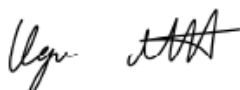
2024-08-21: Andressa Mazur (Communications Manager) requests funds of 4100 SEK to pay for vegan wraps and drinks (loka) in the next PhD Impact, we are aiming to have 35 students joining in!

2024-08-21: Loris Mazzaferro (ABE) requests 500 sek for a PhD-fika at SEED (expected 10 to 15 students).

2024-08-27: Matt Davoudizavareh requests 200 SEK to buy a gift from KTH Entre (KTH branded water bottle or similar) on behalf of the board of the chapter for Ericsson contact in Kista to give during the business visit to Ericsson.

Signed by:

23/9-2024



Ugne Miniotaite - Meeting Chairperson

23/09/2024



Zoe Barjot - Meeting Secretary

16/Sep/2024



Minutes Checker - Matt Davoudizavareh