



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

Agenda for Board Meeting #04

Place:

Date: 16/10-2024

Time: 16.00

Invitees: Board Members, Auditor

Formalities: [5 min – 10 min]

1. Meeting opens 16:05
2. Attendees:
Ugne Miniotaite
Hemanth Venkatesan
Mattias Åstrand
Peiling Wu
Ellymay Goossens
Matt Davoudi
Zoé Barjot
3. Election of Meeting Chairperson, Secretary and Minute Checker.
The following are elected
 - a. Chairperson: Ugne
 - b. Secretary: Zoé
 - c. Minute Checker: Ellymay
4. Approval of Agenda.
Agenda approved without amendments.
5. Eventual matters related to formalities.
Previous board meeting's notes have been signed and published to the webpage.

Board Reports / Informs: [30 -45 min]

6. Round table:
 - a. Council Coordinator:
 - **JML KTH central meeting:** Workshop around goals to set for KTH on JML issues.
 - **ISP:** Meeting coming up soon. Follow-up from last meeting:
 - Salary ladder expectations in eISP
 - How to promote the necessity of eISP (see discussion point)

- **Sport events:** Students are enjoying the events, considering extending the KTH-hallen booking (see discussion point).
- PhD salary revision:
 - Initial - step 1: 33 000 kr (32 000 kr)
 - 30 % - step 2: 33 600 kr (32 600 kr)
 - 50 % - step 3: 36 000 kr (35 000 kr)
 - 80 % - step 4: 37 100 kr (36 100 kr)

b. Business liaison:

- KTH library committee: First meeting on 24th of September; second meeting was on Monday, 14th October. The project will begin in late 2024 and is expected to conclude by 2026. The estimated budget for the project is around 60 million SEK. A steering committee led by Mikael Lindström will oversee the project. Internal and external resources will be involved in the renovation and development. Risk assessments and project documentation will ensure alignment with KTH's strategic goals and long-term sustainability. The KTH Library Development and Renovation Project focuses on modernizing the library for education, research, and events. It aligns with KTH's 2030 vision and celebrates the university's 200th anniversary. Key objectives include:
 - Expanding study spaces and modernizing learning environments.
 - Creating a meeting and expo area to highlight KTH's academic achievements and innovations.
 - Improving technical infrastructure for digital presentations and virtual meetings.
 - Increasing accessibility and promoting interdisciplinary collaboration.

The chief librarian is eager to meet the chapter board.

- Work going on to develop a career-fare for PhD students - to be worked on with the school councils

c. Education manager:

- Mainly working on the next PhD survey with KTH administration. Discussion about having a question on how many credits should be validated to achieve a PhD. Survey to be published spring 2025.

Discussions: [45 - 60 min]

7. **Lively Campus PhD Perspective:** The project Lifelong Learning approached THS and the PhD Chapter: idea of promoting a 'lively campus for PhD students'. Funds have been allocated to monetarily compensate students to create a report on what is a lively campus for doctoral students, what would doctoral students want from the campus, why they go on campus, or not. → A project directive and project plan need to be written, what the report should contain and how the work should consist of

(format of data collection for example) and how to recruit for the job through for example opening applications for the 'positions' to create this report. Hemanth and Mattias show interest in helping to write up a project directive.

8. Chairperson: Rektor "PhD Breakfast" : The rektor's secretary approached the chairperson to see if an event can be organised together with the rektor and the doctoral students.

Boel also approached the board about doing another event with the Unions, around the migration law and visa permit. A proposal could be that the Rektor would join such a meeting. It could be an event with two discussions: Migration Law with the Unions, and PhD ladder salary survey with the Board -- and have the rektor joining a Q&A. Also the board finds it important that this is a physical event, breakfast in a room on campus.

9. Workgroups Manager:

a. PhD Chapter retreat

- i. time: 29th November - 30th November
- ii. ~ 30 people
- iii. location: Näsby slott (waiting for reply)
- iv. waiting for presenters reply (ingrid asked the presentation time, Amir might be able to present in the morning or evening)
 1. Compensation for the presenters need to be invoiced.
 2. Peiling will check with the presenters about the monetary compensation.

b. PhD Podcast

- i. Name (preliminary): PhD simulator
- ii. first episode record this month, play demo during the retreat event

10. Event updates

a. Pubs

- i. Quiz night - Friday Oct 18: apply for 3000SEK for running the pub -compensation and dinner for the staff (5persons): Approved.
- ii. Stress management seminar / after-work - Tuesday Oct 22: Apply 1000SEK for 2 person for staff : Approved.
- iii. Nail salon + fake tattoos - Wednesday Oct 30 : apply for 3000SEK for running the pub -compensation and dinner for the staff (5persons): Approved.
- iv. Nov 22 -- suggested cocktail themed

b. Halloween Gasque

- i. Deal with Exresan
- ii. DJ set
- iii. Digital songbook - QR code → Google doc (no paper waste)
- iv. Best costume award - ideas? Chapter merch?
- v. Return of keys and payment on Monday
- vi. Return of alcohol - NKM will buy if we have remaining alcohol
- vii. What is left?
 1. bracelets for the event (or something to indicate you checked in),

- 2. tickets for alcohol at the AP,
 - 3. orders (Systembolaget and ICA),
 - 4. fill remaining spots (not that many).
 - c. End of the year event at Proviant with glögg
Board positive of the idea.
 - d. FEST and STAD training
Have 4 new people getting STAD training
 - e. Sport events
 - i. Extend schedule at KTH hallen:
 - 1. keep the same schedule
 - 2. during spring 2025
 - 3. have the full hall, not only half.
 - ii. KTH olympics - futsal Idea: promote it at futsal Tuesday and/or reach out to the PhD chapter team that Zoe has gathered
11. Chairperson: Elections ideas
- a. Elections in a few months.
 - b. Crucial positions up for elections.
 - c. Fun events to promote the positions: specific event not to be organised, but to be promoted in any event the chapter is organising.
12. Speakers at the Doctoral promotion: 15th of November: Doctoral promotion/ceremony at the townhall : need to choose a graduated student to make a speech.
13. eISP promotion/communication:
- a. Promote the importance of eISP: Should be included in the on-boarding for doctoral students. However, this should be the responsibility of KTH, not the Chapter. Supervisors need to be better educated on it too. Also use the overview page of the eISP to explain the importance along with what to do if there are disagreements in the eISP content.
 - b. Have a title section clearly stating the need to express how the salary ladders will be reached.
 - c. A feedback box for the ISP would also be good.

Decisions: [10 min]

14. Elect Hemanth Venkatesan as a representative of the PhD Chapter in Kårfullmäktige at THS.
Unanimously approved.
15. Decide whether the chairperson of the PhD Chapter should be monetarily compensated, instead of time compensated for their representation on the University Board.
- a. could be an incentive to take this responsibility
 - b. this representation position will not be part in the time compensation report anymore if this goes through
 - c. The whole board agrees that monetary compensation would be preferential.

Approved per capsulam decisions:

2024-09-26: Ebba Cederlöf (SCI council) has requested 7170 sek for funding for a climbing event for 50 students.

2024-09-27: Mattias Åstrand (Event Manager) applies for the following funding for PhD chapter-themed t-shirts:

- 10 000 sek for sports shirts of various sizes.
- 5 000 sek for DrInK shirts of various sizes - to be given to all members of DrInK, regularly working at pubs.
- 300 sek for shipping.

Sports shirts will end up costing ~130 sek per shirt (cheaper now that the order has been made larger with DrInK shirts as well), while the DrInK shirts are more expensive and cost ~270 sek.

2024-09-30: Hemanth Venkatesan (Treasurer) requests 3000 SEK for Chapter Board Members to attend Flygsektionen's Jubileum as representatives from our chapter.

"I request the chapter to pay half of the ticket amount for the event, which is half of 1700 SEK for both Matt and me and half of 1300 SEK for Ugne (she is attending as a flagbearer). In total, the chapter will pay 2350 SEK for the tickets. In addition to this, the chapter is expected to present a gift to Flyg, hence I'm rounding off the amount to 3000 SEK. Everyone needs to vote."

2024-09-30: Mattias Åstrand (Event Manager) requests 120 000 SEK for a Halloween gasque on the 1st of November.

"I would like to apply for funding for the Halloween gasque on Nov 1. The event will consist of a welcome drink + mingle, followed by dinner, then after-party with a DJ set, all in Nymble. This is a break-down of the cost:

- Catering: 50k
- Systembolaget: 17k sek
- Mingle and non-alcoholic beverages: 3k sek
- Personnel, missing equipment (cutlery) and decorations: 20k sek
- RN Eventteknik for sound/lightning equipment + DJ set: 15k sek
- Rent of Gasquen+Köket for Friday afternoon/night: 4000 sek
- New halloween Dr patch: 2000 sek

Students will be asked to pay 100 sek to buy a ticket for the event. In total, I apply for: 120 000 sek (more than the sum, to give myself and the staff some buffer)."

2024-10-01: Fabio Marco Monetti (ITM) requests 1000 kr for a student meeting (10 people) within the IPU department to discuss updates on the new ASP publication and compare with other departments. The breakdown of costs are as follows:

- Fikabröd/kakor: 10 x 75 kr = 750 kr
- Kaffe: 10 x 25 kr = 250 kr

2024-10-01: Naveen Agarwal (SCI) requests 6000 kr for a lunch seminar by KTH Career Support focused on career guidance for Ph.D. students in the Engineering Mechanics department. The breakdown of costs are as follows:

- Lunch: 30 x 200 kr = 6000 kr

2024-09-30: Mattias Åstrand (Event Manager) requests 4000 SEK to run a Halloween pub.

"I would like to apply for funding for the nail salon and temporary tattoo Halloween pub on Oct 30

- 1500 sek for tools (UV lamp, brushes, tweezers, sticks), stickers, extensions, coating, nail polish etc.
- 500 sek for the tattoos
- 2000 sek for pub running costs (gift cards and food for whoever will be working)

In total, 4000 sek (probably overestimating but better to have a buffer)"

2024-10-04: Saumey Jain requests 3000 kr for the upcoming quiz night pub prizes. This amount does not include the pub running costs. Max. team size - 5; easy enough to divide it among the team members.

- 1st prize - 1500 kr
- 2nd prize - 1000 kr
- 3rd prize - 500 kr

2024-10-04: Anastasios Skoufas and Boel Berg Vincent (ABE) request 4950 kr for a quiz night including a potluck dinner for new Ph.D. students. Event is for 15 people. Here's a verbatim copy of the description:

"The quiz night, including a potluck dinner, would serve as a smooth transition to the KTH doctoral life of our new doctoral colleagues. We will have the opportunity to get to know each other more, have fun during the quiz, and try some food from different countries. The idea is for the chapter to provide some food starters (e.g., catering), and the prizes of the quiz night winners. We are going to bring our snacks from our home countries (potluck dinner)." The breakdown of costs are as follows:

- Dinner: 15 x 250kr = 3750 kr
- Stanley water bottle for the ultimate winner of the quiz night: 600 kr
- KTH water bottles for the rest of the quiz night's winning team: 3 x 200kr = 600 kr

2024-10-04: Henrik Johansson and Enno Breukelman (EECS) request 17510 kr for a bowling event at Birka Bowling for EECS Ph.D. students (80 people). 17 bowling lanes will be used for 2 hours. The cost breakdown is as follows:

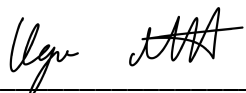
- Bowling Lane (515 kr/hr): 17 x 1030 kr = 17510 kr

2024-10-09: Steffen Hammer (ITM) requests 1300 kr for an event named "EGI PhDs Innebandy tournament". The expected number of participants is 15, and the cost breakdown is as follows: 2 x KTH Hallen field rent + innebandy stick rental: 1300 kr

2024-10-09: Zoé Barjot (Council Coordinator) requests vegan cake for the swap event on tuesday, for 25 persons, with a budget of 1570SEK (56SEK/persons).

Meeting closed 18:02

Signed by:



Ugne Miniotaite - Meeting Chairperson



Zoé Barjot - Meeting Secretary



Ellymay Goossens - Minutes Checker