

# CPPC board meeting 2019-12-04

by Mathias Hoppe

December 6, 2019

---

**Participants to the meeting** Adriana Canales Ramons, Mathias Hoppe, Sara Nilsson, Konstantinos Papadopoulos, Mikael Valter (observer), Gustav Åvall (observer). Nitesh Raj Jaladurgam was absent.

## Contents

<b>1</b>	<b>Opening</b>	<b>1</b>
<b>2</b>	<b>Establish agenda</b>	<b>1</b>
<b>3</b>	<b>Introductions</b>	<b>2</b>
<b>4</b>	<b>Follow-up of last meeting</b>	<b>2</b>
<b>5</b>	<b>General Assembly (GA)</b>	<b>2</b>
<b>6</b>	<b>Handover</b>	<b>2</b>
<b>7</b>	<b>Introduction day</b>	<b>3</b>
<b>8</b>	<b>Department advisory team meeting</b>	<b>3</b>
<b>9</b>	<b>Announcement of new board</b>	<b>4</b>
<b>10</b>	<b>CPPC email and Box</b>	<b>4</b>
<b>11</b>	<b>Next meeting</b>	<b>4</b>

## 1 Opening

The meeting was opened by Sara. Mathias was made secretary.

## 2 Establish agenda

- Add point about introducing ourselves (added as 3).
- Add point about electing vice chair (added to 6).
- Add point about giving access to CPPC email and Box (file sharing) to new board (added as 10).

The agenda was approved with the above listed modifications.

### 3 Introductions

Since this was the first meeting of the CPPC board for 2020, the board members introduced themselves.

### 4 Follow-up of last meeting

There were no issues to proceed with from the former meeting. During the last meeting, most focus was put on the Introduction Day and the CPPC General Assembly, both which have dedicated bullet points on the agenda for this meeting.

### 5 General Assembly (GA)

- The minutes from the GA are in adjustment. Some structural changes have been requested. The CPPC statutes stipulate that the minutes must be published at most three weeks after the meeting, which will be done.
- The auditor for the CPPC board of 2019 (Adam Arvidsson) recommends freedom from liability for the board. Freedom of liability for the board may only be granted by the GA, and so this will be voted upon during the next GA (tentatively held during the end of 2020).
- The CPPC annual report for 2019 has now been signed by all members in the board for 2019 and can be archived.

### 6 Handover

#### Election of vice chair

- The board decided to elect Konstantinos to vice chair of the CPPC board.

**Responsibilities** The responsibilities of the chair and vice chair were discussed:

- Chair
  - Be main contact person for the CPPC board (handle emails)
  - Disseminate information to the board
  - Represent board at meetings (with Department head, vice head etc.)
  - Chair board meetings
  - Establish meeting agendas
  - We note that the statutes stipulate that only the chair may sign for the organisation (“firmateckning”).
- Vice Chair
  - Assume chair responsibilities when the chair is not present (i.e. attend meetings which the chair cannot attend, lead board meetings when the chair is absent etc.)

- Join the chair of the board at meetings with the Department head and vice head.

On the topic of chair responsibilities, the question of how to proceed with potentially “confidential” information (mainly regarding PhD student’s issues) brought to the attention of the chair, or any board member, was brought up. On this specific question, it was decided that permission should first be sought from the person contacting the board before the information is shared among the board members, and/or with outside parties (study directors, department leadership, DOMB etc.). It was however decided that the board should return to this question and **discuss it in more detail at a future meeting.**

## 7 Introduction day

- An introduction day was held for new PhD students at the Physics department last Thursday (28/11). CPPC was represented by Gustav, Sara and Mathias. Gustav gave a presentation about CPPC to inform the new students about the fact that CPPC exists, the work CPPC does, and how to contact us.
- **Sara will ask Lena for permission to send the presentation to all students.**
- The format of our Introduction Day presentation was discussed, and it was concluded that since the Introduction Day will most likely soon be replaced by an introductory course, the presentation is good enough as it is.

## 8 Department advisory team meeting

- Held last week. CPPC represented by Sara.
- A set of “tools” is currently being introduced in the graduate school, which is designed to help PhD students and their supervisors discuss their roles and expectations of each other.
- Results from the recent Chalmers-wide sustainability survey were presented. It was noted that due to current accounting practices, the Department does not have statistics for the number of flights versus train trips made by employees in their work.
- Regarding gender equality at the department, it was noted that two attempted recruitments of new female faculty members failed far into the recruitment process. New assistant and associate professor positions will be announced, and hopefully they can help improve gender equality at the department.
- Results from the employee survey confirm the hints seen previous years, namely that female employees (total 10 respondents) perceive their work environment more negatively than their male colleagues. To try to improve this, a new gender equality council will be formed and should start in the beginning of 2020. Three PhD students are on the council, and additionally one representative from CPPC (Sara) will participate.

## 9 Announcement of new board

- The new board should be announced in the Physics department newsletter. **Adriana will draft an announcement for the newsletter.**
- It was suggested that perhaps CPPC should send out a newsletter a few times a year with information for the students. The initial idea was rejected due to that we consider it unlikely that PhD students would actually read the information in the newsletter.
- Instead of a newsletter for distributing information, it was suggested that we put information on the various TV screens located around the department. The information should be brief and contain links (perhaps in the form of QR codes) to more detailed information. **Adriana will check who is responsible for the screens (Helen Rosenfeldt) and ask about details for putting things on them.**
- **Adriana will also talk to Helen about taking a group picture of the CPPC board for 2020.**

## 10 CPPC email and Box

Sara will make sure that Adriana and Konstantinos have access to the CPPC email address as well as our common Box (for file sharing).

## 11 Next meeting

The next CPPC board meeting will tentatively be held on January 20th at 13:00 in F5002 (assuming Nitesh is also available for this time).