

Agenda, DS Board Meeting #HT17-1, 2017-08-31

Time: 14.00 - 17.00

Place: Luftbryggan A810, MC2 Building, Chalmers University of Technology

Point on the agenda

Rapporteur

Attachments:

List of attendance

Opening of meeting

Maria declares the meeting open.

Election of meeting officials

Chair – Maria Ekström

Secretary – Cristina Rigato

Adopt the minutes – Marco Longfils

§1. Approval of agenda

No additional comments, agenda approved.

§2. Meeting notice in due order

Yes, confirmed

§3. Minutes from previous meeting

No previous meeting notes.

§4. Practical information

Maria gives practical information to the new board members regarding:

- Slack, DS box, DS email list: everyone has access to these information channels
- GA + DS board meeting notes: they should be uploaded on DS webpage no later than 14 days after the meeting; for the template the members are encouraged to look at old minutes on the webpage and use the agenda as a guideline. The minutes are to be sent to Maria and the reviewer for approval and changes suggestions, then to the reviewer and Maria for final signatures. After the meeting minutes are signed they should be sent to Anna, who will scan the meeting minutes and ask one of the webpage responsible to put them online together with the attendance list. She will also store the original signed document.
- DS webpage: all members should be familiar with the content on the webpage, for example members of the board are encouraged to use the FAQ questions of the DS webpage as a source of information

§5. Key topics from the committees and activities

The division of the activities is approved with one change: the Supervisor of the Year team is decided to be Marco, Tomasz and Mikael.

The members are encouraged to have handover meetings as soon as possible, and to make a plan of the year for their activity using summary and best practice files available in the DS box.

Reports from the activities:

- 1) Accounting *Anna*
The budget will be set after the board has agreed on the plan of operations and division of activities. Each member needs to decide whether they want their compensation as salary or departmental duty. Further information will be sent by Anna via email together with the form to be filled in.
- 2) Work environment and equal opportunity (AJK) *Julia*
Nothing to report. Julia will contact Onur for handover meeting.
- 3) Chalmers AB Board *Maria*
Nothing to report.
- 4) Chalmers committee for internationalization (CKI) *Milene*
The activity will not start this year and will be therefore removed from the list.
- 5) Chalmers research foundation *Milene, Michael*
The date for the first evaluation has been decided.
- 6) Chalmers workfare (CHARM) *Joakim, Giulio, Dan*
A meeting with Olof is scheduled for week 36 to discuss about the planning of new activities.
- 7) DOMB contact *Hanna*
Nothing to report.
- 8) DS homepage *Tomasz, Anand*
Several documents before only available in Swedish have been translated to English and are now available on DS page under the "Documents" section. The members are encouraged to share the news in their local councils.
Maria suggests an update of departments' names and local PhD student councils on the webpage.
- 9) Election committee *Sobhan, Marco, Anand*
Summary and best practice documents from 2016/17 are now available in the Box.
- 10) Facebook *Maria (Anna), Julia*
Information about the new requirement for PhD students to sign up for the exams was published. All the members are encouraged to follow the DS Facebook page.
- 11) Faculty council *Joakim*

During the first meeting of the faculty council, it was announced that Chalmers foundation has surplus funds to be invested in large projects that the faculty council can submit proposals for. One idea is to invest in making Chalmers a more attractive employer, and everyone is invited to give suggestions about how this could be achieved. One proposal is to institute grants for supporting periods abroad for PhD students and postdocs. A new Slack channel has been created appositely for the discussion.

12) FUN

Anna, Siri

Karin Andersson is currently taking the role of Deputy Vice-Chancellor as a substitute of Mats Viberg for at least 6 months. The official meetings will start on week 36.

13) Individual study plan

Mikael

Mikael took contact with Oskar, the previous responsible for the activity.

14) Introduction day

Sobhan

Sobhan took contact with Elke, the previous responsible for the activity. She will send him the updates and information needed. From this year, Magnus Åkerström will be responsible for talking about work rights and responsibilities instead of the unions.

15) Investigation of Departmental Duty

Mikael

Mikael took contact with Oskar.

16) Library Council

Nadja

Nothing to report.

17) Local PhD student council reach out

Sobhan

Nothing to report.

18) Newsletter

Mursalin, Giulio

The dates for the newsletter releases have to be planned. The first one should be preferably sent out before the general assembly on 21/11. Everyone is welcome to contribute with topics. So far, in the next newsletter:

- interview with DS chair Maria and vice chair Anna
- new requirement about signing up for exams via the doctoral student portal.

19) PhD portal

Mikael

Mikael will make sure that the issue with the exam registration link is solved. Britt-Marie is no longer responsible for the portal, and Anna will try to find out who is the substitute.

20) PhD survey

Maria

Chalmers vice head Karin has expressed interest in collaborating in the survey. Work in progress.

21) PhD work environment

Patric

Nothing to report.

- 22) Reference group for e-publication (Repub) *Nadja*
Nothing to report.
- 23) Research misconduct *Cristina*
Nothing to report.
- 24) SACO and Wage negotiations *Jonas*
The negotiations will start week 36. Jonas receives some suggestions from the members on topics that can be discussed:
- vacation days: apparently in some more recent contracts it is stated that all the vacation days have to be taken before the end of the contract. Need to find out if that is the case, and otherwise how the vacation days are paid when not entirely used.
 - Trygghetsstiftelsen: many PhD students don't know about Trygghetsstiftelsen and that they are automatically members when employed by Chalmers. It is also not clear how and who would take care of compensation in case of unemployment after the end of the contract if the PhD student was member of another union in addition to Trygghetsstiftelsen.
- 25) Social activities *Cristina, Michael*
Nothing to report.
- 26) Student union board meetings (monitor) *Maria*
Nothing to report.
- 27) Supervisor of the year *Marco, Tomasz, Mikael*
Nothing to report.
- 28) Swedish national PhD council (SFS-DK) *Dan*
Dan is not present to the meeting. He emailed a summary the activities. The main point is that the Swedish government is going to establish a national agency for preventing research misconduct. The government asked SFS what SFS think about this proposal. SFS-DK replied positively.

§6. Plan of operation

Everyone that finds any mistake in the plan of operation is encouraged to send errata to Maria. CKI will be removed from the plan of operation 2017/18. One suggestion is to add a surveys or end-talks for PhD students after they complete their degree or if they drop out. This will be brought up by Anna in the next FUN meeting where she will meet Magnus.

§8. Actions, updates or follow-up from last meeting

Status of Task List (find it below)

§9. Actions for next meeting

Status of Task List (find it below)

§10. Other issues

A question is raised on whether personal development meetings (different from the mandatory appraisal meetings) are compulsory: no, they can be arranged upon need.

§11. Closing of the meeting

The meeting is closed one hour ahead of schedule.

Upcoming board meetings:

- 26/10, time 14-17, room Luftbryggan A810, secretary Joakim, reviewer Mursalin
- 25/11, time 14-17, room Luftbryggan A810, secretary Siri, reviewer Sobhan
- 5/4, time 14-17, room Luftbryggan A810, secretary Giulio, reviewer Nadja
- 13/6, time 14-17, room Luftbryggan A810, secretary Michael, reviewer Tomasz

GA (General assembly)

- 21/11, time 12-13, Hörsalsvägen HA1, secretary Dan, reviewer 1 Hanna, reviewer 2 Milene
- 8/5, time 12-13, Hörsalsvägen HA1 (to be booked), secretary Mikael, reviewer 1 Anand, reviewer 2 Julia

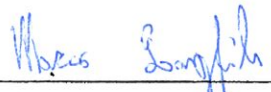
TASKS from last meeting/for next meeting:

TASK	RESPONSIBLE	STATUS
Handover meetings	All	
Make a plan of the year for the activities	All	
Introduction days – contact Magnus Åkerström	Sobhan, Anna, Maria	
Newsletter: interview with Chair and Vice	Maria, Anna	
Local PhD board info on webpage	Sobhan (in collaboration with all)	
Update departments names on webpage	Anand	
Send information to Jonas about A-kassa	Maria	
Complete and send out the plan of operation	Maria	
Talk with Magnus Åkerström about follow-up talks	Anna	


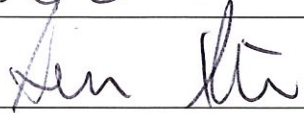



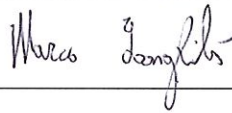






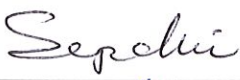



Signatures:


 Chair, Maria Ekström


 Secretary, Cristina Rigato


 Adopting minutes, Marco Longfils

Attendance list DS board meeting August 31 2017

First name	Last Name	Department	Signature
Maria	Ekström	MC2	
Anna	Köhler	SEE	
Jonas	Sundell	ACE	
Tomasz	Kosinski	CSE	
Joakim	Strandberg	SEE	
Marco	Longfils	M	
Cristina	Rigato	SEE	
Siri	Jagstedt	TME	
Hanna	Rydehell	TME	
Mursalim	Sajib	Bio	
Nadja	Holtryd	CSE	
Dan	Li	IMS	
Sobhan	Sepehri	MC2	
Anand	Harihara	F	
Michael	Saccullo	MC2-TM	
Mikael	Valter	F	

Milene	Gomes	K	<i>Milene Gomes</i>
Patric	Kvist	K	
Giulio	Calcagno	K	<i>Giulio Calcagno</i>
Julia	Orlovska	IMS	<i>Julia</i>