

Minutes meeting PhD council, September 20, 2017, 14:00 - 15:00

Present: Jorinde, Maria, Marc, Milo, Ruben, Erik

1. Structure and continuity

Jorinde and Marc have a proposal to appoint a 'board' of the PhD council, so that there are some people to carry more responsibility and get things done. The board consists of a president, a secretary and a webmaster and would get changed every year. We would aim at acquiring 3 new members to the PhD council every year. The board period would run from November to November, with some overlap with the new board to transfer knowledge and experience. We agree to the structure of the board. There is some discussion about how strict the one-year period should be, and we agree that we may deviate from the guidelines if necessary. We choose Jorinde as president, Erik as secretary and Milo as webmaster.

2. Year planning

We agree to have lunch meetings during the Topical Lectures. This would mean that we have three lunch meetings per year. We plan to have some PhD 'start event' where we could introduce new PhD students to the council and also recruit new members for the council. We plan to meet with the council about 6 times per year, and we have to see which dates would be best, for example around the OSAF meetings, which are 2-3 times per year.

3. NNV candidate

The NNV has asked for a member of the PhD council to give input into their meetings, that are once per year. Maria will be this representative.

4. Complaint infrastructure

Pieter van Braam van Vloten has given the council the advise to not make someone's problem ours; we should rather direct the student to the where he or she would solve the problem (i.e. the C3-member, IT, supervisor, ...). We do agree that if there is a general problem, we would work on this.

5. Transparency, communication and documentation

We decide that there should be a 'status email' written by the secretary to the PhD students about once or twice per year, to keep people updated and reminded that we exist. The meeting minutes can be online, though we do not expect that people will read the boring minutes very much unless Erik's writing improves dramatically. We agree that we will document parts of the PhD council that work well so that next councils do not have to reinvent the wheel.

6. PhD council mail

Milo will get the email address working (is working now; the mail address is phdcouncil@nikhef.nl).

7. Website

There is already a basic PhD council website, which is a clean starting place with already some content in place. Milo has a proposal for more content, and we divide some tasks to

write this content. All PhD council members should have write access to the website, so we can put this content on ourselves or ask the webmaster. Milo will start bothering us if we don't deliver :)

Milo has made a comment or complaint form on the website, which enables us to collect (anonymous) comments or feedback.

8. Any other business

There will be a proposal for the date of the next meeting, which depends on the dates of the OSAF meeting and topical lectures.