



PolyDoc General Assembly N°7, December 7th 2023, 17:00

By Berlind Vosberg

Members present: (cf. Annexe 1)

Meeting opened at 17h10 via Zoom and in ELA 1, in-person on EPFL campus

Agenda

1. Welcome
2. Organizational
 - a. Become a member
 - b. Explain the voting procedure
 - c. Approval of the Agenda
 - d. Approval of the [Minutes of the GA of 2022](#)
 - e. Modifications to the Statutes
3. Report of Activities
 - a. Ongoing and Future Projects
4. Approval of the Accounting 2022-2023
 - a. Accounting and Balance Sheet
 - b. Auditor's Report
5. Discharge of the Committee 2023
6. Approval of the Budget 2024
7. Elections 2024
 - a. Committee
 - i. President (1)
 - ii. Vice-president (1)
 - iii. Treasurer (1)
 - iv. Other Roles (2-6)
 - b. Auditors (2)
1. Various

1. Welcome and Agenda

The current president Sourabh Kuppanda Jafri opens the GA and welcomes everyone in person and via zoom. He explains how the GA will go down and gives some basic information about PolyDoc. Sourabh points out that everyone willing to vote will need to be a PolyDoc member. Everybody voting will directly become a member. This process does not change anything for the members but raises the credibility of PolyDoc. He finishes this part by giving an overview of the agenda.

2. Organisation

a. Become an official member

Sourabh shows how to become an official member for PolyDoc via this link:

<https://groups.epfl.ch/cgi-bin/groups/addme?groupid=S21361>.

b. Explanation of voting modalities (google forms)

Shardul explains that the voting this year will take place via a google docs. The link to access the document is:

<https://go.epfl.ch/polydoc-GA23>

A test case is performed where 16 people out of 16 attendees respond. After initial troubles, the link is working fine.

Note: Votes missing from the tool will be counted as abstentions.

c. Agenda of 2023 GA

Approval of the Agenda of the 2023 GA (see above).

Approval of Agenda

Vote: % for out of 16 participants

Yes - 100%

No - 0%

Abstention - 0%

The Agenda of the 2023 GA is accepted without remarks.

d. Minutes from General Assembly 2022

Approval of the [Minutes of the GA of 2022](#)

Approval of Minutes of the GA of 2022

Vote: % for out of 16 participants

Yes - 94%

No - 0%

Abstention - 6%

The minute of the 2022-2023 GA is accepted.

e. Statutes modification

There was no statute modification to be voted on.

3. Report of activities 2022-2023

The goals of the PolyDoc association were explained: developing a PhD community, offering a frame of cooperation, communicating important information, and consulting with various EPFL bodies to ensure PhD representation.

Didi thanks EDOC for the funding that allows PolyDoc activities to be possible.

- **In-person and Online Apéros/Events:**
Apéros were planned to be organized approximately once a month starting in February for PhDs to meet, both for social and informative purposes. All Apéros were held in-person.
 - February 2023 – Apéro (~120 PhDs)
 - April 2023 – Apéro (~150 PhDs)
 - May 2023 – Apéro (~80 PhDs)
 - August 2023 – Joint BBQ with EPDA and Indian Associations (~200 PhDs and PostDocs)
 - August 2023 – Apéro (~100 PhDs)
 - September 2023 – Apéro (~120 PhDs)
 - September 2023 – Apéro Campus Fribourg (~35 PhDs)
 - October 2023 – Apéro (~90 PhDs)
 - November 2023 – Apéro (~110 PhDs)
 - December 2023 – GA with Apéro (~20 PhDs)Sourabh mentioned that the attendance in all Apéros were good and especially joint Apéros should be initiated more.
He further thanked all the people helping to organize those Apéros, especially our group of helpers which are much appreciated.
- **Events in Antenna Campuses:**
Didi explains that PolyDoc is trying to create communities on the EPFL antennas. The idea is to get contacts at each antenna to have them organize events and liaise between them in the spirit of their EPFL attachment.
 - Fribourg: PolyDoc helped to organize an Apéro in Fribourg which was appreciated (~30 PhDs)Sourabh mentioned the importance of being connected with the Antenna Coordinator to give the PhDs in the antennas a community feeling. Therefore it would be nice to have an Antenna coordinator from of these campuses to better understand their needs and concerns.
- **Other activities**
PolyDoc organized several seminars regarding the scientific development of the students. There were talks about scientific publishing and entrepreneurship in collaboration with EPIC. To help the students to network and connect, PolyDoc participated in the organization of the PhD Welcome event with EDOC as well as a joint Triviapoly night together with EPDA. Also, a booth at the VivaPoly event were organized with ACIDE and EPDA. All of events were a big success and similar things will hopefully be organized next year as well. The seminars on Suisse taxation and the Swiss pillar system helped the students to understand the legal system in Switzerland a bit better. Both events were organized together with EPDA.
- **PhD representation**
The main activities were to coordinate with PhD student representatives and exchange information, communicating via a slack channel. PolyDoc coordinated

to keep all new representatives included in relevant groups. During this year PolyDoc emphasized that getting a get together of the reps before the CDoct meeting.

In collaboration with EPDA and ACIDE, PolyDoc wrote two response to consultations regarding following topics:

- [Extension of the expert status for the Master's thesis to internal collaborators](#)
- [“ERI Dispatch 2025–2028”](#) (pp. 34–40)

PolyDoc sent representatives to the following task forces, working groups, steering committees and other boards: TA load, Mental Health, Parent Network, Annual Report, Alumni Portal, on the satellite campus survey, and for meetings with the External Audit commission.

4. Ongoing and future projects.

Maintaining approximately one Apéro a month. PolyDoc would like to continue developing Apéros in the antennas and continue collaborating with other EPFL services and associations.

Continued collaboration with PhD representatives, through slack but also the newly introduced Pre-CDoct meetings, as well as Council/Assembly members. Organization of single events like Christmas events, trivia evenings, hiking weekends in Switzerland, climbing hall outing, and game nights were proposed.

Continue supporting the grassroots initiatives from the PhD community. The new committee position of the Initiatives Coordinator was helpful in this regard and will be continued.

PolyDoc also plans to host information sessions on taxes, the Swiss pillar system, immigration laws and possibly related issues. Such events are foreseen and a close collaboration with EPDA and ACIDE is wished.

Call for motivated students to contribute with ideas and help with the events; any other ideas could be proposed by the members, which PolyDoc will help organize.

Having a monthly newsletter distributed to all PhD students will hopefully motivate and help with finding the right working group.

Discussion with ACIDE and EPDA were started to merge the three association into one group facilitating the administration, finances and especially the formal representation within EPFL. So far, no results have been presented and the discussion will continue in 2024 hopefully leading to a positive result.

5. Approval of accounting for 2022-23

a. Accounts for 2022-23

Jakob presented the balance sheet for 2022-23. Assets, Equities and Liabilities were detailed. Expenses and earnings were reported.

The Assets from the 01.12.2022 (start of PolyDoc accounting year) where CHF 4'124.77 with no liabilities. The budget of PolyDoc had foreseen expenses of CHF 14'180 and an income of CHF

10'500.00. A budgeted loss of CHF 3'680.00 would have reduced the reserves of PolyDoc to CHF 444.77 in accordance with EPFL guidelines.

Regarding income, PolyDoc had a total income of CHF 10'500.00. This funding comes entirely from EDOC, the financing body of PolyDoc. The difference to the budget stems from the non-participation on Vivapoly.

Regarding expenses, PolyDoc total expenses came to CHF 8'882.36. The excess to the budget consists thus of CHF 1'117.64. This difference stems several Apéros which didn't take place due to lack of organization and space at EPFL. The expenses remained below the budget in all categories but the administrative account. The excess of money spent for administrative purposes is CHF 190.00. This delta stems from a double payment for new banking cards and underestimating several fees. No money was spent on transportation as the COOP delivered the food and drinks for the Apéros.

Apéros were the largest expense. EDOC was the largest source of income. In total PolyDoc retained a gain of CHF 1'117.64 for 2022-23.

The details of the expenses can be found below. PolyDoc further started a cashier as the payment for drinks at Apéros by satellite is handled in cash. We detail the bank account value and the amount of cash retained for on the 30.11.2023 also below.

Expenses			Income		
	Budget	Actual		Budget	Actual
Vivapoly	CHF300.00	CHF113.98	Vivapoly	CHF500.00	CHF0.00
Aperos Lausanne	CHF7,500.00	CHF6,643.95	Fundings	CHF10,000.00	CHF10,000.00
Aperos Antennas	CHF1,200.00	CHF400.00	Aperos sponsoring	CHF0.00	CHF0.00
Representative Networking	CHF1,200.00	CHF525.00			
Third-Party-Services	CHF1,750.00	CHF666.43			
Special Events Lausanne	CHF1,300.00	CHF293.00			
Administrative	CHF150.00	CHF240.00			
Transportation	CHF200.00	CHF0.00			
Advertising	CHF200.00	CHF0.00			
Committee	CHF380.00	CHF0.00			
Total	CHF14,180.00	CHF8,882.36	Total	CHF10,500.00	CHF10,000.00
Retained Earnings:			CHF1,117.64		

Assets		Equity & Liabilities	
Postfinance Account	CHF5,208.11	Capital Stock (01.12.2022)	CHF3,579.77
Cash	CHF34.30	Cash Stock (01.12.2022)	CHF545.00
		Liabilities	CHF0.00
		Retained Earnings	CHF1,117.64
Total	CHF5,242.41	Total	CHF5,242.41
Equality: TRUE			

b. Reading of the Auditors' report

Sourabh displays the auditor's report and Jakob repeats a short overview.

The auditors, Antoine Hoffmann and Andreas Möri, have carried out a limited review of the annual accounts of PolyDoc according to Art. 727 ff. Code of Obligations for the period 01.12.2022 – 30.11.2023 with total earnings of CHF 10'00.00 and total expenses of CHF 8'882.36. The total assets on the 30.11.2023 amount to CHF 5'242.41. The treasurer was well organized and well prepared with tracking all expenses.

No circumstances were found that indicate that the annual accounts and the allocation of the profit do not comply with the law or the statutes. The accounting is complete and all expenses are justified by an invoice or receipt.

The auditors thus recommend the general assembly to approve the accounting of the aforementioned period.

At this point there were no more questions and the presidency of PolyDoc proposed to vote on the accounting of the 2022-2023 period.

Acceptation of the accounting
Vote: % for out of 16 participants
 Yes - 94%
 No - 0%
 Abstention - 6%

The accounting 2022-2023 is accepted.

6. Discharge of the Previous Committee

Sourabh asks for the global discharge of the committee after having heard about the activities report, the ongoing projects and the accounting. Sourabh asks if there is any opposition against a joint and global discharge of the committee. No one opposes the joint and global discharge.

Acceptation to discharge the previous committee

Vote: % for out of 16 participants

Yes - 84%

No - 0%

Abstention - 16%

The 2022-2023 committee members are discharged.

7. Budget 2023-2024 approval

Andreas presents the proposed budget for 2023-24, highlighting that it is based on the assumptions on the last few Apéros on campus, participation in VivaPoly and new projects discussed during the year.

Regarding the income, PolyDoc expects funding from EDOC at CHF 8'000.-, which is less than in previous years. This is mainly related to budget cuts in the ETH domain. The expected expenses were adjusted regarding the too high proposed needs from previous year. The funding from VivaPoly was adjusted due to the lack of funding in 2022.

Regarding expenses, PolyDoc expects to spend CHF 300.- at VivaPoly. Apéros in Lausanne are budgeted at CHF 700.- each, with 10 Apéros across the year, for a total of CHF 7'000.00. This part of the budget has been decreased as of budget cuts. PolyDoc budgeted CHF 1'200.- for one Apéro at each antenna campus except Geneva (CHF 400.- per Apéro per antenna), with the intention of being able to return to EDOC to ask for more funding if the antennas want to host more Apéros. The Third-Party-sponsoring is reduced to CHF 1'000.00 depending on the number of seminars/workshops that are planned throughout the year. PolyDoc budgets CHF 1'000.- Student Representative networking events before CDoct meetings. We expect four such meetings at CHF 250.- each from the experience during the year- Sponsoring of Apéros from external bodies is budgeted at CHF 0.-. Administrative fees are increased compared to the 2022-2023 budget several unexpected fees that arose in 2023. Transportation costs and advertising are based on the 2022-23 budget with advertising reduced by CHF 50.00. A reduced budget of CHF 350.- is proposed as money for the committee, which should be partially used for advertising and t-shirts, where the profit of Vivapoly is also intended to be used to be spent freely as appreciation of the committee.

Total expenses are budgeted at CHF 12'050; Total income is at CHF 8'300. Retained earnings would be - CHF 3'750.00. With the remaining money on the accounts this would arise to a buffer of CHF 2'000.- by the end of 2023-2024 until the new budget for 2024-2025 is approved.

The general assembly was asked to approve the proposed budget. The account balance is kept to be used to account for any unforeseen or supplementary costs.

Acceptation of the 2023-24 budget

Vote: % for out of 16 participants

Yes - 86%

No - 0%

Abstention - 14%

The budget 2022-2023 is accepted.

8. Elections

a. Committee Election

The committee for 2023-24 has the same structure as in the previous year. No vote is taken on the proposed structure of the committee.

The Committee is elected for one year by the members present at the General Assembly. Each position is described, and then the candidates present themselves. The voting process is done via an anonymous Google form.

i. President (x1)

The President represents the committee and coordinates communications with EDOC and the School, and is the main point of contact for requests of new collaborations. They will delegate jobs to other members of the Committee when needed. They organize regular board meetings and the GA. The President approves the communications of the association, can speak on the name of PolyDoc and represent the association financially.

Candidates:

Berlind Vosberg: She is a first-year PhD in Material Science. Since starting her PhD, she attended several PolyDoc events seeing them as a great opportunity to get in contact with many different people across campus and doctoral schools. Now she was to get a deeper insight what is behind this association and contributing to it to make it visible on campus. She thinks her best way to do this is being elected as president and although just being in the first year of her PhD, having enough experiences throughout her university life to fulfill this duty in a great way.

Sally Cheung: she is a bioengineering Ph.D. student with a passion for organizing events that foster collaboration within the research community and facilitate networking among professionals. Her active engagement in EPFL's political landscape among faculty council and ACIDE reflects my commitment to enhancing our academic environment. EPFL serves as an excellent platform for forging connections and discovering our individual identities within this vibrant community. She is enthusiastic about the potential of PolyDoc to embody these ideals and contribute positively to the EPFL experience.

Vote: % for out of 16 participants
Berlind Vosberg - 50%
Sally Cheung – 43%
Abstention - 7%

Berlind Vosberg is elected President

The audience gives an applause.

ii. Vice-president (x1)

The Vice-president assists the President in tasks, and can replace the President when needed.

Candidates:

Sally Cheung: same intensions as for president.

No other candidate presented themself.

Vote: % for out of 14 participants
Sally Cheung - 93%
Abstention - 7%

Sally Cheung is elected Vice-President

iii. Treasurer (x1)

The Treasurer manages the bank account, controls the budget and prepares the annual accounts for the GA. The Treasurer must be aware of all the incomes, expenses and budget operations of the association and can represent the association financially.

Candidates:

Shardul Chiplunkar: He is a student in EDIC who served on the PolyDoc committee as Communications Coördinator last year. I wanted to be involved again this year, both to continue organizing social and informative events for the PhD student community, and to be aware of / participate in political representation. I think that I am responsible enough to be Treasurer and of course I would still be free to contribute in ways other than just that role. He wants to remain the responsible financial work from his predecessor.

No other candidate presented themself.

Vote: % for out of 14 participants
Shardul Chiplunkar – 93%
Abstention – 7%

Shardul Chiplunkar is elected Treasurer

iv. Social Events Coordinators (x2)

Organizes events such as apéros, and assists with collaborator events. We do not expect them to organize events on their own, though there is an expectation for them to propose and organize regular apéros (usually about 10 per year).

Candidates:

Andrii Romanenko: As a committee member from previous year, I enjoyed organising events where PhDs from different doctoral school could meet and network. I would like to continue organising these events that promote exchange, networking and fun times along the way.

Clemens Wöllhaf (not present, statement is read through Shardul): Clemens is a first year PhD in EDCH coming from Germany. He really likes the idea of the PolyDoc Apéros as they gave him a welcoming start at EPFL. Although they are already well organized, he has some ideas how to improve them to an even better event (mainly with the supply of cold beer). Besides that, he is also willing to organize more/new events together with e.g. EPDA like the BBQ in summer to link the two communities.

Vote: % for out of 14 participants
Clemens Wöllhaf – 32%
Andrii Romanenko - 32%
Dorothee Beckendorff – 28%
Abstention - 8%

Clemens Wöllhaf and Andrii Romanenko are elected Social Events Coordinators

v. Representation Coordinator (x2)

The representation coordinator keeps the Committee in touch with the Student Representatives for the doctoral programs, and relays important information to the committee. Coordinates the welcome for new Reps, updates the student representatives' email list. (Ideally a PhD representative). Since it has shown, that it is a lot of work to organize these things, this year 2 people will be elected

Candidates:

Cassandra Ekta Contré (online): She is a PhD student in physics and was already rep coordinator last year. She thinks she has learned a lot about this role and how to communicate with both representatives and the direction, and she has some ideas on what to improve now. She would be happy to share the role with Jade this year, because she believes there are many things they can do to have more impact and connect better the reps together.

Jade-Mai Cock (online): A fourth year PhD student in Computer science. Her main goal is to improve mental health within EPFL. She has been involved in EPFL's politics for quite a while now, she was a PhD rep, a faculty council rep, a commission representative, and used to be involved in ACIDE which is at the core of the Intermediate Body's political life. I would like to now recenter on the PhD needs and push forward the points that we've been trying to convey this past year on top of finding ways to deal with the systemic problems we encounter as PhD students in academia.

Vote: % for out of 14 participants

Cassandra Ekta Contré - 86%

Jade Cock - 86%

Abstention - 14%,

Cassandra Ekta Contré and Jade Cock are elected Representation Coordinator

vi. Communications Coordinator (x1)

The Communication position keeps on top of the email inbox, sends out communications, and keeps social media accounts and the website updated.

Candidates:

Basil Contovounesios: A first year PhD student in EDCI coming from Greece. He has greatly enjoyed and benefitted from the activities of PolyDoc in the last few months. The regular Apéros, as well as the seminars and trivia night co-organized with EPDA, have been an excellent way to meet PhD students from across the Lausanne campus and settle into life here.

The activities and friendly and helpful committee members of PolyDoc has left him with a desire to help out, so he is expressing his interest in coordinating PolyDoc communications next year.

Vote: % for out of 14 participants

Basil Contovounesios - 93%

Abstention - 7%

Basil Contovounesios is elected Communications Coordinator

vii. Antenna Campus Coordinator (x1)

Coordinates regular contact at the antenna campuses and provides them with support regarding apéros, well-being, etc. Encourages antennas to become independent associations and organize their own events. Updates PolyDoc about antenna events and ideally is at an antenna.

Candidates:

So far there were no candidates for this position. PolyDoc keeps on looking for a suitable person for which it would be great to be located at an antenna campus, but of course not necessary.

viii. Initiative Coordinator (x1)

Coordinates and maintains new initiatives from the PhD community (e.g., PhD parent's network, Neurodiversity working group, etc). Also involved in task forces and consultations led by EPFL (e.g. Harassment Taskforce, Future work at EPFL, etc).

Candidates:

Dorothee Beckendorff: She is a second year PhD student in the EDAR program. During her first year, she has found immense enjoyment and value in participating in the events organized by PolyDoc. She would like to contribute to the PolyDoc committee, and the Initiatives coordinator role contributes to existing causes such the organization of mental health week and voicing needs of PhDs regarding sports center access. It also leaves room for bringing in new ideas and creating initiatives that PhDs at EPFL need.

Cristóbal García (not present, statement was read by Shardul): working as a PhD student for the Future Circular Collider. As a Mexican student navigating the academic landscape at EPFL in Switzerland, he has been fortunate to find enriching opportunities here. He feels a sense of responsibility to give back and enhance our PhD community. If given the opportunity, he's committed to actively engaging in the committee's responsibilities, ensuring our collective voices resonate. His goal is to propose and implement new initiatives that will contribute to the vibrancy of our doctoral community. Specifically, he is eager to take on the role of Initiatives Coordinator, leveraging his dedication to bring fresh ideas to improve our overall PhD experience.

Vote: % for out of 14 participants
Dorothee Beckendorff - 86%
Cristobal Garcia – 0%
Abstention - 14%

Dorothee Beckendorff is elected as Initiative Coordinator

b. Election of Auditors

The Auditors control the accounting with respect to factual correctness and compliance with regulations for the past year, who are external and not on the committee. The Auditors check the balance sheets and ensure that the accounting is well kept at the end of the year (November and December, before the next GA).

Candidates:

Jakob Langer: former treasurer of PolyDoc.

Ankita Singhvi: former Social event coordinator.

Vote: % for out of 14 participants

Jakob Langer - 79%

Ankita Singhvi - 79%

Abstention - 21%

Jakob Langer and Ankita Singhvi are elected as the Auditors.

9. Various

The general assembly was asked for other questions, if any. There were no further questions or discussions.

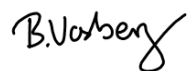
The general assembly was closed at 19h15.

26.01.2024

Lausanne, Switzerland

President:

Berlind Vosberg



Vice-President:

Sally Cheung

