



PolyDoc General Assembly

N°5, December 9th 2021, 18:00

By Dieuwertje Modder and Annie Guillaume

Members present: (cf. Annexe 1)

Meeting opened at 18h00 via Zoom

Agenda

1. Welcome and Agenda
2. Organisation
 - a. Explanation of the voting modalities (Sli.do)
 - b. Become an official member
 - c. Approval of the [Minutes of the GA of 2020](#)
 - d. Statues modification
3. Report of Activities 2020-2021
4. Ongoing and Future Projects
5. Approval of the Accounting 2020-2021
 - a. Accounting and Balance Sheet
 - b. Auditor's Report
6. Discharge of the Committee 2020-2021
7. Approval of the Budget 2021-2022
8. Elections 2021-2022
 - a. Committee
 - i. President (1)
 - ii. Vice-president (1)
 - iii. Treasurer (1)
 - iv. Other Roles (2-6)
 - b. Auditors (2)
9. Various

1. Welcome and agenda

Annie starts the introduction and welcomes everyone via zoom. She gives an overview of what PolyDoc is and what the GA is, and reminds everyone to become a member of PolyDoc, which doesn't change anything but gives us more credibility. She also gives an overview of the agenda.

2. Organisation

a. Become an official member

Annie asks people present to join as an official member for PolyDoc via this link:

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

b. Explanation of voting modalities (sli.do)

Gael explains that we are using sli.do to vote. You have to go on the website (<http://sli.do>) and enter the code #PolyGA2021. We immediately use it to show that we understand how it works. 17 people respond.

c. Minutes from General Assembly 2020

Approval of the [Minutes of the GA of 2020](#).

Approval of Minutes

Vote: % for out of 17 participants

Yes - 82%

No - 0%

Abstention - 18%

The minutes of the 2019-2020 GA is accepted.

d. Statutes modification

Annie introduced the link to the statutes on the PolyDoc website, where we are asking them for their opinion if they want to change the stances that applied during the year.

All PhD students can find the documents on PolyDoc's website:

https://www.epfl.ch/campus/associations/list/polydoc/wp-content/uploads/2020/12/PolyDoc-Statuts-2020-2021-FR_EN.pdf

No need to vote, as no one suggested changes.

3. Report of activities 2020-2021

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. Annie thanked EDOC for the funding that allows PolyDoc activities to be possible.

- **In-person Apéros:**

Aperos were planned to be organised approximately once a month for PhDs to meet, both for social and informative purposes. Due to the Coronavirus, there were only three in-person aperos at the main campus and one at the Fribourg Antenna:

- August - General Apero (limited to 50 PhDs)
- October - General Apero (~125 PhDs)
- November - Safe Space (~130 PhDs)
- November - Fribourg Antenna (~20 PhD)

Annie thanked everyone who attended and helped run the aperos.

- **Virtual Apéros and events**

In lieu of in-person aperos, PolyDoc ran virtual aperos to keep connections between students. These included various online events via zoom including:

- December 2020 - General Assembly (~50 PhDs)
- January to July - Various online events (Quiz night, games night, etc.)
 - Regular informal meetings
 - Trivia nights for structured fun
 - Careers Seminar: Science Journalism online event with two invited speakers

- **Other activities**

PhD parent's network, Neurodiversity working group, and a Discord server to keep students connected from home (memes, gaming, etc).

- **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.

We had 4 consultations that we were invited to collaborate on stances in 2021:

- Consultation on “Directive concerning the management of conflicts of interest... (LEX 4.1.1)”
- Preliminary consultation on “Equal Opportunities Action Plan 2021-24”
- Consultation on “The Regulations applicable to teleworking”
- Consultation on “Directives on responsible business and student travels”

PolyDoc sent representatives to various task forces and working groups: e.g. The Future of Work at EPFL, Harassment Task Force A-Z, Mental Health Survey Task Force, Transversal Skills Working Group, Risk Behavior Survey Working Group, etc.

4. Ongoing and future projects.

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

Continue collaboration with PhD representatives and Council/Assembly members will continue. Organization of single events like Christmas events, trivia evenings, hiking weekends in Switzerland, and game nights were proposed.

Continue supporting the grassroots initiatives from the PhD community.

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.

5. Approval of accounting for 2020-21

a. Accounts for 2020-21

Carl presented the balance sheet for 2020-21. Assets, Equities and Liabilities were detailed. Expenses and earnings were reported.

Regarding income, PolyDoc had a total income of CHF 0.00. Though PolyDoc is usually completely funded by the doctoral school, the covid pandemic and subsequent cancelled events for the 2019-20 year meant that PolyDoc had retained money from 2019-20, such that no funding was requested at the start of the 2020-21 year. Additionally, Vivapoly was cancelled in 2021, so that lead to no income.

Regarding expenses, PolyDoc total expenses came to CHF 3577.85. PolyDoc spent no money for Vivapoly. Some larger in person aperos were organised, and we spent just under half of what was budgeted. We had no sponsoring of events from external associations or persons in 2020-21. Administrative expenses went towards banking fees and sli.do for the GA voting. No transportation fees as we were able to use Romain's car. Advertising for PolyDoc went towards ink stamps for controlling covid passes at aperos. The committee expenses were for t-shirts and some beers for the previous committee as appreciation.

Overall, PolyDoc asked for funding from EDOC planning for a normal year, but exceptional circumstances meant we only had 3 apero spendings, and sponsoring for one Fribourg apero.

Aperos were the largest expense. EDOC was the largest source of income. In total PolyDoc retained CHF 4320.43 for 2020-21.

b. Reading of the Auditors' report

The auditors, Marie Bachmayer and Galina Limorenko, have carried out a limited review of the annual accounts of PolyDoc according to Art. 727 ff. Code of Obligations for the period 01.12.2020 – 30.11.2021 with total earnings of CHF 0.00 and total expenses of CHF 3,577.85. The total assets on the 30.11.2021 amount to CHF 4,183.32. The treasurer was well organised 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.

There was a question from Rita Sarkis regarding accumulation of money across years and spending of money per year. Carl explained that EDOC did not ask for the money back from cancelled events in 2019-20, as such there was money left over. PolyDoc always needs to have a bit of money in the bank to have a bit of margin, though the money is intended to be spent at events for PhD students.

Rita asked about spending money for workshops, such as those that EPDA provides for post-docs, where PolyDoc could sponsor PhD students to attend. Carl explains that this is for discussion in the budget proposal for 2021-22 section of the meeting.

Andreas Möri asked whether the PolyDoc association does a budget that then gets approved by EDOC, and whether spending gets justified to them at the end of the year. Carl explains that PolyDoc does have to provide all the documents at the end of the year that are at least checked by the Students Affairs Office.

Acceptation of the accounting

Vote: % for out of 19 participants

Yes - 79%

No - 11%

Abstention - 11%

The accounting 2020-2021 is accepted.

6. Discharge of the Previous Committee

Annie introduces the previous committee again, highlighting the role that each member undertook, and she thanks them for the past year's work despite it being a rough year.

Acceptation to discharge the previous committee

Vote: % for out of 19 participants

Yes - 79%

No - 5%

Abstention - 16%

The 2020-2021 committee members are discharged.

7. Budget 2021-2022 approval

Carl presents the proposed budget for 2021-22, highlighting that it is based on the assumption that Vivapoly and in-person aperos will happen as in pre-corona before 2020.

Regarding the income, PolyDoc expects funding from EDOC at CHF 7350, which is a bit more than previous years. Additional income from Vivapoly at CHF 500, as estimated from the 2019 event.

Regarding expenses, PolyDoc expects to spend CHF 300 at Vivapoly. Aperos in Lausanne are budgeted at CHF 700 each, with 10 aperos across the year, for a total of CHF 7000. PolyDoc budgeted CHF 1600 for one apero at each antenna campus (CHF 400 per apero per antenna), with the intention of being able to return to EDOC to ask for more funding if the antennas want to host more aperos. PolyDoc budgets CHF 800 for one Student Representative networking event per semester. Sponsoring of aperos from external bodies is budgeted at CHF 0. Administrative fees, transportation costs and advertising are based on the 2020-21 budget. A budget of CHF 380 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 11,000; Total income is at CHF 7,850. Retained earnings would be CHF 3,150, with the money retained from 2020-21.

Discussion:

Questions asked regarding whether PolyDoc can obtain funding from other EPFL bodies than EDOC, such as the doctoral programs, VP for Responsible Transformation or EPFL directly, primarily with the idea of sponsoring PhD students to take soft skill courses such as those proposed by EPDA. Carl and Annie answered that in the past PolyDoc has only asked and received money from EDOC, particularly as PolyDoc is uniting PhD students across EPFL. In case of specific events, which could fall under a certain EPFL body, the committee can look into whether it is appropriate to ask for funding from them.

Discussion followed regarding maximum budget from EDOC, and how the new PolyDoc committee president, vice-president and treasurer will need to discuss this with Philip Mair. It was highlighted that PolyDoc can always return to EDOC during the year if more funds are needed, provided it is justified.

It was suggested that a budget be added specifically to contribute to the fees for soft skills workshops, such as those organized by the Post-Doc association EPDA, but this would likely only be affordable for a limited number of PhD students. This was discussed with regards to how to make sure sponsoring remains fair across the PhD student body. Additionally, adding this budget category would require attaching a monetary value immediately, which would be difficult to estimate reasonably without further investigation. Furthermore, the question was raised as to whether this is something that PolyDoc should be sponsoring as an association, or whether EDOC should do this directly, as they provide PolyDoc's income. Finally, there are also many free soft skill workshops available already through the training portal for EPFL employees. Due to the complexity of the issue and need for further investigation, it was decided that the new committee will discuss again once established, and can return to EDOC later to ask for funding, or work with EDOC to sponsor PhD students directly with PolyDoc aiding conversations.

In conclusion, the "soft skills" budget was not added to the proposed 2021-22 budget. 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 2021-22 budget

Vote: % for out of 20 participants
Yes - 90%
No - 0%
Abstention - 10%

The budget 2021-2022 is accepted.

8. Elections

a. Committee Election

The committee for 2021-22 has a new structure proposed, with 2 social events coordinators for the EPFL main campus, 1 antenna campus coordinator, 1 communications coordinator, and 1 initiative coordinator.

Acceptation of the new committee structure

Vote: % for out of 18 participants
Yes - 83%
No - 0%
Abstention - 17%

The new committee structure is accepted

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 ZOOM using Sli.do.

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:

Annie Guillaume: A 3rd year PhD student, who started in PolyDoc as social events coordinator in 2019-20 and was vice president in 2020-21.

Vote: % for out of 18 participants
Annie Guillaume - 100 %
None of the above - 0%
Abstention - 0%

Annie Guillaume is elected President

ii. Vice-president (x1)

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

Candidates:

Dieuwertje Modder: A 3rd year PhD student, who was a social events coordinator in 2020-21.

Vote: % for out of 17 participants

Dieuwertje Modder - 88%

None of the above - 0%

Abstention - 12%

Dieuwertje Modder 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:

Andreas Möri: A 3rd year PhD in mechanics. Though he has no previous experience in PolyDoc, he did the finances for his bachelor travel and so has experience with finances within EPFL. He also did finances in the military and would like to join the PolyDoc committee.

Jenny Suelzle: Almost in her 3rd year of PhD in computational biology, and is a Student Representative there. She is the treasurer of EDSV and really enjoys it. She would like to have more impact in PolyDoc and not only SV programs.

Vote: % for out of 18 participants

Andreas Möri - 50%

Jenny Suelzle - 33%

None of the above - 6%

Abstention - 11%

Andreas Möri is elected Treasurer

iv. Representation Coordinator (x1)

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)

Candidates:

Rita Sarkis: A 3rd year PhD student in biotechnology/bioengineering. She is a PhD representative for the past 2.5 years and very active in terms of communication with EDOC and representative students, as well as active in working groups for mental health and other issues. First interaction being on the PolyDoc committee, though has lots of experience on the student representative side.

Ayush Agarwal: A PhD student at the Paul Scherrer Institute. He was the representative coordinator in 2020-21. This role can be done remotely, which is his way of staying in touch with PolyDoc and helping, and is interested to do the role again.

Vote: % for out of 17 participants

Rita Sarkis - 41%

Ayush Agarwal - 47%

None of the above - 0%

Abstention - 12%

Ayush Agarwal is elected Representation Coordinator

v. 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:

Nicholas Morgan: Was on the PolyDoc for the past 3 years, first as communications then president for 2 years. He really enjoyed his time on PolyDoc, and while he is ready to pass it on to the next generation, he is also willing to take on this role.

Vote: % for out of 16 participants

Nicholas Morgan - 100%

None of the above - 0%

Abstention - 0%

Nicholas Morgan is elected Communications Coordinator

vi. 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:

Romain Dubuis: A 3rd year PhD student in civil engineering. He was social events coordinator last year. Though PolyDoc didn't have so many events, a few online, he really enjoyed the in person aperos and would like to organize some more!

Manuel Koch: A 3rd year PhD student in electrical engineering, working on control systems for buildings. He's from Baden, and due to Covid he hasn't been able to engage much so far. He is interested in getting involved and would like to start in one of the "bottom roles".

Vote: % for out of 15 participants

Romain Dubuis - 100%

Manuel Koch - 80%

None of the above - 0%

Abstention - 7%

Romain Dubuis and Manuel Koch are elected Social Events Coordinators

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:

Evangelos Belias: A 3rd year PhD, based in Fribourg and thinks he can represent this role well. He would be happy to organise more events for PhD's here. Last year he was also social events coordinator and is a student representative for EDCE.

Vote: % for out of 15 participants

Evangelos Belias - 100%

None of the above - 0%

Abstention - 0%

Evangelos Belias is elected as Antenna Campus Coordinator

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:

Rita Sarkis: Presented above for the role of Representative Coordinator, would like to further define this new role in PolyDoc.

Vote: % for out of 15 participants

Rita Sarkis - 80%

None of the above - 13%

Abstention - 7%

Rita Sarkis 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:

Marie Bachmayer: Auditor for 2020-21, and was happy with how smooth it went. Happy to help this next year.

Jenny Suelzle: Presented herself previously for the role of Treasurer.

Vote: % for out of 13 participants

Marie Bachmayer - 100%

Jenny Suelzle - 100%

None of the above - 0%

Abstention - 0%

Marie Bachmayer and Jenny Suelzle are elected as the Auditors

9. Various

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

A lucky draw of prizes was given to 9 attendees (those who stayed the whole GA, apart from persons on the outgoing committee).

The general assembly was closed at 19h31.

09.12.2021

Lausanne, Switzerland

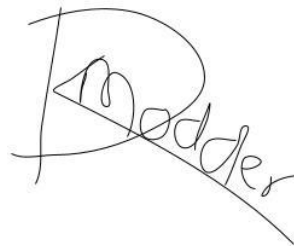
President :

Annie Guillaume



Vice-President :

Dieuwertje Modder



Treasurer:

Andreas Möri

