

PolyDoc General Assembly N°6, December 8th 2022, 18:00

By Dieuwertje Modder and Andreas Möri

Members present: (cf. Annexe 1)

Meeting opened at 18h10 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 2021
 - e. Modifications to the Statutes
- 3. Report of Activities
- 4. Ongoing and Future Projects
- 5. Approval of the Accounting 2021-2022
 - a. Accounting and Balance Sheet
 - b. Auditor's Report
- 6. Discharge of the Committee 2021-2022
- 7. Approval of the Budget 2022-2023
- 8. Elections 2022-2023
 - 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 Annie Guillaume is on a Doc.Mobility leave in Australia. The vice-president Dieuwertje (Didi) Modder opens the GA in her place and welcomes everyone in person and via zoom. She explains how the GA will go down and gives some basic information about PolyDoc. Didi 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. She finishes this part by giving an overview of the agenda.

2. Organisation

a. Become an official member

Didi asks people present and online 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 (google forms)

Andreas 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-GA22

A test case is performed where 15 people out of 18 attendees respond. Two people report issues with the google account and their votes will be counted directly from the audience, one vote is unknown.

Note: Some people show up late or leave early such that the total number of voters changes between 18 and 21. Votes missing from the tool will be counted as abstentions.

c. Agenda of 2022 GA

Approval of the Agenda of the 2022 GA (see above).

Approval of Agenda

Vote: % for out of 18 participants
Yes - 100%
No - 0%
Abstention - 0%

The Agenda of the 2022 GA is accepted without remarks.

d. Minutes from General Assembly 2021

Approval of the Minutes of the GA of 2021

Approval of Minutes of the GA of 2021

Vote: % for out of 18 participants
Yes - 94%
No - 0%
Abstention - 6%

The minutes of the 2020-2021 GA are accepted.

e. Statutes modification

Didi introduces the link to the statutes on the PolyDoc website. She opens the question if anyone wants to propose a change to the statutes that the upcoming committee would need to work on.

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 2021-2022

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:

Aperos were planned to be organised approximately once a month for PhDs to meet, both for social and informative purposes. Due to the Coronavirus, the 2021 GA was held virtually through zoom. The event of February 2022 similarly was an online trivia night. All other Apéros were held in-person. Due to changes of the EPFL procedures regarding events, the November Apéro could not be held.

- o December 2021 General Assembly (virtual, 20 PhDs)
- February Virtual trivia night (~15 PhDs)
- March Apéro with Club Montagne (~90 PhDs)
- April Apéro with Zero Emissions Group (~40 PhDs)
- May Apéro with 180° C (~60 PhDs)
- May Joint Apéro with EPDA to promote candidates for the AE (30 PhDs/PostDocs)
- June Apéro with Point Velo (~100 PhDs)
- July BBQ with general Apéro (~60 PhDs)
- September Apéro with Tandem (~140 PhDs)
- October Joint Apéro with EPDA (~120 PhDs and 30 PostDocs)

Didi mentions that the beginning of the year was rough as we could still not have in person Apéros. Towards the end of the year we've seen an increasing tendency in attendance of the events such that we are convinced that next year attendance will regularly be above ~100 PhD.

Didi 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: The current Antenna Coordinator Evangelos is himself based in Fribourg. He organized two Apéros for the Fribourg based community.
 One in March and one in November. Both were attended by ~20 PhD.
- Sion: Didi explains that Evangelos managed to get in contact with their local association, PolyValais. PolyDoc supported an event with Apéro and pizza for the community in October. The contact remains and PolyDoc hopes to continue this link.
- Geneva: The antenna has its own association organizing events with sufficient funding. We managed to establish a contact but it is not planned to give any financial support in the near future.
- Neuchâtel: It took a long time to establish contact but finally Evangelos managed to do it. The local contacts held a Fondue dinner in November where PolyDoc sponsored the food. They have a beer club which is now our main contact point to organize events in the future.

To close, Didi emphasizes the importance of an Antenna Coordinator as we had with Evangelos. The main idea is to give the communities in the antennas a community feeling.

Other activities

PolyDoc hosted another Careers Seminar on the topic of Engineering in the Film industry. Two speakers were invited and the event was held online. Lebo Molefe, a PhD student, is organizing these events. PolyDoc tried to keep the PhD parent's network running. In November a coffee break took place and a whatsapp group was started. A Discord server to keep students connected from home (memes, gaming, etc). It seems to be quite dead and the new committee must decide what to do with it. PolyDoc also supported a session on "The Swiss Pillar System" with huge success. The discussion on multiple sessions on taxes, immigration law, and the pillar system are ongoing and will be included in the next budget.

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.

We had 5 consultations that we were invited to collaborate on stances in 2022:

- Consultation on the proposed changes to the system for evaluation of courses (LEX 2.5.1)
- Directive concerning whistleblowing at EPFL (LEX 1.8.1) under the responsibility of Legal Affairs
- Directive concerning psychosocial risks at EPFL (LEX 1.8.3) under the responsibility of Legal Affairs and the VPT
- Draft Strategy regarding the development of student and doctoral student numbers in the ETH Domain
- Consultation on the Draft Strategy regarding the development of student and

doctoral student numbers in the ETH Domain

All stances are developed in collaboration with the PhD representatives of various schools at EPFL.

PolyDoc sent representatives to the following task forces, working groups, steering committees and other boards: Harassment Task Force A-Z, Mental Health Survey Task Force, Transversal Skills Working Group, Education Outreach Working Group, Risk Behaviour Survey Working Group, Trust and Support Network, Commission des Sports, EDOC working group to change labs, Master Plan Rénovation & Densification, COPIL Strategié 20/30, Adjunction Committee of Lot 4 (food trucks)

4. Ongoing and future projects.

Maintaining approximately one Apèro a month. PolyDoc would like to continue developing Apèros 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.

5. Approval of accounting for 2021-22

a. Accounts for 2020-21

Andreas presented the balance sheet for 2021-22. Assets, Equities and Liabilities were detailed. Expenses and earnings were reported.

The Assets from the 01.12.2021 (start of PolyDoc accounting year) where CHF 4'183.23 with no liabilities. The budget of PolyDoc had foreseen expenses of CHF 11'000.00 and an income of CHF 7'850.00. A budgeted loss of CHF 3'150.00 would have reduced the reserves of PolyDoc to 1'033.23 CHF in accordance with EPFL guidelines.

Regarding income, PolyDoc had a total income of CHF 7'350.00. This funding comes entirely from EDOC, the financing body of PolyDoc. The difference to the budget of CHF 500.00 stems

from the non-participation on vivapoly. This misfortune was related to a delayed inscription which prevented us from having a booth at this year's vivapoly.

Regarding expenses, PolyDoc total expenses came to CHF 7'408.55. The difference to the budget consists thus of CHF 3'591.45. This difference stems from the non-participation at Vivapoly, a reduced participation in Apèros in the beginning of the year due to COVID and its aftermath. The expenses remained below the budget in all categories but the administrative account. The excess of money spent for administrative purposes is CHF 28.00. This delta stems from a double payment for new banking cards. This issue arose because the Powers of Attorney had not been transferred to the newly elected committee in the years before. This misstand was corrected and led to the increased expenses. No money was spent on transportation as the privat cars of two committee members were used for shopping (Romain and Manuel, thank you very much!).

Aperos were the largest expense. EDOC was the largest source of income. In total PolyDoc retained a loss of - CHF 58.55 for 2021-22.

The details of the expenses can be found below. PolyDoc further started a cashier as the payment for drinks at Apèros by satellite is handled in cash. We detail the bank account value and the amount of cash retained for on the 30.11.2022 also below.

Expenses			Income		
	Budget	Actual		Budget	Actual
Vivapoly	CHF 300.00	CHF 0.00	Vivapoly	CHF 500.00	CHF 0.00
Aperos	CHF 7'000.00	CHF 4'643.05	Aperos sponsoring	CHF 0.00	CHF 0.00
Aperos Antenna	CHF 1'600.00	CHF 1'245.70	Funding EDOC	CHF 7'350.00	CHF 7'350.00
Reps Network	CHF 800.00	CHF 564.90			
Sponsoring	CHF 500.00	CHF 355.60			
Administrative	CHF 220.00	CHF 248.00			
Transportation	CHF 100.00	CHF0.00			
Advertising	CHF 100.00	CHF 54.20			
Committee	CHF 380.00	CHF 297.10			
Total	CHF 11'000.00	CHF 7'408.55	Total	CHF 7'850.00	CHF 7'350.00
	Reto	ined Earnings	CHF -58.55		

Assets	3	Equity & Liabilities		
Postfinance Account Cash	CHF 3'579.77 CHF 545.00	Capital Stock (01.12.2021) Liabilities	CHF 4'183.32 CHF0.00	
		Retained Earnings	CHF -58.55	
Total	CHF4'124.77	Total	CHF 4'124.77	
	Equality:	TRUE		

b. Reading of the Auditors' report

Didi displays the auditors report and Andreas repeats a short overview.

The auditors, Marie Bachmayer and Sülzle Jenny, have carried out a limited review of the annual accounts of PolyDoc according to Art. 727 ff. Code of Obligations for the period 01.12.2021 – 30.11.2022 with total earnings of CHF 7'350.00 and total expenses of CHF 7'408.55. The total assets on the 30.11.2022 amount to CHF 4'124.77. 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 2021-2022 period.

Acceptation of the accounting

Vote: % for out of 21 participants
Yes - 95%
No - 0%
Abstention - 5%

The accounting 2021-2022 is accepted.

6. Discharge of the Previous Committee

Didi introduces the previous committee again. She then asks for the discharge of the committee after having heard about the activities report, the ongoing projects and the accounting. Didi asks if there is any opposition against a joint and global discharge of the committee. No one opposes the joint and global discharge. However, someone asks what it means to give discharge to the

committee. Andreas responds that this means mainly that the committee can no longer be held responsible for any actions during the year which were mentioned or detailed at the GA.

Acceptation to discharge the previous committee

Vote: % for out of 21 participants
Yes - 81%
No - 0%
Abstention - 19%

The 2021-2022 committee members are discharged.

Didi thanks the voters for their trust.

7. Budget 2022-2023 approval

Andreas presents the proposed budget for 2022-23, highlighting that it is based on the assumptions on the last few Apèros on campus, participation in Vivapoly and new projects discussed during the year.

Regarding the income, PolyDoc expects funding from EDOC at CHF 9'000.-, which is more than in previous years. This is mainly related to increases in expenses on the representative networking and the foreseen organization of events on various legal topics of importance for EPFLs PhDs. 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 750.- each, with 10 Apèros across the year, for a total of CHF 7'500.- . This part of the budget has been increased as increased interest was observed after the summer break and the previously budgeted CHF 700.- were barely sufficient. PolyDoc budgeted CHF 1'200.- for one apero at each antenna campus except Geneva (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 1'200.- Student Representative networking events before CDoct meetings. We expect three to four such meetings at CHF 300.each from the experience during the year- Sponsoring of aperos from external bodies is budgeted at CHF 0.-. Administrative fees are reduced compared to the 2021-2022 budget as the number of bank cards will be reduced and no double accounting emerges. PolyDoc also switched from an expensive only tool for the GA voting to a google form. This should reduce the expenses by another CHF 60.-. Transportation costs and advertising are based on the 2021-22 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 12'680; Total income is at CHF 9'500. Retained earnings would be - CHF 3'850.-. With the remaining money on the accounts this would arise to a buffer of CHF 1'000.- by the end of 2022-2023.

Discussion:

Vinitra asks if PolyDoc could not ask for money to organize events outside of EPFL. She puts as an example an outing to a climbing hall, go for hikes, go for rowing or anything similar. Andreas replies that this is theoretically possible. One would just need to create another category.

Andreas and Didi also emphasize that EDOC usually gives us the money if we have an idea of the total cost and if the event is PhD related. Antoine proposes to include it in the Apèros at Lausanne and to name this category simply Events in Lausanne. Andreas says this is also possible. A short discussion with several talking points develops, which is ultimately not adding new info. At the end Didi specifies that the approved budget is the minimum the new committee has to ask for but that they could always ask for more.

The discussion includes the idea of PhD retreat. Ayush Agarwal notes that EPDA did something like this and this could be an option for PolyDoc as well.

A participant asks about the Third-Party services category. Andreas specifies that this is the sponsoring renamed and is mainly foreseen to be used to hold sessions on legal topics.

In conclusion, the "off-campus events" budget was not added to the proposed 2022-23 budget. Leaving the option open to the new committee to include it before they go to EDOC to ask for money. The general assembly was asked to approve the proposed budget with this knowledge. The account balance is kept to be used to account for any unforeseen or supplementary costs.

Acceptation of the 2022-23 budget

Vote: % for out of 21 participants Yes - 86%

No - 0% Abstention - 14%

The budget 2022-2023 is accepted.

8. Elections

a. Committee Election

The committee for 2022-23 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 forms.

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:

Sourabh Monnappa Kuppanda Jafri (absent, a statement of his is read out by Didi): He is a third year PhD student in the Microbial Mechanics Lab and currently a PhD Representative. He

believes PolyDoc has done a great job in bringing the PhD community together across campus. For the next year, with him as potential president, the committee already has some plans regarding new mental health initiatives, highlighting the importance of peer2peer counseling, help with taxes and immigration, building a network for exchange PhD's and strengthening the relationship with EPDA and ACIDE. Of course, the apero's will continue as well. He would love to help in all this as president of the committee.

No other candidate presented themself.

<u>Vote:</u> % for out of 21 participants

Sourabh Monnappa Kuppanda Jafri - 90%

Abstention - 10%

Sourabh Monnappa Kuppanda Jafri 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:

Vinitra (Vini) Swamy: A 3rd year PhD student, who is an active representative of EDIC. She further is the president of the association of PhD's in I&C (for another few days), a committee member of LAUZHACK and in the IC school council. She likes to bring together people and realized that this is missing amongst PhD students outside of their respective doctoral school. She hence found out about PolyDoc and would love to be part of it to continue her work in this regard. She further is a big fan of many grassroot initiatives and wants to keep them going. She also mentions how important it is to bring together the reps.

No other candidate presented themself.

<u>Vote:</u> % for out of 21 participants *Vinitra Swamy - 90% Abstention - 10%*

Vinitra Swamy 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:

Jakob Josef Langer: A 3rd year PhD student. He says that he came to know Andreas (the current treasurer) at the ACIDE general assembly. He would like to invest himself into students connecting across campus and thinks PolyDoc is perfect. Andreas asked him at the ACIDE GA if he wouldn't be interested in joining PolyDoc maybe as treasurer. He then met with him to get to know how it works and came to the conclusion that he could handle it.

No other candidate presented themself.

<u>Vote:</u> % for out of 21 participants *Jakob Josef Langer - 95% Abstention - 5%*

Jakob Josef Langer 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: A 1st year PhD student. Andrii helped PolyDoc throughout the year as a helper to set up the Apèros. He likes to connect with people and thinks that those events are extremely important to the PhD community, especially after COVID. He'd like to see continuity in PolyDoc in these unstable times and would thus be glad to help organize these Apèros.

Ankita Singhvi: Ankita is an architecture PhD candidate in her first year. She knows Vinitra and would like to connect more across campus with PhD students. She found it intriguing to be part of an association trying to achieve exactly this goal.

Vote: % for out of 21 participants
Ankita Singhvi - 95%
Andrii Romanenko - 90%
Abstention - 5%

Ankita Singhvi and Andrii Romanenko are elected Social Events Coordinators

v. 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:

Cassandre Ekta Contré: Cassandre could not be present. Antoine Hoffmann raised the voice in her name. She is a PhD student in physics and together with Antoine a student representative. She was fond of the pre-CDoct meeting and believes that we must connect between the reps as much as possible. She would like to be more active in this sense and is very motivated. Didi and Andreas acknowledge that she was active at the pre-CDoct meeting and that the candidature does not come out of the blue.

Ayush Agarwal: A PhD student at the Paul Scherrer Institute. He was the representative coordinator in the past two years. He's a PhD Student in energy and also a rep of this school. This role can be done remotely, which is his way of staying in touch with PolyDoc and helping. He'd love to continue and keep a strong relation to the main campus of EPFL. In this regard he is interested in doing the role again.

Vote: % for out of 21 participants

Cassandre Ekta Contré - 52% Ayush Agarwal - 29% Abstention - 19%

Cassandre Ekta Contré is 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:

Shardul Chiplunkar: He is a first year PhD student and the first time at a PolyDoc event. He knows such associations from other places and already managed a mail account of an association once. He would like to get contacts at EPFL and get in touch with the community more profoundly. He's very motivated and would be very happy to take on this role.

Manuel Koch: A 4th year PhD student in electrical engineering, working on control systems for buildings. He was a social events coordinator in the 2021-2022 committee. Because the end of his PhD is approaching, he would like to take on a role with less time consumption. He knows the organization now well and would like to continue in supporting PolyDoc

Vote: % for out of 21 participants

Manuel Koch - 24%

Shardul Chiplunkar - 52%

Abstention - 24%

Shardul Chiplunkar 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:

Ilaria Ricchi (absent, a statement is read out by Didi): She is in her second year in EDEE and located in Geneva. She is currently a student representative and likes to feel useful and make things better for the PhD community. She is already part of many other associations and has experience in committee work.

No other candidate presented themself.

<u>Vote:</u> % for out of 21 participants *llaria Ricchi - 95% Abstention - 5%*

Ilaria Richi 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:

Prabhu Prasad Swain: He's already part of the YUVA (Indian association on campus) and thinks that a lot of very good initiatives are going on. Similarly to Vinitra, he believes that more needs to be done to consolidate and support them. This is why he wants to run as an initiatives coordinator at PolyDoc. He believes this to be the perfect position to support his ideas.

Ravinithesh Reddy Annapureddy: Ravinithesh is a doctoral student in digital humanities. He just started his PhD. He is participating for the first time but would love to get more insights into the functioning of EPFL. He would be happy to become part of PolyDoc.

Vote: % for out of 21 participants
Prabhu Prasad Swain - 52%
Ravinithesh Reddy Annapureddy - 29%
Abstention - 19%

Prabhu Prasad Swain 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:

Antoine Hoffmann: PhD rep for Physics, friend of PolyDoc and member of the AE.

Andreas Möri: Current treasurer of PolyDoc.

<u>Vote:</u> % for out of 21 participants Atoine Hoffmann - 71% Andreas Möri - 71% Abstention - 29%

Antoine Hoffmann and Andreas Möri 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 19h26.

08.12.2022

Lausanne, Switzerland

President:

Sourabh Monnappa Kuppanda Jafri

Sourabh Monnappa.

Vinitra Swamy

Vice-President: Jin Sug

Treasurer: 3. Lees

Jakob Josef Langer