UNIVERSITY OF TWENTE.



2016

P NUT. ANNUAL REPORT



P-NUT PhD Network University of Twente 27/12/2016

Introduction

The year 2016 has been an exciting yet challenging year for the PhD Network University of Twente (P-NUT). Although our agenda for organizing events and representing PhDs planned on keeping the excellent work done in the previous years, our working force was diminished a lot, as our board was smaller and a new president and secretary have been elected during the half of the year. Yet we maintained the quality of the P-NUT experience for our members as high as it was, and we can now look back proudly at a great and successful year 2016, the details of which are presented in this Annual Report.

At the end of 2016, P-NUT remained stable on active members. This is explained by a higher amount of termination of membership during the year 2016; in large majority due to a change in the Dutch law which requires that we announce the membership deductions beforehand.

However, we still worked on offering high-quality events and professional representing. We have for instance seen more registrations for our annual PhD Day, the main event organized by P-NUT. The theme for 2016 was "Keep kalm and survive your PhD". We prepared a full program over the entire day: key-note speaker, four workshops and, of course, the traditional dinner and pub quiz.

Also we continued having frequent and regular meetings with Human Resources department and TGS, the Twente Graduate School, and are an inherent part of the TGS Introductory Workshops where we introduce P-NUT to the attendees.

The details of our activities and the financial report for 2016 are presented in this Annual Report, as well as the plans and budget for 2017. Details about the organizational structure of P-NUT and the board members are also given. The work done in 2016 gives to P-NUT all the chance to achieve an even better year in 2017, in which we will keep on connecting, informing and representing all the PhD candidates of the University of Twente.

Guido Giammaria, President

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Internal Affairs

Membership

In the beginning of 2016, around 400 PhDs were an active member of P-NUT. We saw a drop in members in the December 2016. The reason for this drop is the fact that many PhDs graduated and requested the end of the P-NUT membership. Another reason is that since 2015, members have to be notified by e-mail about an upcoming membership fee collection. After the secretary sent this e-mail for the upcoming collection in December 2016, many 'sleeping' P-NUT members cancelled their membership. At the same time, new PhDs are joining P-NUT: in 2016 a total of 54 PhDs became a member of P-NUT. The number of active P-NUT members remains stable.

Sponsoring

The amount of sponsorship received by P-NUT in 2016 decreased a lot. This was already expected in the beginning of the year, although the final amount was quite a set-back. Particularly the income from the thesis printing market was a third lower than expected. This is something to pay attention to in the future, as sponsorships are becoming increasingly uncertain. Only four companies attended the printing market, compared to seven in 2015.

The major amount of sponsorship was received for the organization of our annual PhD Day. Also for the PhD day we received about 20% less sponsorship than anticipated. Nonetheless, some very generous sponsorships were offered by The Faculty of Geo-Information Science and Earth Observation (ITC), the Twente Graduate School (TGS), the MESA+ Institute and Gildeprint. We are highly thankful to these institutions and companies for the trust they gave in the work done by P-NUT for the PhDs of the University of Twente.

Board Structure

In 2016, a reduced number of board members led us to revisit slightly the board structure. Indeed, half of the board members, counting among the most experienced ones, had to leave the board in order to focus on finishing their thesis and graduating. We are of course wholeheartedly thankful for everything they have done for P-NUT and wish them all the best for the future.

Board members occupying one of the board positions (President, Treasurer and Secretary) are designed as Elected Board Members. The other board members, active in the organization of P-NUT activities, did not all have clear defined roles and responsibilities. This did not lead to an improvement of the board structure. At the end of the year, it felt that non-elected board members should have specific roles and responsibilities.

For integrating the new board members and getting to know each other, the P-NUT board organized drinks after a board meeting in June.

Represent

Twente Graduate School

In 2016, the relations with the Twente Graduate School and Human resources department remained closer, with frequent meetings and discussions. TGS remained open for feedback and suggestions.

Information for PhDs

Another topic of discussion with TGS was the availability and visibility for the PhDs of important information which are so far not especially trivial to find. This includes, but is not limited to, the access to a confidential advisor (trust person), the issue of housing for new PhDs, the requirements drawn by the new PhD Charter, courses offered to PhDs, HR-related issues...

TGS now gives clear advice on where PhDs can find help in case of personal or work related problems. This can be found on their website and new PhDs also get informed about it during the TGS workshop.

Human Resources

One meeting was organized with Human Resources this year. The main topics of discussion were similar to those discussed with TGS, with the addition of the issue of contract extension for board members of P-NUT. The latter has also been brought to the attention of the Rector Magnificus of the University of Twente, Prof. Dr. Ed Brinksma, and discussed during a meeting with him. Human Resources notified the board that there is an agreement for contract extension for board members of P-NUT, however P-NUT still did not receive any formal agreement.

Rector Magnificus

One meeting has been held between the Rector Magnificus of the University of Twente, Prof. Dr. Ed Brinksma, and P-NUT. The agenda comprised three main items: short introduction new P-NUT board and presentation of the activities and plans of P-NUT.

The Rector expressed his interest and satisfaction in the activities held and planned by P-NUT. He underlined how important he thinks P-NUT is for the PhD's and encourage us to continue the work already done.

Organizing events

In 2016, P-NUT succeeded in organizing several informative and social events. Several new activities were introduced with varying success.

Inform

In 2016, as part of our Inform objective, P-NUT organized five lunch meetings, four workshops that were part of the PhD Day 2016 and the annual Thesis Printing Market. Free lunches were provided every time to all registered PhD candidates. The cost of this catering was at time supported by P-NUT and at other sponsored by the host of the lunch meeting or workshop.

The list of every Inform activity along with their respective attendance can be found in the following table:

Date	Name of Activity	Attendance
February 16 th	InDesign Workshop by GildePrint	20
March 16 th	Taxes Lunch Meeting	33
April 14 nd	Research Professional	10
May 26 th	Career event for female PhD's	12
June 7 th	Thesis Printing Market	23
October 20 th	PhD Day 2015: Keep Calm and Survive	77
	your PhD	

Connect

We continued to organize the other monthly social drinks, organized in the city every last Friday of the month. We worked this year on proposing this meeting to be held at "De Vluchte". The attendance of the social drinks varied a lot. Probably also due to fact that informing people via the social media could have been more timely.

In addition, always as part of our Connect objective, we kept on organizing a social activities. This year especially the PhD Marathon movie, Summer BBQ and the Christmas dinner were well attended.

The list of every Connect activity along with their respective attendance can be found in the following table:

Date	Name of Activity	Attendance
January 20 th	Ice Skating	26
February 24 th	PhD Movie Marathon	40
March 19 th	Fencing workshop	18
April 20 th	Grolsch Brewery Tour	24
June 18 th	Kangoo Jumps	15
July 6 th	Summer BBQ	50
¹ November 5 th	Dia De Los Muertos party	-
December 14 th	Christmas Dinner	33

¹ Event co-organized with LaVoz Association, therefore the exact number of P-NUT members is unknown.

PhD Day

The PhD Day 2016 had the theme 'Keep calm and survive your PhD' and was organized on Thursday, 20th October 2016. With a key-note speech by Arjenne Louter, a speech by Paul van Dijk, four workshops, and of course, the traditional dinner and pub quiz, we have seen another successful edition of this event.

The PhD Day 2016 was advertised on our website with all the details as follows:



The PhD Day 2016 was advertised as well in our newsletter, Facebook and in the UT Nieuws with a similar text.

We had 77 registrations, and almost all the people attended the event.

Visibility

P-NUT continues its visibility and communication with its members. P-NUT advertises the upcoming events on the website. We continue as well to use our social webpages on Facebook, Twitter and LinkedIn, as well as our newsletter to reach monthly the PhD candidates of the University of Twente.

Financial report for 2016

2016 has been an unusual year because we had two general members meetings with a change of the president and secretary half-way through the year. Due to the small number of active board member in the last part of the year, the number of events organized decreased substantially. Compared to other years, this year's expenses were drastically lower than in previous years, despite the demand for spending more. This will need to be compensated in the future. Furthermore, our income in 2016 has also decreased a lot compared to previous years. Yet, the drop in expenses was much more than the drop in income. The drop in income is particularly due to the limited amount of sponsorship for the printing market and for the PhD day.

Income statement

In the table below you can find the income and expenses for the different budgeted items for 2016. We will discuss each item point by point.

	In (buc	lget)	In (re	alized)		Out (bu	dget)	Out	t (realized)	
Fixed income										
Membership contribution	€	4.000,00	€		3.372,00	€	-	€	-	
UT contribution	€	2.950,00	€		2.950,00	€	-	€	-	
Total fixed income	€	6.950,00	€		6.322,00	€	-	€		-
Fixed expenses										
PNN contribution	€	-	€	-		€	125,0	0€	125,	,00
ING bank account	€	-	€	-		€	350,0	0€	280,	,72
KvK Chamber of commerce	€	-	€	-		€	25,0	0€		-
Faculty Club	€	-	€	-		€	350,0	0€	350,	,00
Merchandizing (PR)	€	-	€	-		€	350,0	0€	22,	,02
Merchandizing (gifts)	€	-	€	-		€	150,0	0€	175,	,08
GMM						€	350,0	0€	162,	,40
Total fixed expenses	€	-	€		-	€	1.700,0	0€	1.115,	22
Activities										
Lunch meetings	€	300,00	€		441,00	€	1.000,0)€	1.096,	85
Printing Market	€	2.000,00	€		1.333,00	€	400,00)€	214,	,85
Social activities	€	700,00	€		228,00	€	2.500,0	€ 0	526,	,25
Summer Party + BBQ	€	400,00	€		215,00	€	1.200,0	€ 0	816,	,69
Christmas Dinner	€	150,00	€		-	€	1.000,0	€ 0	1.180,	65
Workshops/seminars	€	-	€		-	€	1.000,0	€ 0		-
Representation costs	€	-	€		-	€	200,00)€	40,	,20
PhDay	€	4.500,00	€		3.590,00	€	5.500,0)€	3.956,	51
Total activities	€	8.050,00	€		5.807,00	€	12.800,0)€	7.832,	00
Other										
Board integration activities	€	-	€	-		€	250,00)€		-
Miscellaneous	€	-	€	-		€	250,00)€	33,	,68
Grand total	€	15.000,00	€		12.129,00	€	15.000,0)€	8.980,	90

Fixed income

The membership contribution was a lot less than budgeted in the beginning of 2016. This is primarily because we were aiming for a bigger rise in number of members in 2016. The UT

contribution has not been changed, although it has not been received before the end of the year. Reimbursement of this amount needs to be checked and confirmed in 2017.

Fixed expenses

P-NUT spend a lot less on merchandise than budgeted. Furthermore, our GMM was attended very poorly, and so our expenses for the GMM was less than expected. Somehow there was an amount of 25 euros set aside for the chamber of commerce, which is remarkable because P-NUT has a free membership. This should be changed in the budget. Otherwise no remarkable differences are found between actual expenses and the budget.

Activities

As said, there were fewer activities than planned, leading to a big difference between budgeted and actual income and expenses. Starting with the thesis printing market, sponsorship was a lot less than expected (\notin 1.333,- compared to \notin 2.000,- that was expected). We already anticipated a decrease in number of sponsors, but the decrease was surprisingly strong. The expenses for social events were a little over €500, and compared to the €2500 that was in the budget we spent considerably less. Also the income was a lot less than budgeted. The main reason for this is the limited number of social activities that were planned in 2016. The summer party and BBQ turned out somewhat cheaper than was in the budget. Also, we did not spend anything on workshops and/or seminars this year. However, we did have four workshops during the PhD day. The representation costs were lower than budgeted. We should keep in mind that our budget offers the opportunity to attend external meetings, such as those organized by PNN. Meetings were attended, but the costs were not all declared by our board members. Finally, the PhD day was much cheaper than budgeted. Nonetheless the event was well-received by our members and by the speakers. We need to keep in mind, however, that also the sponsorship was considerably less than last year. We already anticipated a decrease in sponsorship, but again the realized income was much less than expected.

Other

As we did not have a board integration activity, the amount that was budgeted was not spend. Summarizing, we notice a big gap between budget and realized income and expenses. Moreover, we see that the balance between income and expenses is strongly positive ($\in 12.129$ income versus $\in 8947$ expenses). Since we aim for a balance of $\in 0$, we should consider compensating this amount with extra expenses in the future.

Balance 2016

Assets				
		1-1-2016		31-12-2016
ING Payment account	€	2.402,00	€	4.736,65
ING Savings account	€	6.642,00	€	6.680,14
Cash	€	50,00	€	135,00
Accounts receivable	€	1.012,00	€	2.950,00 ¹
Total	€ 10.106,00 € 14.501,79		14.501,79	

Equity+Liabilities				
		1-1-2016	3	31-12-2016
Equity	€	9.686,00	€	13.148,65
Accounts payable	€	350,00	€	1.303,14 ²
Reservation	€	70,00	€	50,00 ³
Total	€ 10.106,00		€ 1	14.501,79

The net result over 2016 (equity change from 1/1/2016 to 31/12/2016) is:

13.148,65

9.686.00 -

3.462,65

This is quite a big surplus and should be compensated for with extra expenses in the next year(s).

¹ The annual UT contribution has been requested on 16/12/2016, but has not been processed yet.

 $^{^{\}rm 2}$ This amount is the balance on the P-NUT OFI number at the end of 2016, and has yet to be paid.

³ This amount is reserved for the costs of the ING bank account for the period OCT-DEC 2016. The exact amount is unknown yet.

Plans for 2017

Organizing events and improving the board

In 2016 we organised less events and lunch meetings compared to the previous year, due to a steady decrease of non-elected board members that led to organisational problems. Therefore in 2017 we aim to organize more informative and social events. This will be possible only by introducing new board members, giving them specific responsibilities and checking that their workloads will be balanced, accordingly with their position in the board.

Furthermore we faced a decrease of the P-NUT members, since many sleeping PhDs resign their membership at the end of the year. Therefore we want to increase our network with other associations in the UT with the scope to enhance the visibility of P-NUT in the University and to collaborate with them organizing more attractive events.

Budget for 2017

	In		Out	
Fixed income				
Membership contribution	€	3.800,00	€	-
UT contribution	€	2.950,00	€	-
Total fixed income	€	6.750,00	€	-
Fixed expenses				
PNN contribution	€	-	€	125,00
ING bank account	€	-	€	250,00
Faculty Club	€	-	€	350,00
Merchandizing (PR)	€	-	€	500,00
Merchandizing (gifts)	€	-	€	150,00
GMM	€	-	€	250,00
Total fixed expenses	€	-	€	1.625,00
Activities				
Lunch meetings	€	-	€	1.500,00
Printing Market	€	1.333,00	€	400,00
Social activities	€	500,00	€	2.000,00
Summer Party + BBQ	€	250,00	€	1.000,00
Christmas Dinner	€	-	€	1.000,00
Workshops/seminars	€	-	€	2.500,00
Representation costs	€	-	€	200,00
PhDay	€	4.000,00	€	6.000,00
Total activities	€	6.083,00	€	14.600,00
Other				
Board integration activities	€	-	€	250,00
Miscellaneous	€	-	€	50,00
Grand total	€	12.833,00	€	16.525,00

This year there will be some important changes in the budget. Particularly, we will try to spend a lot more money on activities and events. Furthermore, we plan to spend roughly €3700 more than we expect to collect. This is to compensate for last year's surplus in income. We find it important that P-NUT uses its full capacity to organize exciting and interesting events to benefit its members. Therefore we will use this year to invest a lot in new events. These can be both informative as well as social events. We will briefly discuss the biggest changes to last year's budget.

Fixed income

The expected income from the membership contribution has been adjusted somewhat compared to last year. In the beginning of 2016 we expected \notin 4000 from membership contribution, but we did not nearly get this amount with more than \notin 600 less than expected. Yet, in 2017 we keep aiming for increasing the number of member. At the same time we will be a little more careful in our predictions. A total of \notin 3800 should be feasible, given that we increase our effort in reaching out for new members.

Fixed expenses

The costs for the ING bank account are expected to decrease this year, since much cheaper software was found to process the direct debit batches. We will reserve a larger budget for merchandise (PR) in an effort to attract more members. The general members meeting will get less money reserved in this year, as we expect that this will not have to cost more than \notin 250.

Activities

The budget for activities will be changed a lot this year. Starting with lunch meetings: we will not ask for any contribution from our members for lunch meetings, thereby reducing our expected income from lunch meetings by €300. At the same time we will reserve a larger amount for lunch meetings because we think that P-NUT has a lot more potential in facilitating our PhD's by organizing informative lunch meetings. We will reserve €1500 for this. With regards to the printing market: attendance by printing companies has decreased dramatically this year. We do not foresee any increase in the near future. So we predict that our income will be the same as realized in 2016. Social activities should also be organized much more than in 2016, but it does not have to cost as much as €2500. Therefore, we consider that €2000 is plenty in order to organize exciting social events throughout the year. For the summer party and BBQ we reserve an amount of €1000 compared to €1200 we had set aside last year. This should be sufficient, since we spend just over €800 in 2016. The budget for the Christmas dinner will be the same. With regards to workshops and seminars: this is where will allocate a lot of extra money to, since we believe that this is a good way to strengthen our 'inform' pillar. The budget will increase from €1000 in 2016 to €2500 in 2017. The budget for the PhD day will change slightly. We plan to spend a bit more (€500) on hiring external inspiring speakers. At the same time we are more careful with our expectations regarding sponsorship. This is why we put €500 less in the income part.

<u>Other</u>

This year we must ensure that the $\notin 250$ reserved for board integration activities will actually be spent. This has not been the case in 2016. The miscellaneous expenses are brought back to $\notin 50$. It does not seem necessary to allocate more resources to miscellaneous expenses.

An Overview of P-NUT

The PhD network of University of Twente (P-NUT) is a non-profit association established to represent, inform, and connect the PhD candidates at the University of Twente (UT). Starting from being a rich source of specific information on various facets of a PhD's career at the UT, P-NUT also acts as a representative platform and functions as a spokesperson for all PhD-related issues. We work closely together on various issues with the Human Resources (HR) department of the UT, the Twente Graduate School, the University board and others.

Since its inception, P-NUT has been active in representing and supporting the PhD community by organizing informative sessions on a whole spectrum of topics and social activities. During the last years P-NUT has observed a growing interest in the activities organized.

Why is it important that you become a member of P-NUT?

The University listens very carefully to what we have to say. P-NUT has successful and continuing conversations on PhD policy with the rector, Twente Graduate School, and HR, about for example the structure of courses or the introduction of a qualifier after 6 month. We are also involved in PhD issues on the national level. The more people we represent, the more influence we can have. If you are a member, this contributes to representing you.

What does P-NUT do with my one euro per month?

We reinvest your money in the PhD community. We invite people to contribute interesting information and skills. We use the money to keep our organization running, cover the costs of representation (traveling expenses for example), to pay for rooms, to be able to take the financial risk of organizing events and to keep the prices of these events low for our members.

What's in it for you?

Apart from being represented (which also means we will help you with any issues you might encounter in your PhD), there are many informational and social events that you can benefit from when you are a member of P-NUT. Think about printing your thesis, how to do your taxes and how to use the optional model.

Roles and descriptions

In 2016, the board structure of the elected board members consisted of clearly identified roles and responsibilities. This structure will be the same in 2017.

President

- Meeting agenda and chairing.
- Keep track of policies.
- Responsible for consistency in communication.
- Final decision responsibility.
- Represents the board and P-NUT at the university bodies (TGS, PhD council, Rector, GMM)
- Organising and chairing of the GMM.

- Oversees board recruitment.
- Oversees committee creation. (Accounting, activities)

Secretary

- Responsible for P-NUT Inbox
- Handles or forwards e-mails
- Can delegate contents of lists (ALV, UNITE, LinkedIn)
- Manages mailing list.
- Membership administrator.
- Ownership of paper forms.
- Responsibility for member Database
- Input
- Update (correction, end of membership)
- Welcome e-mails
- Generates list for recurrent payments.
- Acting president (if needed)
- Organisation of meetings with university bodies/ other associations.
- Responsible for backup of google docs data.
- Communication with Chamber of Commerce (Kamer van Koophandel (KvK)).
- Minutes taking during board meetings.

Treasurer

- Ownership of accounts.
- Makes financial report for the GMM.
- Makes budget for the GMM.
- Responsible for the approval of the budget.
- Keep track of receipts.
- Generates, sends and tracks invoices.
- Processes claim forms.
- Pays OFI number and invoices.
- Supplies financial overview at each board meeting.
- Deposits cash from activities into bank account.

Elected and Other Board Members

Elected Board Members

Guido Giammaria – President



Guido Giammaria is a PhD candidate of Chemical Engineering at the department Catalytic Processes and Materials. He has a master's degree in Nanotechnology Engineering from the University of Rome, La Sapienza. He joined the P-NUT board in December 2015.

Koen de Koning - Treasurer



Koen de Koning is a PhD candidate in Agent-based modelling of socialenvironmetal (complex) systems. He has a master degree in Forest and Nature Conservation from Wageningen University. He joined the P-NUT board in November 2014.

Federica Cioffi - Secretary



Federica Cioffi is a PhD candidate at the department Nanobiophysics. She has a master's degree in Medical Biotechnology from the University of Trieste (Italy). She joined the P-NUT board in December 2015.

Other Board Members

Bugra Yildiz
Koen Degeling
Effie Pavlidou
Inês Inácio
Elahe Hadavi
Matteo Giani

Former Board Members (2015)

Katarzyna Markiewicz Mihaela Mitici Abebe Chukalla Marian van Dijk

Imke Lammers Jonathan Barreaux Sarah Janus

