

Minutes of meeting

Subject: Executive meeting

Date and time: Thursday, February 27, 2020

Participants: Head of Department Jesper Bo Nielsen (JBN)
General Practice: Jens Søndergaard (JS)
User Perspectives: Birgitte Nørgaard (BN)
Epidemiology, Biostatistics and Biodemography (EBB):
Kaare Christensen (KC)
Clinical Pharmacology and Pharmacy (KFF):
Kim Brøsen (KB)
Environmental Medicine: Philippe Grandjean (PG).

Cancellation from: DaCHE (Health Economy): Dorte Gyrd-Hansen (DGH)
Health Promotion: Pernille Tanggaard Andersen (PTA)

Taken by: Department Secretary Line Bach Ulstrup (LBU)

March 18, 2020

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Agenda:

1) News from IST

Finances: The budgets for 2020 are almost ready and will be very much the same as in 2019. However, the units must now pay for e.g. transportation and meals in connection with course meetings. IST is in a good and solid financial situation. The study travel account for 2020 will amount to DKK 250,000.

New positions: At General Practice, eighth associate professors are being employed (part-time). At EBB, 1-2 associate professor evaluations will hopefully be ready sometime in March. At User Perspectives, interviews for an assistant professor position will take place soon. At CMSS, JBN has functioned as Head of Research during the past few years. Senior researcher, Lisa L. Froholdt, who joined the unit in July 2019 will as of March 1, 2020 take over as Head of Research and will in future participate in the executive meetings. A study secretary position (studiesekretær) is available, as Kirsten Anette Jensen at KFF retires in the summer of 2020. As Kirsten's main responsibilities have been university courses, IST is trying to fit the new position in the best possible way into the centralized IST secretariat at NytsUND. Solange Ketelhuth has been employed as a finance assistant at the IST secretariat as of March 1, 2020.

Guest researcher agreements: All students at IST must have a guest researcher agreement, and all student must take the GDPR e-learn course. It is important that the students know all requirements and

regulations and that IST can provide evidence that we are working on a strict observance of these rules.

The guest researcher form will be updated and will include a section about knowledge of the IST Research Instructions.

Follow-up of the Novo Nordisk Strategy Forum:

From IST, JBN and JS participated. The foundation has up to DKK 5 billion for distribution every year. Both JS and JBN believe that all units at IST could apply. At a future executive meeting, the heads of research will proceed with a joint invitation to the foundation to visit IST. A catalogue from meeting has been forwarded to the heads of research.

- 2) News from the Management Team at the Fac. of Health Sciences (SUND)
NytSUND: The process of moving will begin already now. Some Departments/Units will be able to move before others. It is a major planning process, and many things must fit together, e.g. laboratories and the biobank. Preliminary delivery of the buildings is at the end of 2022 with occupancy at the beginning of 2023. The Heads of Department at SUND want a closer cooperation between the departments at NytSUND where the departments will be situated closer to each other.
Esbjerg: The carcass is ready now. Expected delivery of buildings is November 2020 with occupancy in December 2020/at the beginning of 2021. Perhaps between Christmas and New Year's 2020, as it is only relocation of offices and classrooms.
New HR system: is being developed. It will secure a consistent workflow and a better electronic process. The new system must be connected to the financial systems and must be improved with regards to extraction of data.
- 3) News from councils and committees
KC: The Regulation Committee at SDU will carry out an evaluation of the various councils at SDU to ensure employee participation and employee involvement. For further information please see Academic Council minutes.
- 4) Working environment
The Danish Working Environment Authority has announced that they will visit somewhere at WP 15-25 during 2020. The Working Environment Office at SDU has held an information meeting with the local working environment groups. IST has collected all information at: sdu.dk/ist → "For IST Employees and PhD Students" → "IST Pages on SDU.net" → "Arbejdsmiljø m.v." (in Danish only)
When the Danish Working Environment Authority arrives, SUND and the local working environment group must be contacted.

ALL employees must know the names of their working environment representative and the head of the local working environment group. ALL employees must know where to find the results of the latest SDU Workplace Assessment and Well-Being Survey (2018) and the plan of action.

IST still has focus on prevention of abusive behavior. SDU information material on prevention and handling of unwanted sexual attention has been sent to the heads of research and the working environment groups.

5) Comments from participants

JS: Pleased to be able to employ eight associate professors. It appears as if the General Practice unit's share of the Master's education programme in Medicine in Esbjerg will increase compared to the programme in Odense. The unit are working on many major applications.

KB: KFF is doing well. The journal (BCPT) has various challenges concerning scientific misconduct in reference to Chinese, fictitious congresses etc.

PG: The film "Deep Waters" soon has its premiere. The unit has a good deal of interdisciplinary teaching, in line with the UN's Sustainable Development Goals (SDGs). Working on an idea about a center for Global Health or Planetary Health. It is not known whether the center will be situated at SDU or OUH.

JBN: Charlotte Wien and Bertil Dorch (SDU BIB) had a letter in the "Weekendavisen" on peer review of manuscripts for scientific journals (forwarded to the heads of research). The heads of research are considering a joint answer to the article.

KC: At present a new round of the Long Life Family Study project take up much time. Right now, three project nurses are ready to collect samples, but we are waiting for the data processor agreement between SDU and OUH.

BN: Has interviews for an assistant professor position, so the unit is expanding relatively, also through collaboration with General Practice plus a new center in collaboration with OUH. Mogens Hørder turns 80 years old in May, and the unit is planning an event.

Best wishes

Line Bach Ulstrup
Department Secretary