

## Minutes of meeting

**Subject:** Executive meeting  
**Date and time:** Thursday, April 2, 2020 at 10.30-11.30  
**Venue:** Skype  
**Participants:** Head of Department Jesper Bo Nielsen (JBN)  
General Practice: Jens Søndergaard (JS)  
User Perspectives: Birgitte Nørgaard (BN)  
CMSS: Lisa L. Froholdt (LF)  
DaCHE (Health Economy): Dorte Gyrd-Hansen (DGH)  
Epidemiology, Biostatistics and Biodemography: Kaare Christensen (KC)  
Clinical Pharmacology and Pharmacy (KFF): Kim Brøsen (KB)  
Environmental Medicine: Philippe Grandjean (PG).  
Health Promotion: Pernille Tanggaard Andersen (PTA)  
**Taken by:** Line Bach Ulstrup (LU)

April 2, 2020

LBU/KMG

lbulstrup@health.sdu.dk  
T +4565503840

### Agenda:

#### 1. Briefing

Development of teaching portfolios: SUND has asked for an IST participant. Troels Kristensen, DaCHE has been chosen.

SDU Data Management: SUND must find a replacement for Kirsten Kyvik (KI), and IST recommends Sonja Wehberg, data manager at General Practice.

Access to offices during the COVID19 crisis: Works reasonably. Approx. 15 persons have requested access to offices in Odense.

Transfer of holidays: Owing to the COVID19 crisis, it is *not* possible to have holidays transferred from 2019/20 to the new holiday year (except for maternity leave). Transfer agreements made before March 11, 2020 will, however, stay in effect.

Elite research award: The recommendation has been sent to the Faculty.

Reopening of SDU after the COVID19 crisis: April 2, 2020  
JBN was asked to inform SUND about special focus issues in connection with the reopening. When SDU has received information from all faculties, then SDU will send out a collective feedback and a reopening plan. JBN expects that

we must get ready for a normalization divided into phases, e.g. requirements about number of persons per office and laboratory sqm.

Meetings via Skype and Zoom: Please attempt to maintain coffee breaks and other social activities that hold the unit together. Please pay attention to colleagues.

## 2. Comments from participants

BN: The unit has weekly meetings, and BN has regular contact with the employees, incl. the temporary employees. The unit has lacked central announcements about the COVID-situation at SDU and finds that the information has come a bit late.

DGH: DaCHE maintains weekly meetings and furthermore many Skype meetings about projects.

All employees have posted a photo of their home office to strengthen the solidarity.

KB: The unit will now attempt to have meetings more often than the usual monthly meetings. Teaching has taken up a lot of time. Anton Pottegård very quickly established a help desk for the online teaching, and most teachers are doing well. A major test at B7 has been changed to an online version, apparently successfully. K10 has been taken over and has gotten off to a good start.

KC: EBB has approx. 50 employees. The MUS-responsible persons have the daily contact to "their" employees. EBB has several foreign employees, but most persons reached their home countries. EBB pays special attention to these employees.

The new Long Life-project awaits start-up. The data processor agreement between SDU and OUH has almost been finalized. The questionnaires have been started by phone and by letter.

JS: It is going well at the unit. The research group leaders are in daily contact with the employees.

We are busy. It is a big challenge for some of the PhD-students that interviews are not possible and that they therefore may have to change the aim of their PhD-project. There are several COVID-projects at the unit, e.g. about preventive treatment at nursing homes.

PG: Several laboratory technicians have critical functions, and they ensure that the laboratory equipment is working correctly. It is going well.

Some employees experience problems with computer connection from home, especially the unit secretary.

A TBL-session at K3 has been organized, a bit challenging, but possible.

PG has been awarded another NIH-grant (no. 20) starting April 1, 2020.

PTA: Health Promotion is doing well. Regular meetings.

Positive atmosphere, good at maintaining and strengthening the social cohesiveness.

The unit also feel that the communication about COVID at SDU has come too late.

Teaching at Zoom is going very well.

LF: Lisa L. Froholdt is new Head of Research at CMSS as of March 1, 2020. Previously, Lisa was head of research at "Københavns Maskinmesterskole" and engaged in e.g. human factors, risks and safety, and CSR within the maritime industry.

LF has carried out online mini-PDR (Performance and Development Review) with employees, and the unit has started having Friday meetings.

The unit has worked together on several applications.

The unit has also lacked further information about SDU and COVID.

LU: Online meetings are held for the administrative employees across the units.

JBN: It is a general wish to receive further information in the present situation. At IST we try to give out the information as quickly as possible, but we also prefer to send out reliable plans.

**Next executive meeting is April 16, 2020.**

Kind regards,

**Line Bach Ulstrup**  
Department secretary