

Summary

Subject:	Executive meeting	October 28, 2020
Date and time:	October 27, 2020	
Venue:	Zoom	
Participants:	Head of Department Jesper Bo Nielsen (JBN) General Practice: Jens Søndergaard (JS) User Perspectives: Birgitte Nørgaard (BN) Epidemiology, Biostatistics & Biodemography: Kaare Christensen (KC) DaCHE (Health Economics): Dorte Gyrd-Hansen (DGH) Clinical Pharmacology, Pharmacy & Environmental Medicine: Kim Brøsen (KB) Health Promotion: Pernille Tanggaard Andersen (PTA)	LBU/KMG lbulstrup@health.sdu.dk T +4565503840
Cancellation from:	CMSS: Lisa L. Froholdt (LF)	
Taken by:	IST-secretariat: Line Bach Ulstrup (LBU)	

Agenda:

- 1. News from IST**
 - Christmas staff parties at SDU in 2020: All Christmas staff parties at SDU have been cancelled this year, and SDU urgently request that you do not arrange SDU Christmas staff parties outside SDU either. IST had hoped that the cancelled IST institute forum could have been replaced by an IST Christmas staff party. Instead, IST has chosen to give a Christmas present to employees in 2020 or a financial contribution to the Christmas presents being bought locally at the units.
 - Vaccine against influenza: Like other departments at SUND, IST had decided to pay for a vaccine against influenza for all employees. However, as there is a general shortage of vaccine in Denmark, the idea has been postponed so that more vulnerable patients will be able to get the vaccine.
 - Communication award: The heads of research have been asked to nominate candidates for the Danish Research Communication Award.
 - Ph.D.-scholarships: Wishes for scholarships December 2020, March 2021 and for the rest of 2021 should be sent to JBN + LBU as soon as possible.

IST GET-project: (Gender Equality Team) IST has chosen a project with focus on inequality between Danish and international employees.

A meeting has been held between JBN, LBU, a GET representative and the local IST-representative, Marianne Nygaard (EBB). With strong support from GET, IST has decided to focus on how we attract, receive and hold on to international employees. We must improve the way we introduce the international employees both to the Danish working culture as well as management culture.

Recently hired international employees will soon be contacted by the GET-representative who carries out these interviews. The GET-team will be invited to an executive meeting in the spring of 2021.

2. News from SUND

Corona protective equipment: From Thursday, October 29, 2020 it is a requirement to wear a face mask/face shield when in hallways and common areas at SDU. You do not have to wear a face mask/face shield when in your own office, when you sit at a table in the kitchen or when you are working in a laboratory. However, you must wear a face mask/face shield when you are on your way between laboratories and offices. When in physical teaching situations, lecturers must wear a face mask/face shield if they teach more than two classes per day. If you have questions or need to order protective equipment, please contact LBU.

IOB (The Dept. of Sports Science and Clinical Biomechanics): New head of dept. in the spring of 2021, as Jørgen Povlsen retires.

Moving activities:

Odense: A committee is being appointed i.a. to plan the interior office design, and the closedown and the reopening of laboratories.

Sdunet.dk: A committee has been appointed to revitalize the intranet. Ngaio Ustrup from the IST-secretariat is participating.

3. News from councils & committees

KC reports the following: The VIP/TAP allocation has been discussed in an Academic Council meeting as several faculties were concerned about an increasing administration at SDU. It was discussed whether the number of administrative employees to a greater extent should reflect the size of the research groups.

4. **Working environment**
- Elections at SDU on November 24-25, 2020. More information can be found here: <https://sdunet.dk/en/personale/valg>
- As there were no new candidates, the existing working environment group was reelected. JBN is very pleased with this result, as IST has a good working environment team who has done a fine job.
5. **GDPR and Master's thesis students**
- IST's data group is paying very much attention to awareness of GDPR for the Master's thesis students.
- The heads of research have received a draft to a guideline for the Master's thesis students. Comments should be sent to JBN + LBU as soon as possible.
- JBN and representatives from the data group will meet in the beginning of November 2020 with representatives from RIO about a standardized SDU agreement on data for Master's thesis students.
- In future, JBN will participate in a new centrally appointed executive group on information security and data protection together with head of digitization, Bue Raun Andersen and chief legal officer, Jan Kristensen.
6. **New HR- and finance system**
- LBU presented briefly the preliminary thoughts on the new Human Resources (HR) and financial management system with a planned launch in May/June 2021.
- On the same occasion, SDU will switch to the state chart of accounts.
7. **Debate on offending behaviour**
- The heads of research began a debate on how to handle possible incidents of offending behaviour at IST.
- In the workplace assessment there were questions about unwanted sexual attention. In the two most recent assessments, 0-1 person answered that they had experienced unwanted sexual attention.
- Everybody agreed that IST must be ready to handle any future incidents of offending behaviour.
- The working environment organization will provide assistance in such situations. The employees are urged to contact their working environment representative, if they experience offending behavior.
- JBN urges the units to have further discussions about other people's boundaries and to ensure that everybody knows who to contact.
8. **Comments from participants**

DGH: The executive staff will meet very soon to discuss whether there are problems that need special attention in future.

JS: Together with Dept. of Psychology, the unit has obtained approval for an EU application. RIO has been a great help in the application stage.

BN: The move and the joining with the occupational therapists still take up time and have been made difficult by the Corona. Karen la Cour has been employed as professor of occupational therapy as per December 1, 2020.

KB: On the face of it, there is a better working climate than during the lockdown in the spring, even though the employees work from home again.

The new larger unit still meets online at monthly unit meetings. The GCP-group moves in with OPEN.

The European Medicines Agency (EMA) has started on a process in which all researchers, who at one time were project managers for a project involving drug testing, must register data and outcome. As it goes back more than 10 years, it is a major challenge for several researchers both in the clinic and at SDU. KB asks for support to perform this task. JBN will attempt to bring up the matter at faculty level as it is not solely an IST specific problem.

KC: Long Life Family Study proceeds slowly, but it is a serious concern how to keep the large study going when project nurses visit private citizens and they at all times must keep the local Corona infection pressure in mind.

Several employees feel that it is easier to work from home now than in the spring, and the unit is doing fine under the circumstances.

Kind regards,

Line Bach Ulstrup
Head of Secretariat