

Summary

Subject: Executive Meeting
Date and time: May 20, 2021 at 10 am
Venue: Zoom
Participants: Head of Department: Jesper Bo Nielsen (JBN)
General Practice: Jens Søndergaard (JS)
User Perspectives & Community-based Interventions:
Birgitte Nørgaard (BN)
CMSS: Lisa L. Froholdt (LLF)
DaCHE (Health Economics): Dorte Gyrd-Hansen (DGH)
Epidemiology, Biostatistics & Biodemography:
Kaare Christensen (KC)
Clinical Pharmacology, Pharmacy and Environmental
Medicine: Kim Brøsen (KB)
Health Promotion: Pernille Tanggaard Andersen (PTA)
Taken by: IST-secretariat: Line Bach Ulstrup (LBU)

May 20, 2021

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Agenda:

- 1. News from IST** Finances: After the first quarter, things look quite reasonable. Kim Brøsen has been awarded the 2021 EACPT Lifetime Achievement Award. Every second year it goes to a senior researcher who has made an exceptional contribution over time to Clinical Pharmacology in Europe.
- 2. News from SUND** Minutes from latest Heads of Department meeting not yet available. Flexible presence was discussed. This discussion is also necessary at the units – both in connection with return after Covid-19 and in connection with moving into NytSund. IT at NytSUND: As working from home is expected, it is important to have more meeting rooms equipped to handle hybrid meetings in which some participants participate online. In Esbjerg, the use of mobile phones is a challenge on account of the energy-dense construction method. Eduroam wireless network is perhaps the solution for employees and guests to get a stable internet connection.
Forwarding of mail: It is **not** allowed to have an automatic forwarding of SDU mails to private or other public mail

addresses because the data security is not good enough at the external sites. Efforts are under way to solve the problem.

3. News from councils and committees Nothing.

4. Status COVID Restrictions will be lifted May 21, 2021 and further again on June 14, 2021.
 At IST we have worked on a model which enables the units to have access at the same time but with a presence of maximum 20% of the total staff.
 At some units, the employees would like to get more access, but it will have to wait till June 15, 2021.
 KC: we must use the present situation to start the process towards the move to NytSUND where not all employees will have their own office. EBB will probably have mini-PDRs (Performance and Development Review) with employees.
 DGH: I quite agree that the time to come is a trial-run for the move to NytSUND. It is important that the entire unit can meet.
 JBN: agrees and is working hard on getting permanent offices for as much permanently employed staff as possible at NytSUND by looking at employment fraction and different requirements. At the same time important to get a discussion between immediate leader and employees about wishes for work from home days.
 Plan for the period June 14 – July 31, 2021 will follow.
 From August 1, 2021 everybody has 100% access, so everybody is expected to return to work as pre-COVID, unless otherwise agreed with your immediate leader.

5. New systems at SDU CWT: SDU has a new travel agency from April 15, 2021. The users will be set up as needed. Contact your unit secretary or the IST-secretariat if you need to book a trip.
 HR-system: New system will be implemented from June 1, 2021. Employees will register absence, change holidays etc. in this system.
 Finance system: New chart of accounts on September 1 and new finance system as of September 27, 2021.

6. Comments from participants PTA: Looking forward to getting back. The unit is busy.
LLF: Also looking forward to getting back. A couple of positions are expected to be advertised soon.
JS: Going well but focused on how to get back to the unit. Many have worked very hard. Four grants received recently.

DGH: DaCHE too have some very busy employees. There is a need for flexibility on how and when to return to SDU, as many employees have prepared for and made plans on the assumption that they were working from home. JBN agrees that there is a need to match the expectations between immediate leader and employees.

BN: Is still working on the joining of the units and must find a good solution on presence. A couple of positions have been advertised. Jeanette R. Christensen received May 19, 2021 the ROPOX prize for her effort within occupational therapy.

KB: Reopening takes up time at KFFM too. Teaching and production as always.

LBU: Stine Hollænder has been employed as financial assistant from June 14, 2021 at the IST-secretariat. Stine was most recently employed at IKV (Dept. for the Study of Culture). In connection Stine's employment and because of wishes for parttime from some secretaries, a new plan for primary contact for units will be sent out in mid-June. There are new rules about meals and refreshments during meetings – updating have been sent to heads of research and administrative employees.

Kind regards,

Line Bach Ulstrup
Head of Secretariat