

Summary

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| Subject: | Executive meeting | August 26, 2021 |
| Date and time: | August 26, 2021 kl. 10.00- | |
| Venue: | WP 9 | |
| Participants: | Head of Department: Jesper Bo Nielsen (JBN) User Perspectives & Community-based Interventions: Birgitte Nørgaard (BN) CMSS: Lisa L. Froholdt (LLF) DaCHE (Health Economics): Dorte Gyrd-Hansen (DGH) Epidemiology, Biostatistics and Biodemography: Kaare Christensen (KC) IST-secretariat: Line Bach Ulstrup (LBU) - notetaker | LBU/KMG lbulstrup@health.sdu.dk T +4565503840 |
| Cancellation from: | General Practice: Jens Søndergaard (JS) Clinical Pharmacology, Pharmacy and Environmental Medicine: Kim Brøsen (KB) Health Promotion: Pernille Tanggaard Andersen (PTA) | |

Agenda:

- 1. News from IST**
 - Finances: It still looks quite good. Reasonable expenditure from the units' analysis accounts.
 - Status IST-secretariat: LBU updates on staffing of the IST secretariat and the distribution of resources. Working on competence development in order to be able to substitute each other to a still larger extent at times of illness/vacation and to have more resources for i.a. administration of EU and NIH projects.
 - Administrative systems: The new HR-system (HCM) is still not running optimally, and IST has decided to postpone the opening of the system for all employees until more data are correct. Start-up of the new financial management system (ERP) and a new chart of accounts have been postponed for an indefinite time.
 - Vacation planning: The new holiday year begins September 1, 2021. Until HCM works, please contact your unit secretary/IST-secretariat for use of new vacation days.
 - Return to offices: JBN expects everybody to work from the offices unless something else has been agreed with the

immediate leader/head of research. It is a challenge at several units to ensure employee presence and get more employees to meet in person.

DGH will try to arrange i.a. more seminars and joint activities but thinks that we cannot return to the level of physical presence as before Corona. JBN agrees the possibility of e.g., online participation in meetings is different than before Corona, but does not wish that working from home is the default.

LLF: After a year and a half at home we must facilitate that the employees also experience something good by meeting physically.

Broad agreement that hybrid meetings are very difficult. However, at DaCHE it is a success to invite international guests to online meetings in which the DaCHE employees participate together physically.

The units are very different and there is not the same need to verbalize presence. It is important to create a cohesion across the unit and to create a good working environment.

There is a special duty in relation to the younger researchers, the PhD-student and the newly employed, where especially the presence of senior employees is essential.

- 2. News from SUND** Minutes from latest heads of department meeting at SUND have been forwarded.
NytSUND: The building activities are progressing, and SDU is still expected to take possession of the buildings in December 2022. Afterwards all technics and IT will be tested. Relocation is still expected in February/March 2023.
There are ongoing negotiations on distribution of space, both between departments and for present tenants.
- 3. News from councils and committees** GDPR: Master students are still being set up as guest researchers. However, a course is being prepared especially for Bachelor and Master Students, and soon there will be a model for access to S4. The solution is hopefully in place during the autumn of 2021.
- 4. Working environment** APV 2021: A Workplace assessment and Well-being Survey (APV) will be carried out during the autumn of 2021. The questionnaires can be filled out in the period October 5-26, 2021. Same divisions as before: WP 9, WP 17-25 and Esbjerg. More focus on abusive behaviour and working from home. It is important that the APV survey is supported also from the management and from unit meetings, so that as

many as possible participate and in that way obtain the best possible basis for a joint securing of our good working environment.

5. Comments from participants

KC: All things considered, the return to offices has gone well. First physical meeting has been held - a great success.

LLF: Has had a little staff wastage, so we are in a process of recruitment. Has had good response on some initiatives together with the UN.

BN: Has held physical unit meeting August 18. There is a vacant professor position and a vacancy notice in the occupational therapist group.

LBU: In the period August 30 – November 26, 2021 the SDU office trainee Nicolai Jensen work together with the IST-secretariat.

DGH: Has had some focus on reboarding. The unit will meet September 6, 2021 to make a promotion video for DaCHE.

6. AOB

BN: Is IST involved in considerations/planning of activities in the "Sundhedsklynger"? JBN: General Practice is involved. BN may contact JS for more information.

Kind regards,

Line Bach Ulstrup
Head of secretariat