

Summary

Subject: Executive meeting
Date and time: September 23, 2021 at 10.00-12.00
Venue: WP 9
Participants: Head of Department: Jesper Bo Nielsen (JBN)
User Perspectives & Community-based Interventions:
Birgitte Nørgaard (BN)
DaCHE (Health Economics): Dorte Gyrd-Hansen (DGH)
Epidemiology, Biostat. & Biodemo.: Kaare Christensen (KC)
Clinical Pharmacology, Pharmacy and Environmental
Medicine: Kim Brøsen (KB)
Health Promotion: Pernille Tanggaard Andersen (PTA)
IST-secretariat: Line Bach Ulstrup (LBU) - notetaker
Cancellation from: General Practice: Jens Søndergaard (JS)
CMSS: Lisa L. Froholdt (LLF)

September 23, 2021

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Agenda:

- 1. News from IST**

Finances: Second budget meeting with the faculty and central finance department has taken place. External turnover is still around DKK 60 mill for 2021 and the same expected for the years to come.
JBN: the applications arrive far too late. The financial secretaries at the IST secretariat get the applications far too late and the head of department also get the applications far too late for approval.
HR-system: SDU is implementing a new system, HCM, for user administration and vacation registration. There are still major challenges. The link to PURE does not work either and that is why CVs are not visible, furthermore several IST employees are not registered correctly, just as the automatic signatures are not always correct. There are also problems relative to vacation/vacation registration. Consequently, there is a major strain on the administrative staff, we hope for your understanding and ask for your patience. Unfortunately, this is not a problem which can be solved locally at IST.
Financial management system (ERP): Scheduled to start up in February 2022. There will be periods in January where all

payments, travel reimbursements in zExpense and purchases in TrueTrade will be closed. You will receive updates with information and deadlines from SDU and the IST-secretariat.

- 2. News from SUND** At the heads of department meeting at SUND in September 2021, the participants were introduced to a process optimization model used at OUH. This model could probably also be used on some of the administrative processes at SDU. It was debated which parameters to look at – e.g., the flow for approvals of applications. KC: Many administrative and logical processes may be optimized, but the research process itself may not necessarily be speeded up.
- NytSUND: JBN and LBU have held a meeting with a project group about the pilot projects in progress at the SUND departments to collect information, exchange ideas and discuss issues across the departments.
- KC: Trying to challenge the physical framework and the office culture – how much are you present and how should you arrange the offices.
- JBN: It varies how much time the units need to plan the relocation. Some units do not need to shut down until very close to the relocation in February 2023. We aim at running 100% right up to the time of relocation for the dry units, while more planning is expected for the laboratories.
- A task force is looking at office culture at IST. At NytSUND there are many shared areas which we must find an appropriate way to make use of.
- The building activities are progressing as scheduled, contrary to Nyt-OUH, and then SUND expects to relocate long time before OUH.
- PTA: In Esbjerg we are working at finding a good use for the shared open spaces.
- Dimensioning: Institute of Sports Science & Clinical Biomechanics and National Institute of Public Health are in line for dimensioning. FSV-candidate uptake may be reduced from 106 to 68, which moreover must be shared with SIF. Looking at possibilities to increase numbers and avoid this very severe dimensioning.

- 3. News from councils and committees** The central workplace environment committee: A serious electricity accident has taken place at IMM. It was due to a short circuit in a freezer. There will be focus on the problem for some time to come. We urgently request that IST employees ensure that all freezers have ground plug.

Coordination committee: SUND working on a new system to register teaching activities. SAMF is developing a registration system known as Freja. SUND will look further at this system when it has been perfected.

Increased awareness on Performance and Development Reviews (PDR) as the quality of the PDR dialogues differs across SDU. Improvement processes will be initiated – i.a. better forms for the dialogues will be developed.

- 4. Career and Skills Development VIP**

Rie Troelsen (University teaching methods) og Karna K. Gautier (HR) will participate in the IST executive meeting in October to discuss possibilities, requirements and possible challenges about career and skills development for VIP employees at IST.
- 5. APV 2021**

Workplace Assessment and Well-Being Survey (APV) questionnaires will be sent out October 5 with deadline on October 26, 2021.

Additional attention on COVID, working from home, and offensive behaviour. The questions on physical conditions are not anonymous, but the questions on well-being and offensive behaviour are anonymous.
- 6. IT-security & GDPR**

Increased preparedness on security. At present 2/3 of all mails received at SDU are phishing-mails or attempts of hacking.

GDPR material is being updated, i.a. courses for employees and students. Currently, students at IST are being set up as guest researchers, but centrally a solution that includes students are being worked on. Also working at a solution for a joint, defined space at a S4-server for the students, so that they do not use as much space which otherwise would be very costly for SDU.

Marie Kruse will hold information days for the master students at IST, two days in Odense and one day in Esbjerg.

Until further notice, IST will continue with the solution of making guest researcher agreements for the master students.

BN: Also, a challenge with data when patients are involved in the research. JBN: Will pass it on to SDU's central committees.
- 7. Comments from participants**

KC: Everyday life is well underway at the unit. Many researchers are looking forward to returning to physical teaching.

PTA: Proceeding satisfactorily at Health Promotion. Physical teaching and in new premises at Degnevej. Ongoing talk on the possibilities for hybrid teaching.

DGH: The unit has tried to upgrade the physical framework, new photos of the unit have been taken, and a film has been recorded – all to make a fresh start. Everybody must work from their DaCHE office on Mondays.

BN: Employees are returning to their offices.

KB: KFFM still has a group of medical doctors from Clinical Biochemistry, OUH, at the unit. They are expected to stay physically in WP19 and move to NytSUND. KFFM has returned physically since August 1, which has been good. Staff day on strategies was held in week 38, the day ended with a dinner.

LBU: The unit is very busy, i.a. on account of the HCM work, but also due to many applications. All employees are requested to either be logged on to Skype or have their calls automatically transferred to their mobile phone.

8. AOB

IST's Study Travel Account: You can apply for trips already taken, also across calendar years. Next deadline is March 1, 2022.

Kind regards,

Line Bach Ulstrup
Head of secretariat