

## Summary

**Subject:** Executive meeting  
**Date and time:** January 27, 2022 at 12.30-14.00  
**Venue:** Zoom  
**Participants:** Head of Department Jesper Bo Nielsen (JBN)  
General Practice: Jens Søndergaard (JS)  
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:** User Perspectives & Community-based Interventions:  
Birgitte Nørgaard (BN)  
CMSS: Lisa L. Froholdt (LLF)

January 27, 2022

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### Agenda:

#### 1. News from IST

Finances: The financial year 2021 was closed in very little time, because SDU changes to a new financial management system (ERP). Thank you very much to Line and the finance secretaries.

Administration: HCM is still a challenge for both the administration and the employees, especially registration and changes in vacation.

The new financial management system (ERP) starts February 2, 2022. The new chart of accounts is already in use. If you have questions, please contact the unit finance secretary or [ist-economy@health.sdu.dk](mailto:ist-economy@health.sdu.dk).

Teaching: Questions have been raised regarding the IST way of settling the accounts as well as about the teaching workload. Unfortunately, some employees have understood that the management only attach great importance to the actual teaching. We want to emphasize that master student supervision, responsibilities such as coordinator etc. are just as important as teaching activities.

The question has also been raised whether it is well-regarded to requisition lecturers at other IST units. JBN regards it as natural to help each other, when possible. DGH: There is not

much talk between units about teaching. Each unit have a separate economy. PTA: Agrees that there is a need for an increased knowledge of the other units' teaching. The subject of teaching will be taken up again at a later meeting.

- 2. News from SUND** Heads of Department meeting earlier this week. Almost 100% distribution of offices at NytSUND. JBN will discuss the coming process and the office distribution at IST with the Heads of Research.  
Uffe Holmskov has been appointed Vice Dean for Research and Innovation as of February 1, 2022. In future, Uffe Holmskov will be in charge of employment interviews for professors as well as inaugural seminars.
- 3. News from councils and committees** Nothing.
- 4. GDPR** Until now, IST has set up master students as guest researchers. The central GDPR committee has now looked at the problems regarding storage and analysis of data on secure servers. Three solutions have been found for master students. All solutions have been approved by both RIO and IT.  
In replacement for the guest researcher agreement, IST has now drawn up a master student agreement in which the students agree to comply with the IST "Department Research Instruction". The students must still pass the SDU online GDPR course and can save data at a secure server (S4).
- 5. APV and plans of action** The results from the October 2021 APV have been presented for the employees, and the IST working environment group has started on the work relating to the plans of action. In general, markedly less comments on physical working environment compared to APV in 2018.  
For the psychological APV, we are working on cooperation and offences as well as how to ensure that everybody is thriving.  
Scheduled plans for moving of both laboratories and offices already exist and will be forwarded soon from SUND. All units are urged to start clearing out and sorting through their papers at the office. You get paper bags from the cleaning staff. You get bags for sensitive material that needs to be shredded from the Technical Service, unit secretaries, and the IST-secretariat.

**6. Comments from participants**

PTA: Health Promotion unfortunately must say goodbye to study director Maja Bertram who starts in a new job at UC Syd. Strategic seminar will be held on February 21, 2022.

DGH: Staff Christmas party was changed into an online New Year's reception. DaCHE is in a strong position, and many external parties wish to cooperate with the center.

JS: Two clinical professors in General Practice have been employed for the Master's education programme in medicine in Esbjerg. A small research unit will be established at the campus in Esbjerg until a space has been established at the hospital in Esbjerg. Opening symposium March 10, 2022. The overall management of the 4 FEA units in Danmark has changed steering committee, and JS is new chairman.

KC: Many employees have returned to the offices, but parents of young children still have difficulties. We have had quite a lot of work reorganizing exams.

KB: Still a little Corona atmosphere at the unit. The joining of Environmental Medicine and Clinical Pharmacology is going very well.

LBU: The secretariat has been busy lately due to change of systems, but the VIP colleagues have been very understanding, so everything went well.

JBN: The Head of Department position has been advertised, as JBN's fixed-term employment runs out February 28, 2022. JBN has applied for and been offered the position, and JBN has accepted one more period as Head of Department. JBN thanks the heads of research for their cooperation and looks forward to more good years.

Kind regards,

**Line Bach Ulstrup**  
Head of Secretariat