

## Summary

<b>Subject:</b>	Executive meeting
<b>Date and time:</b>	March 3, 2022, kl. 10:00-12:00
<b>Venue:</b>	WP 9
<b>Participants:</b>	Head of Department: Jesper Bo Nielsen (JBN) General Practice: Jens Søndergaard (JS) User Perspectives & Community-based Interventions: Birgitte Nørgaard (BN) DaCHE (Health Economics): Dorte Gyrd-Hansen (DGH) Clinical Pharmacology, Pharmacy & Environmental Medicine: Kim Brøsen (KB) Health Promotion: Pernille Tanggaard Andersen (PTA) IST-secretariat: Line Bach Ulstrup (LBU) - notetaker
<b>Cancellation from:</b>	Epidemiologi, Biostat. & Biodemo.: Kaare Christensen (KC) CMSS: Lisa L. Froholdt (LLF)
<b>Guests:</b>	Anne Sophie Oxholm, DaCHE Ngaio Ustrup, IST-secretariat.

March 3, 2022  
LBU/KMG

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### Agenda:

- 1. Communications** Ngaio Ustrup explains about the updated front page on the website "SDUnet" which will soon become department specific. We will still be able to find general SDU information, IST guidelines and minutes.  
If you have news for IST at [sdu.dk](mailto:sdu.dk) then you must send the news to [ist@health.sdu.dk](mailto:ist@health.sdu.dk). The department also tweets news and is ready to help researchers without an account, but retweets and likes are most often from IST employees.  
Anne Sophie Oxholm presents the DaCHE SoMe-strategy for presence, activity, and target group on social media.  
DaCHE employees are active on Twitter and LinkedIn.  
It was discussed how the units can best spread the use of social media and support the different platforms, perhaps through a SoMe-manager at each unit.  
Heads of research are encouraged to identify one person at each unit to be responsible for the unit's SoMe.  
Everybody agrees that the department and the units must be active on social media.

An event for SoMe-managers at the IST units is expected to take place during the spring of 2022.

## 2. News from IST

Data: SDU is presently very challenged by spam e-mails.

Finances: Budget for 2022 has been finalized.

NytSUND: Drawings of the building have been presented to the heads of research last week, and proposals for furnishing of the offices were included in the agenda.

The heads of research are asked to consider how to distribute and furnish the offices, so solutions are found for each unit but at the same time it must be ensured the offices are in fact being used.

Working on solutions for hybrid meetings and hybrid teaching, as well as screening of specifically meeting rooms - for instance when having job interviews.,

Administration: The new financial management system (ERP) has been put into service but data has not yet been transferred to QlikView, so neither administration nor grant holders have been able to see any entries for 2022 yet. The new HR-system continues to encounter problems and the integration to PURE is not successful.

Status on MUS: Generally speaking, completed at all units.

## 3. News from SUND

Head of Department meeting on February 22, 2022: The teaching of BA in Public Health Science will be moved to Slagelse as part of the delocalization requirement to SDU which was initiated by the Danish Parliament. At the same time, it is the plan to apply for a new candidate in Danish in Public Health Science located in Slagelse with own dimensioning and with a specialization in Register-based Research.

## 4. Department forum 2022

Will be held April 28, 2022, at the new campus in Esbjerg. As soon as possible we will send out the schedule and information on transportation.

Rector Jens Ringsmose will participate during the day.

Kind regards,

**Line Bach Ulstrup**  
Head of Secretariat