

Minutes of meeting

Subject: Executive meeting
Date and time: 25 April 2018
Location: J.B. Winsløvs Vej 9 B
Participants: Jesper Bo Nielsen (JBN), Kim Brøsen (KB), Kimmo Herrtua (KH), Kaare Christensen (KC), Pernille Tanggaard Andersen (PTA).
Cancellation from: Jens Søndergaard, Philippe Grandjean, Dorte Gyrd-Hansen, Helle Johannessen.
Taken by: Line Ulstrup

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Agenda:

- 1. News from the department**

“MUS”: Performance and development reviews (PDR) between JBN and all heads of research have been completed.

MaxO/CPOP: The majority of the research group will be separated from IST and SUND as of May 1, 2018 and is subsequently expected to be affiliated to SAMF. A transfer of finances and employees is in progress. A minor satellite group from CPOP will remain at IST and will be placed as a part of the present EB.

Vacancy advertisements: At present the following positions are vacant: associate professors at the Unit of User Perspectives and at CMSS, respectively, assistant professor at the Unit of Health Promotion, data manager and secretary at the Unit of Clinical Pharmacology and Pharmacy.
- 2. News from the Management Team at the Faculty of Health Sciences**

Data: Status at IST regarding secure data storage and secure data handling: In Odense practically finalized. In Esbjerg, they are experiencing IT challenges but are working towards a secure framework. In May, all employees will receive a mail about the e-learning course “Data Protection for Employees at SDU”. Perhaps also a workshop for heads of research.

Regarding job advertisements and applications: Working on a solution without mails containing sensitive data but instead access for JBN and LU to Elisabeth Lohman’s systems to obtain the necessary information.

Regarding PhD-theses: Working on a solution to avoid that assessments are sent by mail.

SUND secretariat: Merete Munk succeeds Torben Durck Johansen who left SDU on March 1, 2018.

“TR”: Bjarne Andersen, chief trade union representative, retires as of April 30, 2018.

3. News from councils and committees.

University council (KC): Jesper Wengel has stepped down as chairman of the university council. KC is expected to be elected as new chairman. Minutes from the latest meeting, please see:

https://www.sdu.dk/da/Om_SDU/Organisationen/Raad_naevn/Universitetsraad

Working environment at SDU (JBN): A workplace assessment and well-being survey will be carried out in the end of 2018. More questions will be included.

The study committee, Esbjerg: Christiane Stock stops as study director as of August 1, 2018. A successor is expected to be found during the summer.

4. Data security

Open Science Policy and GDPR Research Guide: Institute of Psychology and the Clinical Institute have participated in a pilot project at SDU. The guidelines have been sent out as an inspiration to the other institutes at SUND. IST must draw up similar guidelines for the collection and handling of data, who is responsible for data etc. JBN hopes that the heads of research will assist. They are asked to report back to JBN as soon as possible.

DPO (Data Protection Officer) ambassador: SDU has employed a DPO, Simon Kamber. SDU wishes to have a local DPO ambassador at each faculty or institute to answer questions (primarily about research) and to be the primary contact to SDU's DPO. IST has assigned Marie Kruse, Danish Centre for Health Economics, as IST's DPO ambassador.

IST's data security group will meet on May 3, 2018.

(Guidelines from SUND/Psychology) will forwarded to the heads of research).

5. Comments from participants

PTA: Vacancy advertisement for assistant professor at present. PTA has been promoted to professor as of May 1,

2018. Inaugural seminar will be held on November 7, 2018 in Esbjerg.

KB: The unit is still growing, especially around Anton Pottegaard and Jesper Hallas who have a long-term project with LEO Pharma.

KB and Per Damkier are publishing a book in a few weeks.

KC: Nothing further.

JBN: At present the next institute forum is being planned.

There is talk of 55 extra medical students at SDU in Esbjerg, no final political decision yet.

6. Miscellaneous. Nothing.

[Text]

Yours sincerely

Line Bach Ulstrup
Department Secretary