

## Minutes of meeting

**Subject:** Executive meeting  
**Date and time:** September 27, 2018, 10:00-12:00  
**Location:** J.B. Winsløws Vej 9 B  
**Participants:** Jesper Bo Nielsen (JBN), Kaare Christensen (KC), Dorte Gyrd-Hansen (DGH), Birgitte Nørgaard (BN), Philippe Grandjean (PG), Kim Brøsen (KB) and guests Merete Munk (MM), Marie Kruse (MK)  
**Cancellation from:** Jens Søndergaard, Pernille Tanggaard Andersen, Kimmo Herrtua.  
**Taken by:** Line Ulstrup

17 October 2018

LBU

lbulstrup@health.sdu.dk  
T +45 65 50 38 40

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- 1. News from the Department**

Birgitte Nørgaard, acting head of the Research Unit of User Perspectives, was welcomed. Also, participating in the meeting was Merete Munk, Head of Dean's – Education & Quality, Health Sciences, and Marie Kruse from DaCHE – IST's local Data Protection Officer (DPO).

User Perspectives: Helle Johannessen passed away September 10, 2018, and the unit is still very affected, but is trying to re-establish the unit. Birgitte will continue Helle's strategy for the unit. Tine Melchenborg Kristiansen and Marie Konge Nielsen have been hired part-time, and Astrid Janssens is new associate professor as of December 1, 2018.

Finances: One unit has spent too much on D-VIP. But other than that, budgets at the units and the department are kept. Expectations for 2018 and 2019 are deficits of DKK 1.5 mio and DKK 5.5 mio, respectively. JBN is confident for the following year.
  - 2. News from the Management team at the Faculty of Health Sciences**

The heads of department had their monthly meeting at SIF in Copenhagen, September 25, 2018. A draft for the regions new strategy for Health Research was presented. Participation in projects will probably be from the Research Unit of General Practice.
  - 3. News from councils and committees**

University Council: has discussed transparency in connection with the 2018 strategic pool.
  - 4. Work environment**

Evacuation drills have been evaluated. At some drills the employees refused to leave their office. Management is not positive about this.

There will be an evaluation of “atmosphere explosible” and radioactive substances in the fall of 2018.

From October 9 to 30, 2018 the university carries out a survey of the staff’s well-being and their working environment, “APV”. Results from the survey will be presented at a meeting at WP 9, WP 17-25 and Esbjerg. JBN expects everybody to participate in the survey.

- 5. PURE** The PURE office is now in charge of all registrations of publications.
- 6. GDPR at IST** Marie Kruse, DaCHE, local DPO, presented drafts for IST’s research instructions. The main instruction **must** be followed in new projects. At first the instructions are only available in Danish. Please ask your Head of Research or your unit’s member of the IST data group, if you have any questions.
- 7. Comments from participants**
- DGH: New secretaries – Ulla Iversen, handles all finances, and Lone Myllerup Hansen is present two days per week for other assignments. Mauro Laudicella is new associate professor as of September 1, 2018.
- MM: The faculty is hiring a replacement for Olaf Svenningsen.
- PG: The unit is working on a new module for K8 – International Health, together with Health Promotion and colleagues from the Department of Clinical Research.
- KB: The Unit had a celebration of the 40<sup>th</sup> anniversary of the first appointment of a professor in Clinical Pharmacology, Jesper Hallas’ 60<sup>th</sup> birthday and Lars Gram’s 80<sup>th</sup> birthday.
- LU: SDU will change its system for travel expense management. From December 1, 2018 the department must use “zExpense” for all reimbursements. The system will be presented for all travellers on November 8, 2018, at 13:00 in the auditorium at WP 25 (Danish) and on November 15, 2018, at 13:00 in Esbjerg (English).

Yours sincerely

**Line Bach Ulstrup**  
Department Secretary