Management meeting **23 November 2022, 09:00 – 12:00** The large meeting room in building 142			**Minute taker:** MBA **Moderator:** PLA **Participants:** CSJ, AJO, PLA, ABP, SSJ, CHOL og MBA **Guests:** BSV **Apologies:** LLS **Moderator list:** LLS	
	Item (and responsible)		**Time**	**Decision and who does what?**
1.	Agenda and minutes	Approval of agenda and minutes for last meeting and status of follow-up	09:00	The minutes and the agenda were approved without comments.
	Larger issues			
2.	Department seminar – evaluation (all)	What went well and what can we do better next time? Is there any specific follow-up we need to do – e.g. in connection with the strategy?	09:05	It was ***agreed*** that all in all it was a successful event with a good balance between something scientific, some input from outside and something social. There was also agreed: • That attention must be paid to the fact that it is difficult to "hit everyone". The feedback shows that a few colleagues were not satisfied with the presentation on diversity, equality and bias. • That the equality committee will be invited to a management meeting to discuss and agree follow-up on equality and diversity work. • That we must consider how we continuously facilitate a crosscutting dialogue, as it does not make sense to hold a market day every year. • That in future the department seminars are held in the spring, as many are very busy at the end of the year. Therefore, no seminar will be held in 2023, but another two-day event in 2024 tentatively in week 15 in the middle of the week. In 2023, a summer party will be held instead, probably before the summer holidays.
3.	Recruitment plan (CSJ/MBA)	Opdating of the latest version; including: • The need for lab technicians in EMBI • Prioritisation of positions in ESGO	09:25	• ***The need for lab technicians in EMBI***: AJO reviews the time budgets to assess whether there is a basis for new employments. • ***Prioritization of positions in ESGO***: It was agreed how the posting of future positions should be prioritized also in light of the recent staff changes in the section. MBA adjusts the recruitment plan and ABP follows up.
4.	Funding of the thematic centers (CSJ)	See appendix	09:45	CSJ informed: After a lengthy discussion in the faculty management about the funding of the centers, the dean and prodeans has decided that the previous "tagging model" will be abolished and replaced with a model where the faculty provides a flat-rate contribution to each center of up to DKK 500,000 per year, which matches the flat-rate contribution the participating departments pay (since there is no ceiling on the departments' contribution).

5.	Power failures (all)	Is there anything we can do to prevent/mitigate the continued power failures?		It was agreed that the situation with the repeated power failures is completely untenable. It was decided that CSJ will once again contact BYG. If BYG cannot come up with a solution, it is suggested that we hire an external consultant to analyze what is going wrong and come up with proposals for solutions. *(On 24/11, CSJ started discussions with a private consultant, ref.)*
	Minor issues of discussion and decision			
6	Protection of our research – visit from PET (CSJ)	MZ is in agreement with CSJ in contact with PET to arrange a visit to a department meeting - we are considering holding the meeting together with ECOS.	10:15	In the last few years, PET has been very focused on the universities, because systematic industrial espionage has been ascertained. PET offers to visit and inform about how to best protect our activities. It was ***agreed*** that this is a good idea. If possible, the event will take place after the department meeting on 11 January. All ACs are invited and ECOS is also offered to participate. In continuation of this, it was ***agreed*** that ENVS' guidelines for guests should be updated with a note that guests may not access AU's network via their own PC.
7	Program for the department meeting 7 December (all)	Agreement on subjects and responsibilities.		The following will be on the program: • Information about the new chairman of the Institute Forum • Information about the Academic Council (AJ) • Short briefing (PPT) on the new MitHR (MBA) • Potential briefing on new AU travel policy *(ABP has subsequently clarified with LKP that the presentation will be given at the first meeting in January, ref.)*
8	Upcoming management meetings (MBA)	The first three meetings for 2023 have been added to the calendar - and the rest + FU will come as soon as possible. But maybe we should shortly consider, whether we should continue with the same cadence as before (three hours every three weeks) – or whether it is time to try a different form?		There was general agreement that the work in the management team has developed to most of all having the character of a "business committee", and that we need to do something to support the mutual management sparring and to a greater extent have focus on the strategic tasks in the management work. It was therefore ***decided*** to dedicate the first management theme meeting in 2023 to this subject if possibly with the participation of Birgitte Svinth to plan how the work in the management team should function in the future and agree on a management team development course *(the theme meeting is tentatively set for 7.2 and BS is contacted about possible participation. Currently awaiting feedback, ref.)*
	Messages / Information points			

9	The faculty management (CSJ)	Information from the latest meeting 9 – 10 November	10:45	CSJ briefed; including that it has been announced that in future the Research Support Unit (FSE) will only provide assistance for applications to IFD and the EU.
10	DCE (PLA)	Information from the latest meeting 15 November		PLA briefed, as there were no significant issues to note from the meeting.
11	Staff (MBA)	*Overview of appointments, terminations and positions in process*		The overview was noted.
12	Other messages (all)			None
	Financies – with participation of Britt			
13	Quarterly financial reporting (BSV and CHOL)	Orientation on the background for the report + agreement on how we will proceed	11:00	BSV and CHOL clarified that the intention of the quarterly follow-up is to point out points of attention in the finances for the department management and ensure that follow-up is done. It is not intended that the heads of sections should give detailed feedback, but simply indicate that follow-up is being done and/or report back on any issues that require special effort. It was ***agreed*** that the next round will be sent out with a relatively short deadline (14 days), where the section managers will report back in writing and then the overall feedback will be discussed at a management meeting.
14	Time allocation (CSJ, MBA, BSV)	Follow-up on the meeting 18.11; including clarification of fundamental questions, e.g. about department time		There was a lengthy discussion of various aspects of the implementation of time allocation, which reflected that we are at the beginning of a process that we do not have a complete overview of yet. There are still a number of fundamental questions that need to be clarified and that require more discussion and assessment of the advantages and disadvantages of different implementation models; including, for example, how and to what extent department hours must/can be allocated to different functions. There was agreement that in a transition phase it will be necessary to deal individually and pragmatically with specific situations, for example with people whose work program is filled with EU projects. It must be ensured that the transition will not mean that individuals "get stuck". There is also a communication task in conveying that even though there will no longer be working time registration for VIPs - and thus no possibility to see how many hours you have worked - this does not change the fact that VIP' ere still have "flexible working hours" and can

				take some time off after working a lot for a period.
	Afslutning			
19	Communication in the sections (all)	Agreement on what is to be communicated to the sections after the management meeting to ensure a uniform level of information throughout the department.	11:55	As a minimum communication about: • Department seminars will be held in the spring from now on • New funding model for thematic centers • Visit from PET • Power failures – there is (again) a push for solutions • Plant2Food – see email from Kia forwarded 23.11 • Time allocation – we are working on all the loose ends
20	AOB (all)		11:55	Nothing