

<b>Management meeting</b> <b>February 27, 2023, 10:00 – 13:00</b> The large meeting room in building 142			<b>Minute taker:</b> MBA <b>Moderator:</b> PLA <b>Participants:</b> CSJ, AJO, PLA, ABP, SSJ, AMA, CHOL and MBA <b>Guests:</b> STIB, KBF and UM (item 2) <b>Apologies:</b> LLS <b>Moderator list:</b> SSJ, PLA	
	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.
	<b>Larger issues og discussion</b>			
2.	The Equality Committee – survey (MBA)	STIB + possibly one more participant from the Equality Committee. Discussion of which subjects must be followed up on in extension of the Equality Committee's questionnaire survey in autumn 2022. A draft report from the survey is attached. This has been discussed between the Equality Committee and LSU, and there is agreement that the text responses must be further anonymised (as has already been done for the first two points in the report (1.1.1 and 1.2)	09:05	<p>There was an initial discussion of which topics the questionnaire survey could give rise to address in the follow-up; including issues about language (English / Danish in both writing and speech), unconscious bias, working hours and unwanted behavior from "superiors".</p> <p>Experiences from e.g. the psychological APV show that it is appropriate, if possible, to identify whether specific problems are isolated to specific staff groups. It was therefore <b>agreed</b> that the equality committee does cross-checks of data to investigate this. The management team and the equality committee meet again before sending out the report, when cross-checks have been made and free text responses have been compiled as agreed with LSU.</p>
3.	Data management (MBA)	Approval of terms of reference + appointment of members to the Committee for digital data strategy.	09:30	The draft terms of reference were approved. Members from the sections were discussed. Names must be registered/confirmed no later than 6 March at 12 (see email sent 2.3, ref).
4.	The PhD area (CSJ, AMA)	Discussion for the purpose of the decision of: a. Use of PhD bonus b. Allocation of hours for supervision c. Any other PhD-related topics	09:45	<p>a. Completion bonus of DKK 200,000 is released two years after the PhD course has been completed on time. It is required that the PhD is fully funded (i.e. that the tuition fee has been paid and that there has been no co-financing from the department). Bonus accrues to the department.</p> <p>It was <b>agreed</b> that the bonus should be used to ensure continued production of PhDs. Specifically, the bonus is used for:</p> <ul style="list-style-type: none"> <li>• Co-financing of supervision (130 hours per year for fully funded courses)</li> <li>• Operation of PhD school (expenses for defense and mid-term exams, workshops, PhD events, etc.)</li> </ul> <p>It is not possible to use the bonus as co-financing for future PhDs, as these will not subsequently release a bonus.</p>
5.	Collaboration with the Danish Technological Institute (CSJ)	Discussion of possibilities for cooperation with TI regarding attraction of new advisory assignments from private companies and municipalities/regions.	10:05	<p>On the initiative of TI, CSJ has held an initial meeting with two representatives of TI about opportunities for collaboration. It was <b>agreed</b> that we already collaborate on an ad hoc basis in several projects, and that there is not necessarily a need for an</p>

				actual collaboration agreement. It appears at first glance that TI is only interested in expanding cooperation in the air area. It was therefore <b>agreed</b> that SSJ and LLS will look at whether it is relevant to do more - and whether OH can be involved in his capacity as vice-dean if necessary.
	BREAK 10:25 – 10:40			
6	Development course for the management team (CSJ, MBA)	Follow-up on meeting with Birgitte 10.2 – status and next steps	10:40	There was agreement that both the preparation meeting on 9.2 and the meeting with Birgitte on 10.2 had been very good. We are currently waiting for a specific proposal from Birgitte for the course in 2023, as the management team’s two two-day theme meetings in May and November are reserved for this. At the management meeting on 28 March, we will continue the discussions on job descriptions for management functions.
7.	Staff (MBA, CSJ)	a. Overview of appointments, resignations and positions in process b. Any personnel matters	11:00	a. The overview was noted. b. Not referenced
	Minor issues of discussion and decision			
8.	Allocation of department hours for a specific task (SSJ)	Discussion and decision on the request for allocation of department hours for participation in the model development of the NASA GISS Earth system model.	11:20	There was agreement that ENVS contribution to the work might be a good idea, but that the Climate Ministry should pay for the effort. Therefore, it is investigated via DCE whether there is interest in the ministry for this.
9.	Program for the department meeting 1.3.23 (all)	Agreement on topics and responsibility		The following topics will be included in the program: <ul style="list-style-type: none"><li>• Spring event – naming meeting rooms – 31 March (PLA/AJO)</li><li>• (Maybe) Gaia – Taste of Italy – 16 March (AJO)</li><li>• Summer party – 9 June incl. call for participation in planning group (AMA/CSJ)</li><li>• New faces</li><li>• (Maybe) information on NAT's finances (CSJ)</li></ul>
10	Summer party (MBA)	Agreement on date and planning. <ul style="list-style-type: none"><li>• Suggested date: 9 or 23 June.</li><li>• Planning group – (at least) one from each section?</li><li>• Concept and budget?</li></ul>		Date: 9 June adopted. Planning group: AMA and CSJ are responsible. Participants from all sections (invitation at institute meeting). The planning group determines the concept. The budget is clarified during the process.
	Messages / Information points			

11	The faculty management (CSJ)	Information from the latest meeting 08.02.23	11:35	Discussion of a future communication strategy for TECH had filled a lot of the meeting.
12	DCE (PLA	Information from the latest meeting 20.02.23		Referring to the minutes from the DCE meeting, PLA drew particular attention to the following points: <ul style="list-style-type: none"><li>• Schedule for Novana reports</li><li>• Annual report (PLA will send an email about contributions shortly)</li><li>• New calculations of EBIT</li></ul>
13	Other messages (all)			CHOL informed about a sick call in Economics. The unit is under severe pressure, as no qualified applicants have been received for positions as project economist.
	Closing			
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.	11:50	At a minimum, information is provided on the following: <ul style="list-style-type: none"><li>• Summer party 9 June</li><li>• Meeting with the equality committee. Report from the survey will be sent out soon.</li><li>• Data committee</li></ul>
20	AOB (all)			Nothing