

Date of meeting: 2 February 2023 10:15-16:00 (to catch the ferry at 16:45)
Venue: Physical meeting in John's meeting room (Louise via Teams if not in Aarhus)
Topic: ECOS Management meeting
Participants: Eva Friis Møller, John Jensen, Flemming Skov, Helene Nyegaard Hvid, Stine Wendelboe BJORHOLM, Louise Verner Machholdt, Mikkel Tamstorf
Absent: Theresa Elias
Chairman of the meeting: Mikkel Tamstorf

1. Welcome

2. Approval of agenda and selection of minute taker.

The agenda was approved, and it was decided that Helene should write a record of decisions.

3. Status of strategic initiatives

Centre for Green Transition and Marine Ecology (Stine)

- Our graphic designer thinks that the name is hopeless, but we keep it for now.
- Else gets started on the website (Stine initiator).
- Mikkel and Eva will make drafts for descriptive text.
- Eva will go through a list of publications to be included.
- Mikkel will go through a list of projects to be included.
- Mikkel and Eva will make a plan for a start-up event for the centre with external speakers.

Biodiversity profile (Flemming)

- To be discussed at a physical extended management meeting in June. Flemming will make a case presentation.

Arctic profiling (Mikkel)

- Mikkel and Carsten Suhr have discussed the focus on ARC Roskilde. It was decided to support the proposal from Carsten Suhr and Mikkel Tamstorf to set up an "ARC Roskilde" to be run from Roskilde. Carsten and Mikkel are responsible for the next actions.

MFS Topic Data Centre (John)

- There is no formal requirement from the authorities for a topic data centre, and there are no immediate funds available. However, there is a great wish and need for scientific consolidation and reinforcement. A PFAS task force will be set up, where our competencies will be gathered and mapped. Responsible: John.



Knowledge exchange and synergy between modelling groups (all)

- Nothing new. There is a wish in the management for coherence through all ecosystems in the department's modelling work. Initiatives on this should be combined with strategic goals in the strategy on e-infrastructure. Flemming will give a presentation at a meeting in the beginning of March.

Department Conference 2024 (Stine)

Stine has gathered offers for a one-day event with accommodation and breakfast on the next day. Stine will pre-book Odense Congress Centre 19-20 September 2024. The Departmental forum is involved in the programme, and the item is on the agenda for their next meeting.

Common management principles, development of management (Mikkel)

The management will continue the work towards a joint-extended management team with the same values:

- Focus in the future on involving the heads of sections in the decision-making processes, specifically in the coming pay negotiations.
- Hear the heads of sections what it will take to make them feel more like a part of a united management – sparring, practical help.
- Visits, experience exchange and sparring between the deputy heads of department.
- Suggestions to be discussed at an extended management meeting on 15/3.
- We will continue the ongoing work on management but are awaiting a decision regarding the positions as head of department and thus deputy head of department in Roskilde.
- Decisions on management meetings: Mikkel is the chair of the meeting. Records of decisions will be made by Helene until a management secretary is appointed. The records of decisions will be translated into English, and both will be available at Ecosphere. Flemming will make a to-do with focus on follow-up actions required by the management team members/others.

4. Case presentation of PhD initiative

Decision on a new incentive structure. Presentation by Stine.

The management discussed and approved the presentation with a few changes:

- Briefing regarding time allocation to PhD principal supervisors
- Proposal for the implementation structure for allocation of PhD FTEs
- Proposal for consultation process for allocation of PhD FTEs

- Appendix “*Ansøgningskema om ph.d.-årsværk*” (*Application form for PhD FTEs*), in Danish.

The following was decided:

- Stine sends the proposal for commenting to the PhD Committee and the Research Committee (6/2-20/2).
- Discussed at management meeting 22/2.
- Discussed at extended management meeting 15/5.
- Announced on 1/4 with deadline 1/6 to allow start-up.
- Time allocation PhD main supervisors. Must be agreed with Louise how this will be implemented.

5. Staff, recruitment, etc.

Discussion of benchmark on the number of professors. Presentation by Stine.

- As ECOS is below comparable departments regarding the number of professors, it was decided to continue with the planned professorships in the recruitment plan.
- At a future management meeting, we will discuss how to ensure a good and uniform alignment of expectations with our professors so that both the department and the employees benefit the most from the professorships.

Updating the recruitment plan (all)

- To be discussed at extended management meeting 15/3 and finalised by the management approx. 1/3.

Career paths for advisers

- There is currently no further career path after senior adviser. The path to senior adviser is not clear either as you cannot be "adviser" but "academic employee" or "special consultant". Mikkel will examine the possibilities in the faculty.
- At the end of this year's pay negotiations, the management will discuss local criteria.

Ongoing processes (all)

Item closed.

6. Departmental forum

Minutes from the Departmental forum

The “6 commandments” must be implemented.

We have the value set “ECOS as a workplace”, which primarily deals with working from home and is presented together with the strategy. In addition, we have the “6 commandments” presented in the project manager material (found at Ecosphere under the LSU meeting material for 31 May 2022), and these two must be updated, perhaps coordinated. Flemming will look at this. Helene ensures that both are available online.

Celebrating successes

To be discussed at the future Departmental forum meeting.

7. Financial situation

Update on the 2022 result and possible agreements for 2023 (Louise and Mikkel)

- ECOS had a performance target of DKK 3 million for 2022. Despite a number of extraordinary expenses (including extra energy bills and relocation), we have a surplus of DKK 3.1 million. This is due to much higher earnings and some extraordinary revenues (including funds from DCE). The consumption of internal hours has decreased but is still too high.

Distribution of external/internal time 2021-2022

- This was only briefly discussed, but we would like to examine the topic in further detail and discuss it at a future management meeting.

Allocation of hours to departmental time, including teaching

- It was decided that teaching hours must be allocated relative to actual earnings.

John will collect data and send it to Louise. However, teaching is actually a deficit business for us in relation to the cost prices that we have. There should be an understanding of this – both upward in the faculty management team and in the department, and teaching should only be approved if it is strategically important for the department's core areas.

Specification of how we can ensure help to cover expenses

- We would like to make a catalogue/checklist, which PLs can review with PCs. It must include reasoned estimates of rent.
- Status and process for cover letter for approval by IL .

8. Research committee

Requests for the implementation of an ORCID for all VIPs, which FU can use for targeted help with application rounds, prizes, doctor dissertations, etc.

Support for Young Researchers

Chairman of the Research committee Christian Sonne and Caitlin Kim Frankish from YAURT in Roskilde will start initiatives to support young researchers in the department, including pitch sessions and general support. The department's professors must be involved in this.

Focus on continuous contact with foundations

Has been initiated by the Research committee and will continue. The management can support this by prioritisation.

9. Values for working from home

Discussion on revising existing values for ECOS as a workplace. Flemming will make a case presentation.

- Postponed until the next meeting.

10. Time allocation, MITHR

Status and challenges

- Postponed until the next meeting.

11. Any other business - 15.55

Travel expense settlements– the Secretariat's capacity for this is limited, and it has previously been announced that all employees should, as a rule, make them themselves but can get support from the secretariat. Helene will take this further.

LSU – internal criteria for pay negotiations must be on the agenda (annual schedule) in Nov/Dec the previous year. Helene will arrange this with Ninna.