

**9 May 2016 14.30 – 16.00**

**Meeting room 1671-234**

**Steering committee**

Participants: Søren Bom Nielsen, Jan Piotrowski, Lene Kjeldsteen, Thomas Lund Hansen

Absent with apology: Charles Lesher (skype), Esben Auken, Mads Faurschou Knudsen, Karen Dalsgaard (for the minutes)

## Agenda

14.30 1. Approval of agenda

Approved.

14.35 2. Budget and recruitment

Comments of economy report for 2016:

It is our obligation to end the year with the bottom line result 0 (zero) kr. It does not matter how we do it. Coverage of fixed cost is one possibility. Increased earnings another. Reduced expenses a third. We are 0.8 Mkr below 0 now. Some of the deficit will be covered by earnings, which were not part of the initial budget for 2016. Apart from that the result will depend on projects actually realizing the activities that the researchers have budgeted for 2016.

NLL incomes are way below budget and have high expenses on renting rooms in town. They are traditionally slow at collecting the earnings from their analysis in the beginning of the year. The process always accelerates toward the end of the year. They got rid of one rented room out of three and they are expected to be able to cover the entire expense. Lene K is working on improving the administrative processes at NLL by spending time with them on location this spring.

It was requested that Thomas Lund make an overview of technicians salaries divided into the workshops and laboratories. He will send out the result as soon as possible.

15.00 3. Presentation of current budget compared with the 2015 balance to get an overview of department economy.

Labs, workshops and administration work hard to reduce running costs.

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This year we are getting a good overview of expenses to find possible cut down opportunities.

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It was requested that Thomas Lund make an overview of fieldtrip for students, as it is the largest item in our running costs budget to look into details how we spend the money.

15.30 4. Geophysics admission progress

Based on our strategy, new figures from central admission of number of international applicants, and recruitment plans discuss possible progress in number of master's students.

It was shortly discussed that we received 17 applications to geophysics MSc education this year, of which six were qualified. The department is preparing online marketing to recruit international students. So far, it looks positive, as we have had a lot of responses to a preliminary website.

15.40 5. Award nominations

Discussion on how we can become better at nominating colleagues for awards locally, nationally, and internationally

Postponed to next meeting

15.55 6. AOB

### Future items

- Follow up on cooperation agreements and contracts after the information meeting with economy staff – status on the formulation of standard contracts and the planning of a staff information meeting (Esben).
- NLL