16 June 14.00 – 16.00
Mødelokale 1671-234
Steering Committee Meeting

Present: Søren Bom Nielsen, Lene Kjeldsteen, Mads Faurschou Knudsen, Jan Piotrowski, Charles Lesher, and Karen Engell Dalsgaard (minutes).

Not present: Esben Auken

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Page 1/3

Agenda:
1. Approval of agenda and minutes
2. Lab facilities in the basement in building 1672
   Proposal for researchers on how to arrange lab facilities better in the basement, se attachment
3. Award nominations
   Discussion on how we can become better at nominating colleagues for awards locally, nationally, and internationally
4. Teambuilding follow-up on 24 June
5. How do we work and plan in the steering committee
6. Follow-up on budget and budget costs
7. Recruitment plan
   Status on our recruitment plan, what is in the pipeline
8. AOB

Ad 1 Approval of agenda and minutes
Minutes and agenda were approved.

Ad 2 Lab facilities in the basement in building 1672
A proposal for changes in the lab facilieties in the basement was presented. It was agreed that Charlotte should be an active coordinator for this kind of thing and that she would be the one to ensure that all interested parties were heard before going through with the changes. Charlotte will inform Søren, who again will inform the Steering Committee. Mads will speak to Charlotte about this.

Ad 3 Award nominations
We must become better at nominating our own people for awards, internationally, nationally, and locally. The subject will be on the agenda for the next joint meeting and included in the next newsletter, and all will be encouraged to keep their ears and eyes open for opportunities. It was agreed that the research coordinator , Thomas Nielsen, should be the person to coordinate and look for relevant awards. Søren will talk to Thomas about this.

Ad 4 Teambuilding follow-up on 24 June

The follow up on the teambuilding earlier this year will take place on 24 June. Søren will search for the mail from Jens Maigaard and send it to the others. Otherwise it will be a matter of playing by ear.

Ad 5 How do we work and plan in the steering committee

The following improvements for the steering committee meeting were put forward and agreed to:

1. The chair must lead the meeting and make sure that the meetings are structured and that only one person speaks at a time. Interruptions must stop.
2. The agenda should have some standard items, that are discussed each time. Finances for instance. This to ensure continuity.
3. Minutes must include a to-do list of action points to ensure follow up and these action points will be walked through under the first item on the agenda: Approval of minutes and agenda.
4. The steering committee should discuss less minuteae and focus more on general matters like 'are we on track', and 'what are the trends' (Mads). The strategy will be discussed as a follow up item at meetings on a 'how's it going'-level.
5. Søren must make sure that all know what is confidential and what is not. To this Søren commented that it is quite obvious that all matters where persons are involved are confidential.
6.

It was agreed to present these suggestions for improvements at the team building follow up.

Ad 6 Follow-up on budget and budget costs

Costs are mainly following the budget. Thomas had sent a budget/cost overview.
It was agreed to ask Thomas to explain the figures at the next meeting.

Ad 7 Recruitment plan

An updated recruitment plan was distributed before the meeting. Søren gave updates on developments in relation to the recruitment plan.

To-do list

What	Who
Talk to Charlotte about being coordinator for lab changes.	Mads
Talk to Thomas Nielsen about coordinating the award efforts.	Søren
Awards in the newsletter .	Lene
Awards on next joint meeting.	Søren
Find mail from Jens Maigaard.	Søren
Ask Thomas to explain figures at next meeting.	Lene
Ask Thomas to send materials to Karen, too.	Lene