

1 November 10.00 – 11.30
Meeting room 1671-234
Steering Committee Meeting

Present: Søren Bom Nielsen, Lene Kjeldsteen, Jan Piotrowski, Charles Leshner,
Thomas Lund Hansen and Karen Engell Dalsgaard (minutes).

Not present: Mads Faurschou Knudsen

Agenda:

1. Approval of agenda and minutes
2. Budget and budget costs
Discussion of future budget costs
Discussion of Thomas Lund's overview on the department budget
3. NLL budget from 2017
Presentation of NLL budget and accounts. This should all lead to
common practice in labs.
4. Teambuilding follow-up
Progress and agreements (see attached pdf).
5. Cooperation agreements – 1 page agreements accepted by TTO:
 - a. NLL
 - b. SMK
 - c. ...How do we present this to the entire department
6. Daily allowances
Presentation of rules concerning daily allowances when travelling:
who is covered and how.
7. AOB

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Ad 1 Approval of agenda and minutes

Minutes and agenda were approved with the following changes:

Under 2. Budget and budget costs 'Constraints on budgets' was added.

Under 7. AOB 'Scheduling of meetings' was added.

4. Team building follow-up was postponed until the next meeting.

6. Daily allowances was postponed until the next meeting.

Ad 2. Budget and Budget costs

Thomas had prepared a memo for this point on the agenda and he went through it step by step. This note will be sent to all by mail. Søren thanked Thomas for his thorough work.

Constraints on budgeting preventing reshuffling was discussed. Esben (who is responsible for about half the department's external funding) needed to reshuffle mainly minor amounts between the projects to make ends meet. Søren insisted on being informed if these changes would influence overheads in any way. Søren stated that when Esben comes up with a suggestion, Søren will trust that this is the best he can do.

Ad 3. NLL budget from 2017

The budget for NLL was presented. The main content was that in the future NLL will cover running costs through sales. It was discussed what the department should do, if NLL failed to reach their sales objectives. This scenario would be very unlikely, according to Thomas, but it will be discussed whether a different approach to NLL's paying overheads to the department would be preferred.

Ad 5. Cooperation agreements

Two different standard cooperation agreements were presented. One for NLL and one for Center for Geoarcheology. These have been approved by TTO. They are to be used for small collaborations only, and they must be signed and sent to Thomas to be entered into the system.

It was discussed whether overheads should be included in the NLL agreements as they are in the Geoarcheology agreements (see ad 3.)

Ad 7 AOB

AU needs to appoint a new member for the GEUS board of governors. It was decided to nominate Esben for this position.

Ole Rønø will take Søren's place on the board for Center for Geoscience.

A digitilisation hearing will be initiated soon. This will lead to a digitilisation strategy.

A follow up on 'Women in Science' is scheduled for January.

The business cooperation committee is planning a workshop in December with participation from various private companies of interest.

The next Alumni Day is planned for 10 March 2017.

Lene will try to schedule department meetings, VIP meetings etc. a year ahead.

Charles/Chip will accept the role of head for IMAT – a new project under the INANO umbrella.

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To-do list

| | What | Who |
|---|--|-------------|
| 1 | Send budget memo to all | Lene/Thomas |
| 2 | Discussion about NLL and overheads – Søren will call for a meeting | Søren |
| 3 | Plan as many meetings as possible a year ahead | Lene |
| 4 | | |
| 5 | | |