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Meeting on 13 December 2022; 09:00 – 10:30
M4/Teams
Section meeting

Minutes

Present: Climate and Water section, Torsten Rødel Berg

Agenda:

1. Approval of agenda
2. Staff news
 - a. Welcome to
 - i. Postdoc Huan Liu
 - b. In pipeline:
 - i. 1 February 2023: Secretary Friederike Malisch-Johnigk.
 - c. Staff- and office situation, appendix 1
3. Follow-up on workshop on abusive behavior, appendix 2
4. Messages:
 - a. From department management
 - b. Deadlines regarding end of 2022
 - c. Other messages
5. News from committees
6. Short introduction to One-Drive, Dennis
7. Application status, appendix 3
 - a. Output from ReAp for update
 - b. Applications in pipeline
8. Social event – KLIMA Christmas lunch 16 December
9. AOB

Jytte Christensen

Date: 13 December 2022

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Ad 1: Approval of agenda

Approved

Ad 2: Staff news

Huan Liu started her postdoc position 15 November 2022 and will stay for three years. She gave a short presentation of her background and research area. She will work for Diego A.

Friederike Malisch-Johnigk is employed as secretary from 1 February. It is important that the tasks in the position is well clarified in order to align expectations.

Staff- and office situation:

With the current staff and the persons in pipeline for 2023, we are fully booked in 2023, meaning that it is not possible to invite further guests with an arrival date in



2023. This also applies for 2024, because we need to have room for student exchange within projects.

It is important to have the AGRO guidelines in mind <https://agro.medarbejdere.au.dk/en/personnel-and-hiring>.

Ad 3: Follow-up on workshop on abusive behavior

The workshop was a good exercise. All agreed on that the workshop must be repeated on a regularly basis e.g. twice a year.

It was discussed, that it is important to have a clear structure regarding where/who to go to, if you experience abusive behavior. You can always discuss with a colleague you trust.

It was discussed how the management follows up on reports on abuse behavior. It is important that the 'victim' feels that action is taken and that you are aware that reporting abuse behavior never can fall back on you.

Jens will investigate which help and support you can get from the union 'Dansk Magister Forening'.

Jeroen informed about the Psychological Counselling Service at AU and encouraged to take contact if you feel stress or experience cooperation issues etc. Read about what they can offer <https://medarbejdere.au.dk/en/administration/hr/workingenvironment/psychological-work-environment/psychological-counselling-service>

Ad 4: Messages

From department management:

- PhD Independence Day (seminar) 10:00 – 12:00, 23 January 20, Foulum. The seminar is for both PhD students and their supervisors. Link for registration <https://events.au.dk/phdws/signup> (before 14 January).
- Communication: Jesper Emborg is new head of communication at DCA. Camilla and Jesper are interested in joining section meetings, so we will invite them for our next meeting.
- Funds for new equipment: Mogens and Karina gathered all wishes and reported back to the department management. Mathias was not aware of what is approved for funding.
- Economy looks fine.
- Follow-up on Researchers Days:
 - The issue on stress will be followed up.
 - Important to avoid gaps in the communication and fix the dates for 2023 now (and block calendars).
 - Regarding planning of content and communication to participants, this will be handled in another (and better) way for 2023.

- **Education:** It has been discussed if we should enroll students for the bachelor education in 2023. If students are enrolled in 2023, they'll have to have all courses in Aarhus. This may conflict with the new bachelor education starting at AU Viborg in 2024.

Deadlines regarding end of 2022:

Deadline for both time-registration and invoices/travel claims is **2 January 2023**.

It is therefore recommended that you solve this before your Christmas holiday. It is allowed to have a balance of 6 holidays and 5 special holidays per 31 December 2022.

Other messages:

Deadline for registration of publications in PURE is **15 January 2023**. Peer-reviewed articles is harvested automatically, but if you have any conference contributions, they should be put in manually. The secretaries can assist you.

Time registration 2023:

The new system mitHR is launched 25 January. You can read about the process here <https://medarbejdere.au.dk/administration/hr/hr-systemer/mithr>.

Britta explained that staffing plans as we know them are kept. A module in mitHR is ProjektTid. The module will contain a list of your budgets where the funding body require time registration.

Working hours (coming and leaving time) is registered in an excel sheet <https://medarbejdere.au.dk/administration/hr/rekruttering-og-ansættelse/arbejdstidfravaerbarsel/flekstid>. More information on how AGRO will handle this, will come out soon.

Ad 5: News from committees

Education committee: An application describing the content of the new bachelor education is sent to the national board for approval. A process on the details will be initiated in the beginning of 2023. This will involve several key-persons.

Staff club: Christmas market and concert with Midtjysk Kammerkor 14 December from 15:00. Christmas presents for staff club members is handed out. All are encouraged to join and socialize while enjoying chips, candy and drinks.

The last Friday bar of 2022 is in the afternoon 16 December.

Ad 6: Short introduction to OneDrive

Dennis gave a very brief introduction to one-drive. One-drive is implemented in the beginning of 2023 in AGRO.

You can find much more about OneDrive here <https://medarbejdere.au.dk/en/administration/it/guides/datastorage/onedrive>.

Ad 7: Application overview

If you have updates to the distributed overview, please let Jytte know asap.

Torsten informed that the HEU call is officially out. Inform Torsten if you plan to get involved. It was Torstens opinion that AGRO did not expect many applications for HEU because there are other Danish funding possibilities on the same subjects.

<https://agro.medarbejdere.au.dk/projektstyring/ekstern-finansiering>

Ad 8: Social event

Potluck KLIMA Christmas lunch Friday 16 December. If you want to help setting up tables etc. – just show up in meeting room 2 at 11:00.

Remember to bring your own drinks. If you have any funny napkins and decorations, please feel free to bring.

Ad 9: AOB

Secretarial assistance in January: This will be announced later.

Jytte hopes to see all of you at her goodbye reception on Monday 19 December 13:00 – 15:00.
