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| **Approval of previous minutes/agenda + Messages from Head of Department** |  | I | KP | *Minutes and agenda was approved*  *Jan Anker Nielsen and the research groups are working on the budget for expenditure for 2019. Budget for revenues is not final until mid-October. The budget will be presented at our next meeting 24 September.* |
| **Follow-up on previous items** |  | I | KP |  |
| **Theme: Career policy**  Discussion of Career Policy for MP. Management has come up with the suggestion enclosed on the basic of the University policies. |  |  |  | *It was agreed that Management have done a great job with their suggestions for our career policy. However, a few changes should be made and these will be presented at our next meeting* |
| **Administrative reorganization**  Status on reorganization of administrative reorganization incl:   * joint administration with Math. * Management of Education (head of Study, Study board etc)   Find enclosed the draft for organization of Administration in MP before decision for Math. |  | I | KP | *Kjeld Pedersen gave a short introduction to the new administration which will be effectuated as of 1 October and told about the administrative cooperation with Math which will*  *become effective as of 1 January 2019.*  *There was general statement from the participants at the meeting that the head of study and head of study board should be the same.* |
| **Work Place Permits in FIB-LAB**  MP-Lab has drafted a proposal for update of the current WPP (Work Place Permits) used at FIB-Lab.  When approved by VIP for use in FIB-Lab it will be part of the safety briefing held this year and it will replace the one currently accessible on our MP web-page for FIB-Lab. There will be no change in responsibilities regarding WPP, it will still be the responsibility of the supervisor that has to verify WPP with a signature. Lab would just like to put more emphasis on instructing the students in how to fill it out and thus include it in the FIB Lab safety briefing.  At a later stage MP-SKJ Labs will discuss if a similar WPP should proposed to VIP-SKJ to be used for SKJ Labs. |  | I | KK | *Klaus Kjær presented a draft for a new work Place Permit for LABs at Fib. There were some comments which Klaus will take back to LAB, including:*   * *Insurance: AAUs insurance for students has to be included* * *Who has to sign the form beside the student? Is it always the supervisor or sometimes head of LAB?* * *We need a form for Skjernvej and CPH as well* |
| **AOB**  **Working environment (KN) – next meeting**  **Communication from the management (KN)**  **Salary** |  |  |  | *Kjeld Nielsen stated that there is a general lack of information from management regarding changes and any other issues relevant for the employees. A more visible management is also desirable.*  *Lars Rosgaard Jensen informed the participants of the salary negotiations for VIPs.* |