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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*
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| **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.* |