



Present:		Absent:			
Members:	Minutes taker: Amra Ibrisevic Chairman: Kjeld Pedersen (KP) Lars Rosgaard Jensen (LRJ) Kjeld Nielsen (KN) Lars Diekhöner (LD) Brian Vejrum (BV) David Hansen (DH) Klaus Kjær (KK) Christine Steenberg Pedersen (CSP) Jette Marie Christensen (JMC)		Astrid Heidemann Lassen (AHL)		
Agenda				Presentation	Minutes
	Items	Enclosures	Responsible		
1.	Approval of the agenda		All		The agenda was approved.
2.	Announcement from the Head of Department	Equality action plans	KP	<ul style="list-style-type: none"> - Meeting with AMiU regarding work environment discussion postponed to 26.08 - Information on the possibility of extending the PhD students and post docs due to delay due to corona. Any extensions depend on the financial opportunities - Institute seminar is postponed - Equality Statement 	<ul style="list-style-type: none"> • Joint meeting with AMiU will be postponed until August. AMiU is in the process of making a mini apv in the various groups at MP and it must be completed before the meeting. • If the funding for the extension of the Ph.D. students and postdocs must be found, it will be done in the projects. • There is currently a focus on projects where irreparable damage occurs or where data is lost, and there is a focus on the research projects that will run in laboratories. From week 22 all tap-lab employees will also have access to laboratories.

						<ul style="list-style-type: none"> • Some thesis students have applied for extension of the deadline for the thesis. Some students have chosen to hand in blank to get 3 months extra for project preparation. • The institute seminar is postponed until August 2021 • <u>Equality Statement</u>: The institute has made a feedback to the faculty regarding equality on MP. The feedback is attached to the minutes for information. • LRJ: Lately, there has been some focus on the copyright of educational material in connection with the digitization of teaching. There are no agreements on this at AAU. This topic will be brought up at the HSU meeting.
3.	Follow-up from last meeting regarding working group on division of labor			All	Follow-up to the agreement from the last meeting to set up a working group of VIP members from SU to discuss distribution of work tasks, research time, etc.	It has been decided to set up a working group consisting of SU's VIP members. Possible coordinator function was discussed. It was decided not to appoint one but to hand over the task to the management. A working group meeting will be held in June. Note from the work in 2018 will be sent to SU.
4.	Planning of teaching, status			All	Planning for the E20 has been started. Sectional overviews of the teaching have been compiled by educational programs and indicate who has previously taught. Based on this, the groups have been asked to clarify the challenges. In Physic and Materials, discussions take place directly between the section manager and the	The status of E20 planning was discussed. The impression is that planning has been initiated at a better time in the research groups this time compared to earlier ones. It is different how far one is. Course planning and rough allocation of

				<p>coordinators. In Production, planning is discussed at meetings with the coordinators, the head of department and the head of study. The goal is for the teaching distribution to be in place on June 1st. However, the final guides will not be finalized until later.</p>	<p>projects are expected to be in place before the holidays.</p> <p>There has been a focus on reducing the use of D-VIP especially in Production. It seems to be going the right way.</p> <p>Principles for the distribution of tasks were called for by management. The question is referred to the working group - see item 3.</p> <p>In addition, the more strategic and long-term recruitment of employees was discussed.</p>
5.	Budget follow-up at the end of April	Budget follow-up	JMC	<p>We are currently working on the follow-up of the institute's finances. SU will be informed at the meeting and any enclosures will be sent ASAP.</p>	<p>JMC presented budget follow-up that has been handed over to the Faculty.</p> <p>We are only behind with half a million on project buyouts, but we expect to gather it in fewer consumption costs and postponed employments.</p> <p>We expect that we can keep the result we have budgeted for, but that is uncertain because of Corona. In addition, longer-term effects on external financing must also be expected.</p>
6.	MP during Corona		KP/all	<ul style="list-style-type: none"> • Information on the latest MP reopening plans • Experiences with Work Environment and collegial collaboration at home, what works? • What should we take with us when we return? 	<ul style="list-style-type: none"> • So far, only laboratories have been reopened and it has gone well. • Working and teaching from home is fine and people can usually make things work. Meetings are held in the various groups, both

						<p>professional meetings and also cozy meetings.</p> <ul style="list-style-type: none"> The situation will mean the digitization of part of teaching in the future, as it has proven to work well.
7.	Aob.					<p>The first year of study is moving out to Campus East in 2022 - probably all the way out to the institutes, so we need to find room for more students. The reconstruction at FIB16 will accommodate more students from 2022.</p> <p>The graduation has been canceled this year due to Corona, and we need to find out what we can do to help the students to move on.</p>