

Management meeting May 11th 2026 from 9.30-12.30 Kronehullet in building 142			Minute taker: LHK Moderator: ABP Participants: CSJ, PLA, PLL, AMA, PCA (online), ABP, MBA og LHK (secretary) Guests: BSV (item 1-3) Apologies: TPB, LLS Moderator list: PLA, ABP, AMA, LLS, PLL, PCA	
	Subject (and responsible)	Setting/description/annex	Time	Decision and who does what?
1	Agenda and minutes	Approval of agenda and minutes from last meeting 20.04.26.		The agenda and minutes were approved without comments.
2	Check in round (everyone)	Round-the-table status update.		Each member of the management team briefly outlined what is currently occupying their agenda and their respective sections.
Discussion and decision issues				
3	Economy (CSJ, BSV)	Briefing on the ØR1 meeting, 23 April 2026 Including a follow-up on the discussions regarding the finances in the PhD area		<p>CSJ provided an update from the ØR1 meeting, where he presented the department's 2026 budget to the Dean's Office. The Dean's Office expressed satisfaction with the figures during the meeting. There is no longer a requirement for us to deliver a surplus at the end of the year; instead, the expectation is that the department's accounts break even.</p> <p>BSV presented an overview comparing ENV'S externally funded salary expenses, operating costs, and depreciation with those of other departments. The overview was reviewed, and it was agreed that BSV will circulate it to the management group for their information after the meeting.</p> <p>CSJ also informed the group that the ØR1 meeting included a discussion of the financial framework for the PhD area. For each completed PhD programme, ENV'S receives DKK 130,000 in basic funding – this amount is paid out three years after completion, and it is in addition to the DKK 200,000 we also receive for each completed PhD.</p> <p>It is important that we communicate clearly about this, as well as about how we use these funds in the best possible way to strengthen our PhD area. This is an obvious topic for the upcoming bundle meeting in June, where many of the PhD supervisors will be present.</p>

				The management group followed up on the decision from the previous management meeting and confirmed to BSV that supervisor hours must be recorded in Navision.
4	ENVS Strategy 2027-2030 (PLA, MBA)	Discussion of the draft strategy text, including questions regarding ambitions/resources in relation to communication and visibility, and agreement on the next steps in the process.		The management group reviewed the preliminary draft of the strategy and agreed on some minor revisions. The timeline for finalising the strategy was reviewed and adjusted. The plan is now that PLA, MBA and LHK will meet and prepare the strategy document for distribution within the department during week 21. It will be sent for consultation in the sections and committees, with a deadline for feedback to the management group on August 1 st . The deadline for the development of section strategies is set for October 1 st . The section heads will each initiate the process at their upcoming section meetings.
5	Project management course (MBA)	Briefing/agreement on registration for the project management course.		There was agreement within the management group that we will work towards holding a project management course at Risø in the spring of 2027. LHK or SIBI will coordinate dates with the course administration. The section heads will be responsible for informing their sections that this opportunity will be available for both academic (VIP) and technical/administrative (TAP) staff. It should be emphasised that registration is binding.
BREAK				
6	Procedures for onboarding (MBA)	Discussion of the current onboarding procedures and whether there is a need to update them. MBA will present at the meeting.		<p>MBA explained that written onboarding procedures are available on our intranet, but that in several areas we are not fully adhering to them. This applies to the appointment of buddies for new employees, alignment of expectations between the secretariat and the sections regarding the distribution of welcome materials, as well as agreements on meetings between the secretariat and the hiring staff - something that has been an objective in the current checklist developed a few years ago.</p> <p>The section heads reported that the buddy system works to some extent, although in a more informal and unstructured way. It does not consistently happen that new employees are assigned a buddy, even though there is agreement that it has significant social value. It was agreed that the section heads are responsible for ensuring that new employees are assigned a buddy; however, the section head does not necessarily need to</p>

				<p>coordinate this personally, as in some cases it makes more sense for the project leader to handle it.</p> <p>The section heads are satisfied that the Secretariat sends out the welcome email. It was agreed that the section heads should follow up on the secretariat's welcome email with a personal message to the new employee.</p> <p>Meetings between the secretariat and the hiring staff are not necessary. The section heads can use the checklist as a tool to ensure everything is covered, and they are welcome to approach the secretariat whenever they need assistance.</p>
7	Evaluation of the department seminar (MBA)	Feedback from everyone.		<p>Everyone received predominantly positive feedback on this year's department seminar, both regarding the programme, the content, and the overall setup of the event.</p> <p>For next time, we should remember to include breaks in the programme, allowing participants to choose whether they want to do activities together, relax, or go for a walk on their own.</p> <p>In 2027, the department seminar will be a one-day event. The date and location need to be identified. MBA will look into this.</p>
Landmarks				
8	Faculty management (CSJ)	The most recent faculty management meetings were held on April 28 th (in person) and May 8 th (online). The next faculty management meeting will take place on May 19 th (online).		<p>PLL asked about the faculty's upcoming research and innovation positions. CSJ explained that these involve four new positions that will have direct communication with The Kitchen, which provides advice and support related to start-ups, patents, and similar activities.</p>
9	Staff (MBA)	<p>a. Overview of employment, resignations, and positions in process.</p> <p>b. Mutual briefing on any staff matters</p>		<p>MBA asked the management group whether they still wish to receive the overview of recruitments, resignations, and positions in process ahead of each management meeting. The management group agreed that the overview is very useful and that they would like to continue receiving it on a monthly basis. However, it does not need to be tied to the management meetings.</p>
10	Renovation (PLA)	Status of the renovation.		<p>PLA informed the group that the renovation project is currently on hold. The Danish Building and Property Agency has announced that the cost of the renovation will be three times</p>

				<p>higher than expected. This is a price we cannot, and will not, accept.</p> <p>AU's Head of Buildings has indicated that, in his assessment, the Agency's cost estimates exceed the cost of constructing a new building.</p>
11	Any other announcements (all)			<p>The list of announcements had been circulated prior to the meeting and is attached to the minutes as an appendix.</p> <p>MBA also informed the group, based on the most recent workplacemeeting, that a message has been sent to the staff associations allowing them to begin planning this year's Christmas parties on December 4th.</p> <p>The mute boxes were discussed once again at the meeting, but due to several absences among participants, a decision was postponed.</p> <p>PLA reported that it appears there will be another round of applications to the Research Reserve before the summer break. The focus will likely be on advisory activities. Once again, the period available for preparing applications will be short. PLA will inform LLS, who was absent from today's meeting.</p>
Conclusion (all)				
12	Evaluation of the meeting	<p>Were there any agenda items that could have been handled differently?</p> <p>Were there any items that could have been managed/prepared differently?</p> <p>How was the meeting overall?</p>		<p>There were no comments on this item.</p>
13	Communication in the sections	<p>Agreement on what should be communicated to the sections after the management meeting to ensure a consistent level of information throughout the institute.</p>		<ul style="list-style-type: none"> • Briefing on the upcoming consultation period for the draft <i>ENVS 2030</i> • Briefing on the opportunity to participate in a project management course in spring 2027 • General encouragement to use the checklist and other onboarding materials in connection with recruitments • A call for contributions to the instrument wish list will be sent out soon •
14	Evt.			