

Management meeting April 20th 2026 from 9.30-12.30 Kronehullet in building 142			Minute taker: LHK Moderator: PLA Participants: CSJ, PLA, PLL, AMA, PCA, LLS, TPB, MBA og LHK (secretary) Guests: BSV (pkt. 1-3), MKE (pkt. 5), PMS (pkt. 6) Apologies: ABP 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 19.03.26.		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)	a. Status of ØR1 2026 b. Shared vehicle fleet Nat-Tech		<p>a. CSJ and BSV have a meeting with the Dean's Office later this week, where ØR1 will be presented. BSV reviewed the figures for the management group.</p> <p>The registration of projects in ReAp remains a point of attention. It is important that we get all data entered into the system so we have the most realistic picture of the finances possible.</p> <p>b. BSV has received an email from the faculty regarding the shared Nat-Tech vehicle fleet. At the moment, the merger does not entail any changes for us, and we are awaiting further information from the faculty as developments occur. BSV will circulate the email for information.</p> <p>PLA informed that she has been in dialogue with ECOS and that a mutual agreement has been made allowing the borrowing of each other's cars in emergency situations, although they can only be booked 24 hours before use. A description of the terms will be added to the intranet as soon as possible.</p> <p>PLA also noted that a large driving licence is required to drive the ID Buzz with a 1000-kg trailer. This will also be described on the intranet.</p>

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 further process.	<p>PLA, MBA and LHK have consolidated the text proposals and ideas that emerged during the management group’s thematic leadership meeting on the ENVS Strategy 2027–2030 on March 12th. Drafts have been prepared and circulated to the management group.</p> <p>It was decided that we will set aside time to continue working on the strategy at the next management meeting on 11 May. Lea will send an email to the management group beforehand as a reminder to read through the draft and provide comments prior to the meeting.</p> <p>The aim is for the upcoming strategy to enter into force on January 1st 2027. Over the summer and autumn, the draft will be sent for consultation in the institute’s committees and sections, section strategies will be developed, and the management group will prepare concrete action plans.</p>
BREAK			
5	PhD issues (CSJ)	<p>Discussion of topics related to the PhD area. Matthias Ketzler will participate in this item.</p> <ul style="list-style-type: none"> a. Visibility of supervisor hours in Navision/PowerBI b. Administration of bonus funds for completed PhD programmes c. Guidelines for duty hours at ENVS 	<p>MKE summarised the current situation in the PhD area. At the moment, there are 15 PhD students at ENVS. If everything goes according to plan, 10 of them will submit their thesis during this year. So far, we have admitted three new students for 2026, and a few more are likely on the way, but it remains a small group that will soon become even smaller.</p> <p>MKE brought several topics and questions that were discussed at the latest PhD supervisors’ meeting:</p> <ul style="list-style-type: none"> a. A request for PhD supervision hours to be made visible in Navision. It matters to many supervisors that the one month of supervision is reflected in Navision, so the hours are not filled with other tasks, forcing the supervision to be carried out on top of an already full workload. b. Questions about how the bonus funds for completed PhD programmes are used and whether this can be made more transparent. <p>The management group supported the supervisors’ request for supervision hours to appear in Navision. Work on this will continue together with the finance team.</p> <p>The management group agreed with MKE that a short note should be prepared explaining how the finances are structured</p>

			<p>and how the bonus funds for completed PhD programmes are used within the department. LHK will prepare a draft.</p> <p>MKE informed that ECOS has, according to their own statement, dropped the requirement that PhD students must perform duty hours in the department as part of their PhD programme. MKE will follow up on this with GSTS at an upcoming meeting, but the management group does not currently intend to adopt the same approach at ENV5, even if it turns out to be permissible under the Danish PhD Order.</p>
6	Department seminar 21-22/4 (MBA)	Review of the programme and various information.	<p>MBA reviewed the script and the programme for the department seminar and clarified questions from the management group.</p> <p>PMS reviewed the PowerPoint presentation for CSJ's talk.</p>
7	Course requirements (MBA)	ECOS has asked AU about the possibility of holding the AU course "Personnel Management in Practice" in Roskilde. A minimum of 10 participants is required. At the management meeting, we will go around the table to get an idea of the level of interest at ENV5.	<p>MBA provided information about the course, which is held as a three-hour workshop focusing on the manager's responsibilities and scope of action, tools for giving effective feedback, conducting difficult conversations, etc.</p> <p>A handful of interested participants from ENV5's management group can likely be gathered for this course in Roskilde. MBA will inform ECOS.</p> <p>It may also be worth considering expanding the course with additional topics, such as conflict management, formal procedures related to personnel management, or other relevant areas.</p>
Landmarks			
8	Faculty management (CSJ)	<p>The most recent faculty management meetings were held on March 20th (in person) and April 16th (in person).</p> <p>The next faculty management meeting will take place on April 28th (in person).</p>	<p>PLA gave a brief update from the faculty management meeting on 20 March, which she attended. At this meeting, TTO was also present, and they encouraged staff to get in touch if they experience challenges with case processing, preferably by phone if they are waiting for a reply to an email.</p> <p>A couple of questions were raised regarding the meeting materials, which PLA and CSJ responded to.</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>a. The overview was acknowledged.</p> <p>b. Not to be referenced.</p>

10	Any other announcements (all)			<p>PLA informed the group that a response has been received from the Research Reserve regarding our applications to the funding scheme "Development of Strategic Research Environments (authority area)".</p> <p>ENVS has been granted a total of DKK 1.4 million across five ENVS applications. PLA will circulate the response from the Research Reserve to the management group.</p>
Conclusion (all)				
11	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>		There were no comments on this item.
12	Communication in the sections	Agreement on what should be communicated to the sections after the management meeting to ensure a consistent level of information throughout the institute.		<ul style="list-style-type: none"> • Praise to the staff for an efficient half-year closing • PhD supervision hours will henceforth be visibly displayed in Navision
13	Evt.			