

<b>Management meeting</b> <b>February 24th, 2026, from 9.30-12.30</b> Kronehullet in building 142			<b>Minute taker:</b> LHK <b>Moderator:</b> PLA <b>Participants:</b> CSJ, PLA, PLL, LLS, AMA, ABP, TPB (online item 4) and LHK (secretary) <b>Guests:</b> BSV (item 1-4 + 12) <b>Apologies:</b> MBA, PCA <b>Moderator list:</b> 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 21.01.2026.		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.
<b>Discussion and decision issues</b>				
3	Economy (CSJ, BSV)	a. Review of the 2025 financial statements b. New budget follow-up by months		a. The 2025 financial statements have been completed, and BSV provided a brief review. The final result aligns very precisely with the amount expected by the dean's office, which is a very positive outcome.  b. BSV has worked with the business controllers at ECOS to standardize the monthly reporting sent to the section managers. The new monthly report is more month-oriented and less hour-oriented, and it is built around the new 1,924-hour norm, which represents the hours employees are paid for rather than the hours they actually work. BSV walked the management team through the overview and showed where the different types of information can be found.
4	TECH Department Recruitment Plans 2026 (CSJ, PLA, BSV)	a. Briefing on the TECH Department Recruitment Plans for 2026.  b. Agreement on how to proceed going forward. FU proposes that we continue using our own overview, which includes all positions, while also completing TECH's template for senior VIP positions.		At the management meeting in November 2025, the management team reviewed and updated our internal recruitment plan for ENVS. The intention is that the management team will continuously keep this plan updated with proposals for future recruitments of both technical/ administrative (TAP) and academic (VIP) staff at all levels.  The faculty has also asked us to complete and submit a recruitment plan for 2026 specifically concerning senior

		c. Discussion of the draft version of the TECH recruitment plan for ENVS 2026, including whether the listed positions can be considered covered by the budgets for 2026–2028.		<p>academic (VIP) staff. This plan must be approved by Vice-Dean Michelle Williams. Based on our internal recruitment plan, FU has prepared a draft for the faculty, and BSV has added information on the budget implications for the coming years.</p> <p>The draft was reviewed and adjusted by the management team.</p> <p>The final version must be submitted to the faculty no later than 25 February.</p>
<b>BREAK</b>				
5	Joint ENVS courses	<p>In connection with some of the MUS already conducted in the current round, suggestions and requests have emerged for courses in project management and in research communication. At the management meeting we will:</p> <ol style="list-style-type: none"> <li>a. Establish an initial overview of the potential number of participants for a project-management course and for a course in research communication.</li> <li>b. Discuss whether we should proceed with arranging these courses in Roskilde, including whether funding should be allocated from a central pool or covered by the section budgets.</li> </ol>		<p>The section heads reported that in all sections there are employees who have expressed interest in a project management course. However, the section heads also have the impression that several of these employees would prefer a course that is not too time-consuming.</p> <p>It was agreed that the section heads will follow up with the employees who have shown interest and ask what type of course they would prefer.</p> <p>At the same time, we will inquire whether someone from AU can join the next management meeting in March online and give us an introduction to the project-management course programmes they offer.</p> <p>If we decide to arrange a course, we can also ask ECOS whether they have potential participants.</p> <p>Regarding communication and research dissemination, the needs are generally more diverse, and there does not appear to be a single group of employees with the same requirements. It was therefore suggested that participation in this type of course should be agreed individually between the employee and the relevant section head.</p>
6	Office facilities (PLA, LHK)	Status on office facilities and PhD student placement.		<p>It is an ongoing challenge to find space for all employees, and this will become even more difficult in the coming period in MITO and EMBI, where both sections will be joined by several new staff members during the spring. Most employees are already sharing offices in pairs or groups of three, and guests and students share “hot desks”.</p> <p>It was suggested that the management team conduct a <i>tour de chambre</i> across the sections to gain a shared overview of the</p>

			<p>current situation and perhaps inspire new ideas for layout or use of space.</p> <p>The possibility of installing soundproof booths has been discussed before, and given the current developments, this seems increasingly relevant.</p> <p>The group also briefly discussed the placement of PhD students. While some PhD students benefit most from being located close to their supervisor, placing them together can also strengthen internal networking within the group. There is no simple solution to this issue, which is further complicated by the general shortage of office space.</p>
7	Department seminar April 21st-22nd (PLA, LHK)	<p>a. Status on registrations</p> <p>b. Discussion and approval of the programme. After this, the working group will agree on the further planning when they meet on March 2nd.</p>	<p>As of Monday morning, there were 78 registrations. There is still plenty of time before the registration deadline on 9 March. The Secretariat will ensure that everyone either registers or, alternatively, declines with a justification sent to CSJ.</p> <p>The management team reviewed the working group's draft programme and contributed ideas and suggestions for speakers and panel participants. The working group will take these ideas forward in the continued planning. There was support for the programme outline from the management team.</p>
8	Department meeting March 4th	Agreement on the agenda for the upcoming department meeting.	<p>The following points were noted:</p> <ul style="list-style-type: none"> <li>• The 2025 accounts have been finalised, with a surplus of DKK 5,000 compared to the amount we were required to deliver – thank you to everyone for your efforts.</li> <li>• Please remember to register for the department seminar, or alternatively send a cancellation with justification to CSJ – and feel free to say so if you would like to help lead the morning song.</li> <li>• The first week of May is a concentration week; please remember the option to apply to FU for funding for a writing camp.</li> <li>• A reminder that the administrative project process for research projects is now available on the front page of the intranet.</li> <li>• Possible presentation of the DEI Committee's updated checklist for events and the 2026 action plan by the committee chair, Lucas. <i>(After the management meeting,</i></li> </ul>

				<i>this item was postponed to the next department meeting in April).</i>
9	Department meeting with the deans' office March 10th (CSJ)	The meeting with the Dean's Office will address the departments' current challenges and priorities within research, education, and public sector consultancy, as also outlined in the attached meeting invitation. ENVS is responsible for preparing the agenda, and we will discuss potential items at the management meeting.		The item was briefly discussed, but due to lack of time it was agreed that CSJ will prepare a draft for the meeting and circulate it to the section heads for comments. The deadline for submission to the Dean's Office is March 5th.
<b>Landmarks</b>				
10	Faculty management (CSJ)	The most recent faculty management meetings were held on 6 February (online) and 19 February (in person). The next faculty management meeting will take place on 6 March (online – agenda not yet available).		Topics from the faculty management meetings were touched upon under other items on the agenda.
11	Staff	a. Overview of employment, resignations, and positions in process. b. Mutual briefing on any staff matters.		a. The overview was acknowledged. b. Not to be referenced.
12	Any other announcements (all)			BSV informed the group that the project controllers would like to have closer contact with the sections and the management team, and that they are happy to participate in section meetings when and if it makes sense. The section heads are encouraged to consider this and invite the project controllers when relevant.
<b>Conclusion (all)</b>				
13	Evaluation of the meeting	<ul style="list-style-type: none"> <li>Were there any agenda items that could have been handled differently?</li> <li>Were there any items that could have been managed/prepared differently?</li> <li>How was the meeting overall?</li> </ul>		The item was not discussed due to lack of time.
14	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		<ul style="list-style-type: none"> <li>The 2025 accounts have been finalised with a surplus of DKK 5,000 compared to the amount we were required to deliver</li> </ul>

		institute.		<ul style="list-style-type: none"> <li>• Encouragement to hold an ØR1 meeting with your project controller</li> <li>• Option to invite the project controllers to upcoming section meetings</li> <li>• Reminder to register for the department seminar, or alternatively send a cancellation with justification to CSJ – and please say so if you would like to help lead the morning song</li> </ul>
15	Evt.			