Minutes from the meeting of the steering committee of the International Club (IC) on Friday 1 February 2008 in Foulum.

Participants: Janne Hansen (JAHN), Justyna Gorzecka (JUGO), Margit Schacht (MSC); Ngonidzashe Chirinda (NGCH), Birte H. Jensen (BIH), Kirsten Østergaard (KOS), Ejner Serup (ESE), Birthe Ømark Jensen

Agenda:
1. Announcements
2. Welcome Day
3. Weekend retreat
4. IC brochure and programme for first half of 2008
5. Financing of IC activities
6. Meeting with Staff Dept./SAFE (PhD school)
   - how can IC and Staff Dept./SAFE help each other?
   - which activities are already in place and which are missing?

1:
Janne went to a meeting in the staff club to present the IC and our activities. There seemed to be a good possibility for cooperation between the two clubs. They agreed to exchange programmes and to share activities, like international evening. JAHN promised to send them a budget for the next year in the IC. Søren Tobberup is the new contact person from the Staff Club. He shares the same office as JAHN and they will keep each other in touch about any news.

There is a new brochure from the IC at University of Aarhus. We agreed that Birthe Ømark would send out a link on e-mail to everybody in Foulum about it.

Kirsten went to a meeting in the PhD.school SAFE and presented a budget for our coming activities on welcome days and social arrangements. We discussed future cooperation between SAFE the IC. We found out that it would be a good idea if the IC arranged the welcome day and invited all the new PhD students in Foulum. SAFE might be willing to contribute around 10.000 kr. They would return with an answer on the exact amount.
Kirsten told that she had made a distribution list on the e-mail for all foreigners, called (foreign/udlændinge)

2:

We discussed the programme for the Welcome Day.

JAHN has ordered a design of the new logo for the IC. The price will be up to around 1000 kr. and will be covered by KOM. She hoped that it could be finished by the next Monday in order to be printed in our new brochure.

3:

Weekend retreat. NGCH told about plans for 2 weekend retreats to come. One to Copenhagen (13-15 June) and one to an island (5-7 September).

The work group was still working on the planning of this and had no further comments on it this meeting.

4:

Our new brochure had to be ready for the welcome day. JAHN showed us a draft of this.

5:

JAHN asked if we knew how to get any money to finance the intranet in the departments. We could ask in the personnel department. We didn’t agree on anything special.

JAHN related that activities relating directly to PhD students may possibly be supported financially by SAFE. Activities targeted for everyone at Foulum may be supported by the Staff Club. In addition, the participants will pay a certain amount for activities that cost money (e.g. weekend retreats). In some cases, the departments may be willing to support their own guest researchers and foreign PhD students. We will discuss financing of each activity as it comes up.

6:

Birthe Ømark Jensen from the personnel department attended our meeting. We discussed how we could work together and help each other in the future. She told us about the network for secretaries, which was created in order to help all foreigners coming to DJF to solve practical problems. She suggested that the information site on our intranet should be updated and she would work for it.

We also agreed to meet with the group in order to get to know each other and to find out how to help each other in the future.

The next meeting will be on the 1 April 2008 at 13.00 hours.
Kirsten Østergaard