Minutes from the meeting in the International Club 3 January 2008 in Foulum

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

Absent: Justyna Gorzecka (JUGO)

**Agenda**

1. Announcements
2. Reports on ongoing activities
   - Transport (Kirsten)
   - E-mail list (Kirsten)
   - Welcome Day (Janne)
   - Brochure (Janne)
   - Revision of information on the intranet (Janne and Birte)
3. Future activities
4. A.o.b. including date for next meeting

**Ad. 1:**
The minutes from the meeting of 14 December 2007 were accepted with no comments. Janne is investigating how much it will cost to get the logo drawn up properly. Birte has asked to have fewer jobs in the IC. Janne has arranged that the labels of the food in the canteen are rewritten in English every day.

**Ad. 2:**
Transport - Kirsten summed up the rules for acquiring a driver’s licence. The information will be put on the intranet and distributed to the department secretaries. Kirsten will be noted as the contact person in the IC brochure.
With regard to investigating other transport problems, such as a shared car, buses on weekends, etc. Ejner and Kirsten will work on that together.

E-mail list - The list is for internal IC use only. It will hopefully be kept up to date by the department secretaries and updated completely every six months by Kirsten.

Welcome Day – The minutes of the meeting were distributed to all present. The first Welcome Day will be on 6 February 2008 and will be followed up by a tour to Viborg guided by Ejner.

Brochure – Janne is continuing work on the brochure. It must be completed before the first Welcome Day. The activity programme will be included (see Ad. 3). Deadline to Janne for dates and names of activities is 30 January.

Revision of information on the intranet - Janne is working on it.

**Ad. 3:**
The following activities can be printed in the brochure programme:
- Welcome Day 6 February
- Guided trip to Viborg (as part of Welcome Day) 9 February. Janne will ask Personnel Dept. if they will finance the two parts of Welcome Day. If there is no financing of transportation to Viborg people must find their own way to a central meeting point.
- Short nature walks – Ejner will give Janne 3-4 proposals with places and dates (deadline to Janne 30 January)
- Talk by Jørgen E. Olesen on climate change. Janne will ask Jørgen
- Talk by Xavier Fretté about the Saudi Arabian desert. Janne will find out if it is in English. If so, we can refer to it in the brochure.
- Full day excursion in June guided by Ejner. Ejner and Birte will investigate how these excursions are financed and Ejner and Janne will investigate how to finance them in the future (will ask in the Personnel Dept.).
- Weekend excursion. Ngoni, Justyna, Ejner and Janne will plan this.
- AU International Club. Janne will invite them

We will also work on the following in the near future
- Danida Fellowship. Ejner will investigate.
- Internet in the houses. Birte will ask Allan Leck Jensen.
- International evening. Kirsten, Birte and Ngoni will work on this.

Ad. 4:
Next meeting 1 February at 10 a.m.