

## **MINUTES 2017 04 27 SLU:L WORKING GROUP (WG) MEETING**

drafted by AK 17.15- 18.30 Park Hotel (meet in lobby) Uppsala (SLU:Landscape Day, Ultuna)

Present: Lars Johansson (SOL), Caroline Dahl (Movium), Bruno Santesson (SOL), Andrea Kahn (LAPF, Interim Chair) [Anna Bengtsson, AEM, not attending]

*Meeting Summary:* The meeting (agenda attached below) began with AK reporting on the 19\_4\_17 meeting with LTV Dean, Håkan S. The WG discussed tasks related to the upcoming, 25\_5 meeting; how to prioritize actions and allocate WG member responsibilities, generally; and upcoming SLU: L Day roles and tasks. The second ½ of the meeting was devoted to mid- and longer-term issues, including procedural items (setting up a regular annual meeting schedule, meeting preparation tasks, drafting agendas, communication protocols); where we as a WG want to focus efforts (*What we can do together? How we can work together?*).

### *Meeting outcomes*

#### **A Regarding WG Meeting & communication protocols, it was agreed to**

1. Manage “housekeeping” tasks by email and preserve WG meeting time for substantive discussion of collaboration opportunities (between SOL/LAPF/AEM/UF/Movium) and long-term planning issues
2. Institute five (5) regular WG meetings per year (with additional meetings called as needed):
  - a. Three (3) working meetings, early January, March, late August [1- 1.5 hr.]
  - b. Two (2) strategic meetings (w/ LTV Liaison), April & October, 2-hr minimum (on SLU: L day)
3. All meetings will have pre-set agendas. WG members provide chair with suggested mid and long-term biz agenda items 1 month in advance of meetings, and chair will draft agenda on that basis.
4. All WG members will contribute ‘5 lines’ over mail (2 wks. prior to each meeting) with collaboration opportunities they wish to discuss/explore with other WG members

#### **B Regarding SLU: L long term planning, it was agreed to**

1. Retain the bi-annual “schedule” of April and October meetings alternating between Ultuna/Alnarp
2. Institute a regular programming framework/structure for SLU Landscape day (see attached proposed SLU Landscape day program structure submitted for internal WG review and comment)

#### **C Regarding SLUL WG immediate next steps, it was agreed that current WG members**

1. will set up briefing calls for new members (LAPF HoD, I-SH; AEM/ Anna B., SOL, BS; and UF Platform leader [Lars J/Caroline D])
2. will prepare a draft SLU: L report to “faculty board” report itemizing achievements, priorities and concerns and circulate for internal comment and sign-off prior to the next 23\_05\_17 meeting. [AK]
3. will send final report draft to HS in preparation for the 23\_5 meeting.
4. will draft an Agenda for the 23/5/17 meeting drawing on the “Draft Faculty Board Report” and following up issues raised at the 19\_04\_17 meeting between AK/HS and LE related to communication (webpage), strategic action plan, integration with UF platform, and budget (CFI follow up, facilitation, communication)

**AGENDA: 2017 04 27 SLU: L WORKING GROUP MEETING**

17.15- 18.30 Park Hotel (meet in lobby) Uppsala (SLU Landscape Day, Ultuna)

Working group members: Lars Johansson (SOL), Caroline Dahl (Movium), Anna Bengtsson (AEM), Bruno Santesson (SOL), Andrea Kahn (LAPF, Interim Chair)

**GOALS** Institute new meeting structure (short term/long term)  
Confirm immediate "SLU Landscape Day" follow-up plans/WG responsibilities  
Set agenda for 25/5/17 meeting with LTV liaison  
Outline long-term SLU: L WG planning tasks and timeline

**Introduction** **10 m**

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Personal introductions New meeting structure, goals

**I Immediate business** **30 m**

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i. *Draft Agenda for the 23/5/17 meeting (with HoD, UF leader and new HoD)* 10 m

- AK report on meeting with Håkan (framing priorities from LTV perspective)
  - What do we want to discuss with UF leader? What do we want to secure from HS /LTV? (Communication support/webpage location); What do we have to offer HS/LTV?
  - What do we want to demonstrate to HS/LTV? (to demonstrate long term strategic thinking at work w/ task line- timeline for planned actions)

ii. *Upcoming tasks/ prioritize actions and identify responsibilities* 20 m

- Define task-line/timeline for planned actions
  - Follow up action plan from workshop
  - Planning Fall 2017 SLU: L landscape days
  - Planning/funding super landscape day (2018)
- (propose June 2017 skype meeting date/ 26, 30 or 31 Aug 2017
- Outline approach to budget needs/issues
  - 2017-2018 "call for ideas" funding
  - 2018 Super landscape day

**II. WG goals – mid and long-term issues/business** **30 m**

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i. WG Priorities and Pro-action ideas

Discussion *What can we do together? How do we work together?*

Outcomes Identify internal WG collaboration opportunities  
Establish communication and meeting protocols

**III. Next steps** **5 m**

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Set upcoming meeting dates through Oct 2017 (next SLU: L Day)