

**MINUTES SLU Landscape Working Group biannual strategy meeting (with LTV liaison)
18 October 2017 9.30-11.30, Seminarierummet, Alnarpsgården**

Attending: Ida Andersson (LTV) Anna Bengtsson, for Caroline Hägerhäll (AEM), Caroline Dahl (Movium), Lisa Diedrich (UF), Lars Johansson (SOL), Bruno Santesson (SOL DLA), Ingrid Sarlöv-Herlin (LAPF), Andrea Kahn, interim chair/program facilitator. [Item 3/Andreas Gustavsson Fredlund joins from 10:45]

Goals: Agree on Joint Action planning items to integrate into member action plans. Establish budget protocols. Decide next steps for SLU: I webpage. Confirm 2018 WG chair.

Meeting summary

[*Updates/Reports*] Lars J agreed to become WG Chair in January 2018. Andrea K reported on 2016-17 CFI and 3 projects deserving follow-up (Research Funding; Teaching Synergy; Joint GM/EP course design); SLU: L web page status, and 2015-17 SLU L WG activity reporting to LTV. Lisa D reported on Urban Futures platform; Ida A conveyed LTV is pleased with SLU L progress and suggests renewal for 3 years and reported on proposed new 250K SEK annual budget for 3 years to support SLU L coordination and communication (SLU L related travel costs continue to be separately supported by LTV).

[*Collaboration opportunities*] Movium/Caroline D – children and outdoor environment commission; Design Theme group/ Lisa D – synergy effects related to landscape design research/teaching; AEM/Anna B - restorative work place project. SLU L members should follow up individually.

[*Discussion topics*] JAPP/Members shared prioritized joint action planning items (see attached addendum 1 with list); Ida suggested coordinating with LTV (Helena Persson /research schools); 2018 Super Landscape day/protocols needed for planning; 2017 CFI projects/ departmental follow up needed; SLU L webpage location; budget/reviewed CFI accounting details with LAPF economist; identified need for general SLU L budget protocols. **The group agreed upon the following 10 (ten) actions/ next steps:**

• **Joint Action Planning Process**

1. *Guest rooms:* Contact info for booking guest workrooms to be put on the SLU L webpage: LAPF (Helena Edberg); SOL (Bruno Santesson) AEM (Sara Spendrup) [AK asks C. Kihlström to upload]
2. *Pre-study for a School of Landscape:* all SLU L members agree to support this action in their strategies/department plans. All agreed that a short description of the idea of this School as inclusive of architecture, planning, engineering and other related landscape research areas is needed for use in all members' action plan documents (see addendum 1 for description)
3. *"Super" Landscape day, fall 2018:* Bruno and Caroline D agree to draft a pre-planning protocol for discussion at the 17/11/17 WG meeting; Andrea to forward notes on conceptual framework to BS/CD. It was agreed to put the Super landscape day on the 17/11 meeting agenda.

• **SLU: L communications - long term goals/protocols**

4. It was agreed to move the SLU L webpage to the LTV site. Ida Andersson will facilitate.

• **SLU L budget and financing (long term)**

5. A CFI accounting protocol was set in collaboration with LAPF economist Andreas Gustavsson Fredlund and agreed to (see final text with AGF revisions, addendum 2)
6. It was agreed to decide on allocation of unused 2015-17 CFI funds at the 01/2018 WG meeting.
7. It was agreed that moving forward, annual CFI project funding will be 'zeroed out' each year.
8. It was agreed that general budget protocols need to be established ASAP for new LTV funding.

• **Miscellaneous**

9. HoDs agreed to provide follow up support (details TBD) for the 2017 Teaching Synergy CFI
10. Next working group meeting dates - **17 November, 16h; 10 January, 2018, 15 -16.30**

ADDENDUM 1 – Prioritized Joint Planning actions (by member)

I. Six (6) pre-agreed actions to prioritize (distilled from 2017 April workshop)

Education/research:

- i. Guest rooms for faculty (Ultuna/Alnarp) – set up a calendar and a process for how to sign up (rooms exist but info of where need to be compiled into comprehensive list)
- ii. School of Landscape/PhD school Pre-study: *to understand the opportunities of gathering all educational programs, including PhD, under one label of “School of Landscape”. To strengthen collaboration within SLU and to strengthen the competitiveness of various SLU programs.*
- iii. Seed-money to support cross campus teacher exchange (serves as a continuation of Asa B’s/Maria’s CFI project on teaching synergies, should be supported by all dept’s and campuses)

Communication/outreach

- iv. Writing course (Movium can provide)
- v. SLU Super Landscape Day
- vi. Communication protocols (what goes up on the webpage and how. Etc.) All members to name a ‘communication liaison’ who coordinates dept. content with SLU: L web communicator.

II. Member PRIORITIES (from the above list)

Urban Futures Platform

Faculty guest rooms

Pre-study for a School of Landscape

“Super” landscape days, fall 2018

LAPF – no action priorities (ISH states departmental strategic planning process is ‘catching up’)

DLA / SOL

Pre-study for a School of Landscape

Formalize process for guest faculty work rooms

“Super” landscape days, fall 2018

MOVIUM

Writing course

“Super” landscape days, fall 2018

* communication/outreach support for Pre-study for a School of Landscape

AEM

Pre-study for a School of Landscape

Appendix 2: CFI ACCOUNTING PROTOCOL (for distribution to winning teams)

Account opening and closing

- Project Account numbers will be assigned when CFI winners are notified. LAPF economist (Andreas Gustavsson Fredlund) will create accounts with project names and account numbers.
- All CFI accounts must be opened by 15/1 and closed by 15/10 in the year of funding award.
- Final CFI invoices must be submitted NOT LATER than 15 September, the year of award.

Posting project costs

All CFI project costs must be posted at LAPF with the following posting information:

- Kostnadsställe: 6440020
- Projekt: 56440066
- Fritt fällt: one for each project. 2018 project number will be:
 - 644230
 - 644231
 - 644232
 - 644233
 - 644235

Please be sure the “kostnadsställe”, “project” and “fritt fällt” are correct when making the posting.

Salary costs for LAPF personnel are an internal posting at LAPF.

Personnel costs from outside LAPF require an internal invoice from that institution to LAPF. Other costs should be posted to LAPF directly. For example, if a person from SOL orders something from external vendor, that vendor invoice shall be posted to LAPF directly on the specific project 644XXX.

Invoices from external vendors

There is always a separate field in invoicing systems for customer reference; it is important that the invoice reference is typed there *only*. SLU has a specific system for invoice reference. It consists of three numbers followed by three capital letters, for example 123ABC. The text shall specify what has been ordered. It is in your own remarks as approvers where you shall state the posting information.

Financial reporting

- Each project team will identify one ‘liaison’ to the LAPF economist, for budgeting questions.
- Each team is responsible for keeping track of their own project budget. The LAPF economist shall be of service to provide financial data to the project team “liaison” when necessary.
- CFI projects begin in January and close in September, every calendar year. Teams must set up their account by 15 January and submit all receipts no later than 15 September.
- Teams will deliver a financial statement of money spent to the SLUL Working Group before 15 October. Costs submitted after 15 October will be redirected to the institution of the person ordering the goods or services invoiced. The LAPF economist can help with the statement.
- By 31 October latest the LAPF Economist shall provide AEM and SOL economists with an overview of money not spent or overused as a total sum per Institution. Each individual project member has an equal share of the “result” and the sum per institution is the sum of the individual shares from the members of that institution.
- If AEM and SOL have unspent project money, they shall invoice LAPF their total no later than the 15 November. If an institution has overused their funding, LAPF will invoice AEM or SOL no later than 15 November. LAPF will remove its own share from the CFI project on the same date.