

## **Attachment D-SAK 1: Brainstorming meeting topics**

- Get an overview of all equipment
- Make a list of infrastructure and who is responsible for what. Present the list to the Leadership and possibly also to the Board
- Workflow and communication (with the leadership)
- Update on human resources incl. assistants
- Storage rooms (where, who's responsible, who owns it, etc.) – cleanup and structure (access)
- Budget and distribution of funding (who should prioritize?)
- Give input to the work on the Departments annual budget, suggest investments and purchases
- Development of applications for external funding (both 'directly' like AVIT, INFRASTRUKTUR etc., but also 'indirectly' through the use of the leiestedsmodell. Evaluate and prioritize future applications.
- Update website for all special rooms
- Booking system for special rooms
- Health, Environment and Safety information for all rooms (information to include who is responsible for each room). To be posted outside all special rooms.
- Data management and e-infrastructure (copyright and storage)
- ESFRI/road map, MERIL etc. (strategic + visibility)
- Simplify loan of portable equipment between ZEB and RITMO
- Instrument room/collection
- License collection, handling
- Purchasing (who, where, when?)
- Repair (who to contact, where is it needed, when?)
- Make equipment 'kits' to make it easier to find and use (who, what?)