**Groups, purpose and composition**

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| *Group* | *Purpose* | *Participants* |
| Steering committee | The purpose of the steering committee is to be available to the working groups when they have questions or need prioritization and decisions based on a thorough presentation from the working groups. The steering committee also coordinates closely with the building department at AU.In addition, the steering committee will communicate weekly to all MPE staff about progress in the working groups.  | Anders Brandt (Chairman) abra@mpe.au.dkHelle Wivel hwi@mpe.au.dk Lars Bräuner lb@mpe.au.dkChristina Monk cmu@mpe.au.dkChristian Perti chpe@mpe.au.dkPeter Lykke ply@mpe.au.dkHenrik Myhre hmj@mpe.au.dkMorten Flarup mfa@mpe.au.dkLily Pham lily.pham@au.dk |

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| *Group* | *Purpose* | *Participants* |
| Working Group for Teaching and Study Environment | The task of the working group is to follow up on whether classrooms and study areas work for teachers and students. During E22, the working group will collect and discus improvement proposals.  | Lars Bräuner (Chairman) lb@mpe.au.dkChristina Munk (Chairman) cmu@mpe.au.dkThe working group will be finally constituted after the summer and will consist of both teaching staff and students. |

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| *Group* | *Purpose* | *Participants* |
| Laboratory Working Group  | The task of the working group is to* Receive suggestions and requests from all stakeholders in the laboratories
* Inform colleagues and students about the possibilities and limitations of the laboratories
* Distribution of responsibilities related to the laboratories
* Coordinating between laboratories and sections
* Create a good and safe working environment for students, researchers, and staff.
 | Christian Perti (Chairman) chpe@mpe.au.dkMichal Kazimierz Budzik mibu@mpe.au.dkMikkel Bo Nielsen mbn@mpe.au.dkXuping Zhang xuzh@mpe.au.dkClaus Melvad cme@mpe.au.dkThomas Greve tgr@mpe.au.dkDevarajan Ramanujan devr@mpe.au.dkMarta Victoria mvp@mpe.au.dkPeter Harling Lykke ply@mpe.au.dk |

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| *Group* | *Purpose* | *Participants* |
| Working Group on the Practical Relocation | The task of the working group is to coordinate the practical relocation of offices and common areas (kitchens, printers, meeting rooms, AV equipment, etc.) A large part of the work involves communicating to all employees about how to pack and make sure that this is moved and providing useful practical information about the new buildings, e.g. information about accesses, addresses, mail, etc.  | Morten Flarup (Chairman) mfa@mpe.au.dkHelle Elbæk hea@mpe.au.dk Jon Søby joso@mpe.au.dkKarina Lund kalu@mpe.au.dkLily Pham lily.pham@au.dk |

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| *Group* | *Purpose* | *Participants* |
| Working Group for the Physical Framework | The purpose of the working group is to receive and discuss inquiries from the employees about matters related to the physical surroundings at Katrinebjerg and Navitas. The working group takes up cases such as deficiencies in the renovation, deficiencies in the offices or in the common areas, or requests for purchases. The working group discusses proposed solutions and can obtain offers/prices, after which the chairman lifts it up in the steering committee which has the decision-making power. Employees at all locations are encouraged to send an email to mpe@au.dk, after which the inquiry will be forwarded to the working group.  | Ahmad Madary (formand) amadary@mpe.au.dk Emma Bonde Stanek ebs@mpe.au.dk Mikkel Melters mmp@mpe.au.dk.  |