

Terms of reference for MPE Laboratory Committee

The Department of Mechanical and Production Engineering's laboratory committee is advising management on the use of the department's laboratories, taking the department's overall interests into account and suggest solutions for how to find a balance between teaching and research activities.

Composition of the Committee

The committee consists of nine members, divided as follows:

- One management representative, Chairman of the Laboratory Committee
- One representative from the diploma structure from each section
- One representative of the research structure from each section

Working methods of the Committee

The committee may itself initiate discussions on topics relevant to the department's laboratories, as well as being assigned tasks from the department management team.

The committee meets at least 4 times a year. The chairman of the committee shall be responsible for convening a series of meetings. The members of the Committee may propose to the Chair that additional meetings be added to the calendar as necessary. The chair and the committee agree on a process to bring issues to discussion. The chairman may be assisted by the department secretariat, for the planning and conduct of meetings.

Reference ratio

The laboratory committee is advisory to the department's management and cannot itself decide on questions of principle concerning the use of laboratories. The laboratory committee reports to the overall management of the department, where the management representative of the laboratory committee acts as a link between the laboratory committee, the department management and the group of laboratory administrators who are responsible for the day-to-day operation of the individual laboratories.

Communication

The laboratory committee may prepare communication on its activities and on decisions taken by management.

Annex 1 – Current list of members

- Management representative, Peter Harling Lykke, workshop and laboratory manager
- Jens Bruusgaard Vestergaard, diploma structure, FLEN
- Ulrich Doll, research structure, FLEN





- Camilla Gammelgaard Olesen, diploma structure, DEMA
- Rami Mansour, research structure, DEMA
- Mikkel Bo Nielsen, diploma structure, MEDY
- Rassoul Tabassian, research structure, MEDY
- Carsten Bloch, diploma structure, MEMA
- Narguess Nemati, research structure, MEMA

Annex 2 – Role of the laboratory manager

The laboratory manager is responsible for the effective use of the department's laboratories:

- The laboratory manager must ensure that various laboratories are used as efficiently as possible in the interests of the entire department, including day-to-day operations and development of new facilities.
- The laboratory manager takes questions of principle concerning the use of laboratories to the department management, after consultation with the laboratory administrator.
- In case of need for greater managerial priorities of laboratories and/or equipment, the laboratory manager, possibly together with the laboratory administrator(s), prepare a case presentation that is presented to the department management for a decision on prioritization. Smaller priorities can be approved by the laboratory manager himself.

Tasks:

- The laboratory manager acts as a link between the laboratory administrators and the department's management.
- The laboratory manager advises the lab administrators in case of doubt about the use of laboratories.
- The laboratory manager is a member of the department's occupational health and safety committee (LAMU).
- Equipment procurement must be coordinated with the laboratory manager to ensure maximum compatibility and that we do not build redundant functions. When applying for devices, the laboratory manager must be consulted before sending the application.
- Procurement of consumables for laboratories is coordinated with the laboratory manager to ensure efficient procurement and the right procurement channels.
- Before the start of the semester, the laboratory manager, together with each laboratory administrator reviews teaching and other activities in the laboratory to ensure that the laboratory is used optimally and that the capacity is not exceeded.
- If employees need a new laboratory, or new functions in existing laboratories, contact the laboratory manager in order to jointly make a case statement that clarifies the needs, and which is submitted to the department management.



Annex 3 – Role of the laboratory administrators

Laboratory administrators must:

- Have the interests of the entire department in mind in the management of their responsibilities for the laboratory.
- Take care of the daily operation of the laboratory, including securing the purchase of materials, maintenance of equipment, etc.
- Approve/reject requests for access.
- Ensure a healthy and safe working environment in the laboratories.
- Have knowledge of all equipment in the laboratory and ensure that the equipment is registered.
- Employ student assistants for the laboratory after prior dialogue with the workshop and laboratory manager and subsequent approval from the deputy head of department for education.
- Have an overview of student assistants' hours and approve timesheets.