

**Van:** webmaster-wbk-citg  
**Verzonden:** maandag 17 november 2025 08:53  
**Onderwerp:** HE team update  
**Bijlagen:** MyHR | Sluiting/Closing IKA 2025

Good morning colleagues,

Here is the team update for this week. Thank you to everyone who attended the HE Strategy meeting on November 13<sup>th</sup>, the minutes will follow shortly.

❖ **GENERAL ANNOUNCEMENTS**

- **Locks department inventory:** To safeguard the department inventory, additional locks will be installed, as we have noticed that some items have gone missing. If you are missing anything, or if you need to take equipment from another room, please first make a request via the secretary.
- **DTP opening celebration:** On Monday 1 December at 15:15, there will be a festive moment to celebrate the opening of the Delta Transport Processes Laboratory. You are all very welcome to join.
- **Declaration tool:** Please note that there is a [new declaration tool](#) (formerly digiforms).
- **IKA deadline:** The next IKA deadline is on the 12<sup>th</sup> of December. Please find more information in the attachments.
- **Funding Dispuut Verkeer:** The Dispuut Verkeer Study Tour Committee is looking for funding through paid projects or case studies to support the upcoming transport study tour. Approximately 320–600 working hours are available, to be carried out by a group of 20–30 motivated students. If you have any suitable project, research assignment, or administrative task, please contact [studytour@dispuutverkeer.nl](mailto:studytour@dispuutverkeer.nl).

❖ **TOPIC OF THE WEEK**

A gentle reminder to schedule your obligatory leave hours for the upcoming Christmas break.

**Met vriendelijke groet / Kind regards,**

**Elske, Dijana & Jelle**

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