



Vælg et element.
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Date: 09-09-2021
Casenr.: 2020-234-00322

Summary meeting in Consultation Committee MP the 8. september 2021

Attendees: Kjeld Pedersen, Jette Marie Christensen, Astrid Heidemann Lassen, Jens Henrik Andreassen, Lars Rosgaard Jensen, Klaus Kjær, Kjeld Nielsen (arrives at 11 o'clock), Lars Diekhöner

Cancellations: Michelle Malaca Nielsen, Brian Vejrum Wæhrens

1. Approval of summary and agenda

Annex 1: Link to MP intra, see summary from the meeting the 12th of May 2021 as well as the extraordinary meeting the 5th of July 2021:

<https://www.intranet.mp.aau.dk/committees-councils/joint-consultation-committee/>

Approval of the summary from last meeting and approval of the agenda for today's meeting.

Summary and agenda are approved – item about staff development interview (MUS) will be reviewed in orientation.

2. Orientation from the chairman and deputy chairman

Kjeld and Lars updates – among others about the return after corona.

Kjeld informed that:

- A new AAU-strategy is on the way – there will also be some goals for 2022, among others the conditions around SSH must be clarified.
- There is a debate in the top management regarding the government's decision about cutting 10 % of the number of students in the four big cities. The reduction must be accomplished in 2030. At the moment different solutions for AAU are being looked into. We will have the opportunity to make suggestions to the faculty.
- We have talked about the corona-return at the coordinator meeting and in AMIU. The experience has been all the way around that it goes well, and that people are showing up again. Some tasks have naturally been pushed aside and we now need to solve that. It is great that there are students on campus once again!

Lars informed that:

- FSU has discussed the staff development interview (MUS) – it differs a lot how the institutes handle it. FSU has decided that a description of procedures needs to be made to secure that all the employees

will be offered a staff development interview. The plan is to let the TAP-employees help with the coordination, booking etc. The secretariat on MP has previously helped the section of production as well as Mathematics with something similar so we will take care of this.

- FSU has had work environment on the agenda – among others a theme about job satisfaction. The wish is that the institutes will keep working on this. It remains in AMIU-forum and we will later discuss it together with SU.

3. Budget and economy

Annex 2: Budget follow-up, per 31st of July 2021 on MP Intra > Economy and budget MP: <https://www.intra-net.mp.aau.dk/Guidelines/economy/>

Annex 3: Process plan for budget 2022

Orientation and follow-up on Budget 2021 and orientation about the process of budget.

Committee is informed. If the budget plan is followed, we will have a bit more time on the institute this year to discuss the budget of 2022 in the consultation committee – we will pre-book a meeting. So far, the economy looks good for MP.

When we get a little further in the process, we will have a short digital staff meeting where we will inform the employees about the economy.

Follow-up:

Anne will pre-book the meeting in the beginning of October so the budget 2022 can be reviewed with SU.

4. Principles of research groups on ENG

Annex 4: ENG principles of research groups

Discussion of the faculty's 'principles of research groups'.

Kjeld explained that the initiative from the faculty (see annex 4) has been discussed with the coordinators of the research groups on the previous meeting on 31st of August and the feedback showed that the proposal generally applies to what we already do and that it is important for the coordinators of the research groups not to have a formal personnel management. The staff responsibility does not belong to the group coordinators – for example the staff development interview needs to be with someone who has latitude – otherwise it doesn't make sense to the employees. Responsibility and competences need to go together.

SU share the same view.

If it has to be implemented, a task description is needed and then the professional organizations will probably be introduced...

Derived discussion about the composition of the research groups:

- Our research groups have become static over time. They do not reflect the dynamic.
- Dynamic groups are good for the academic environment but hard to handle because of the many administrative systems. It will also be a challenge in terms of getting management information and other things.
- It is important that there is one or more strong profiles in the groups and one who wants to be coordinator.

- It is possible to work across groups, but the membership can only be at one location.
- Do we need principles of how to construct groups? ... worth a discussion.
- Timewise it makes sense to look at this now – we have prospects of a generational change.

Follow-up:

The management group will keep working with the 'composition of research groups' and make sure that we are in sync with the information from above.

5. Pressure on the lecture halls

With the relocation of the first year of study and the reconstructions the classrooms and lecture halls are under pressure. Discussion of solutions.

Points from the discussion:

- No one takes the responsibility of the situation across the university.
- It is hard to agree on and find a united approach to the facilities across the institutes. It should be discussed at faculty level.
- CAS has been asked to have a look at it – word has it that they are working on building two new auditoriums.
- Open the classroom slots at the end of the day.
- Digital contra physical lectures – what is the success criterion? Just because it is possible doesn't mean that it is good.
- It is important that the users are involved (not just CAS).
- The overall understanding is important. It is not just about the employees – it is also about the students.
- There is a need for discussion and decisions about what to do in the short run (temporary solution: pavilions? Tents? Innovations HUB?) – what to do in the long run.
- Laboratories on Badehusvej are closing – it is a locally problem to find the space somewhere else (Flemming is working on it). Idea: more mobile laboratories that can be exchanged according to the lectures.

Follow-up:

Kjeld Pedersen will – together with Henrik Brohus – go to the faculty. Lars will bring it up in FSU and potentially in HSU.

6. Wage negotiation

Orientation about the process of the annual wage negotiation

TR has received data from HR very late, but we still count on being ready within the time-limit.

Same procedure as last year. The negotiation sum for TAP is 1 %.

Feedback to the employees when the negotiation is over? The ones who get a higher salary will be informed directly from the immediate manager/head of department. Head of department then announces to the employees that the negotiations are finished and that they are always welcome to contact the head of department/immediate manager for a discussion of the outcome and a talk about career.

7. Vacation – pre-registration and notification

The consultation committee needs to decide what vacations days/periods need to be notified.

Ordinary vacation

Ordinary vacation for the holiday year 2021/2022 is accrued from 1st of September 2021 to 31st of August 2022. The annual leave needs to be taken from the 1st of September 2021 to the 31st of December 2022.

Ordinary vacation for the holiday year 2021/22 must be pre-registered in the State's HR (new absence system) on the following days/periods:

- The 23rd of December 2021*
- The days between Christmas and new year, the 27th, 28th, 29th and 30th of December 2021*
- Week 28, 29 and 30 2022 (main vacation)*
- Week 42 2022*

The pre-registration is made in September/October 2021.

The notification of the ordinary vacation happens in October 2021 (soon after the registration). All the employees will receive an email about it.

The individual employee can afterwards, via the self-service solution in the State's HR, move pre-registered vacation to another time on the holiday year, if it is compatible with the place of employment. The system will automatically notify the immediate manager who needs to approve whether the vacation can be moved.

Special vacation days

The special vacation days needs to be taken in the period between the 1st of May until the 30th of April 2022.

For the employees who has not already taken their special vacation days we will pre-register them in the State's HR in the days up to and after Easter 2022 (the 11th, 12th, and 13th as well as 19th and 20th of April 2022).

The days can't officially be announced until January 2022, so we will wait until then.

Future approval of the pre-registration and notification about vacation on MP

To be ahead of the pre-registration and notification about vacation and special vacation days in the future, it will be useful to always place the handling of the case of the collaboration committee at the ordinary meeting every first quarter of the year.

Can SU approve the suggestion of the pre-registration and notifications about the ordinary and special vacation days as well as handling it at the first meeting of the quarter in the future?

Approved, but with the change that we will move the ordinary vacation days 23.12.21 to the day after Ascension Day (low service day), that is 27.05.22



It is important with a clear communication to the employees about vacation. The secretariat gives everyone notice via email when the vacation is pre-registered in the State's HR and the IT system is ready. We will secure that the item will be brought up on the coordinator meeting when relevant so everyone can have a talk in their groups afterwards.

8. Distribution of lectures – Autumn 2021

Annex 5: Distribution of lectures Autumn 2021

Orientation and discussion about the distribution of lectures in the fall semester

Summaries are reviewed. It looks fine. Few of them are placed too high. There are also surprisingly many that are placed low, which can be due to workload reduction and other tasks. The immediate manager will follow-up on the concrete employees and will also bring up the subject at the staff development interview (MUS).

PhD students will from now on be placed by oneself just like potential employees without lectures are included.

9. Any other business

Lar Rosgaard adds an item for the next agenda about 'Employee turnover permanent employees'. We will get data from HR. It needs to be added to our annual cycle of work and preferably in relation to the discussion about the annual job satisfaction measurement.

Articles about AAU collaboration with China has been discussed. It is important that we are aware of following the different guidelines regarding employment and collaborations with people from the affected countries – inquiry about the background and approval of the dean. If you get contacted by the media/journalists who ask about it, you can refer to the head of department. We have trust in the people who work at MP and have respect for the work they are doing – no matter what country they are from.

Kjeld Nielsen informed about the annual general meeting and the election to the Social Club on Friday the 10th at 10 o'clock.

10. Communication to the department

Is there anything from today's meeting that we need to communicate and who does it?

On intra and mention it in MP Inside News as usual, as well as a statement about vacation (see item 7) and staff meeting about economy (see item 3).