



Vælg et element.
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Dato: 01-12-2021
Sagsnr.: 2020-255-00074

Minutes of the Working Environment Committee meeting MP on 1. december 2021

Participants: Casper Schou, Jette Marie Christensen, Kjeld Pedersen, Thomas Sørensen Quaade.

Absent: Karina Kjeldgaard Ludvigsen, Peter Fojan.

1. Approval of minutes and agenda

Enclosure 1: Link to MP's intra" Minutes from meetings"; see Minutes of AMIU on September 1, 2021:
<https://www.intranet.mp.aau.dk/committees-councils/amiu/minutes/>

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

Minutes and agenda have been approved.

2. Information from the chairman and vice-chairman

The chairman and vice-chairman inform, among other things, about building work on FIB 14 and corona.

Building work on FIB 14

Brief information regarding status - Karina Boller will be involved as a project manager, especially in relation to having an integrated biolab. There is generally a positive response from the Lab people in relation to involvement in the process and an understanding that it is a complex task to make it all work out, and that some choices must be made. The newbuilding process is currently expected to be completed in March 2025.

Corona:

There has been some uncertainty / insecurity among some employees in relation to infection, infection detection and information in this connection after the restrictions in Denmark have been adjusted (they have since been tightened up again).

It is important that the communication is clear about how you as an employee should behave. The university follows the recommendations of the health authorities. You can always find updated info on www.aau.dk > FAQ for employees – AAU & corona: <https://www.aau.dk/coronavirus/medarbejdere-employees/>

Discussion of cancellation of Christmas lunch due to the new restrictions and increased infection pressure. We follow the recommendations of the health authorities and at present they do not state that Christmas lunches may not be held. The Staff Association is responsible for the event, and they ensure that the party can be carried out within the framework of the restrictions that are currently in force (the Christmas lunch was subsequently canceled due to stricter restrictions).



Evaluation of waste agreement

Jette informed about the evaluation meeting with CAS about the waste sorting. It was a constructive meeting - main messages from the meeting:

- The timing in relation to implementation has been challenged by the repatriation - they chose not to send out the prepared information campaign due to the repatriation. The employees who were at work therefore received no information about the new agreement.
- Paper sorting is a problem – it is not placed together with other waste sorting, but in copy rooms. It turns out that it is due to rules about fire safety. There must be no flammable paper in corridors - therefore the paper sorting is in the copy rooms. We have called for better nudging and signage in relation to paper sorting.
- The cleaning staff has been given several tasks in connection with the waste sorting - they must, among other things, go a long way with the waste. The university has not yet received the necessary building permits to build waste containers as it was planned to do.
- We have encouraged them to consider the possibility of a smaller bin for the offices - a bin the individual employee can then take to the sorting places and empty during the day.
- They have promised that we will be involved in the further process and that they will visit us and look at concrete solutions with us.

3. Rehousing

Status and discussion of process - are there matters we in AMIU and the working environment groups must pay special attention to in connection with rehousing?

The individual groups / units have planned how they want to sit in the office. The OR group will have offices at Frederik Bajers Vej 7F together with the students due to classified projects (PON103 is largely built of glass walls so it does not work for the OR group).

We expect to move in February. While the move is on, the plan for employees is to work from home.

Information about unpacking, moving, etc. will be sent out in early January.

Basically, we only take things with us, which is necessary as we must move back again 😊

There have been questions about mute boxes - they are very expensive, and we try to settle for noise reduction headsets.

In general, we experience a positive atmosphere around the rehousing and around the challenges we naturally run into.

We are working on making some flex-offices for guests and employees who come for a shorter period.

All info about rehousing is collected on MP intra: <https://www.intranet.mp.aau.dk/Guidelines/RECONSTRUCTION+FIB.+16/>

As teaching rooms in FIB16 will be closed, and the auditorium in FIB15 will also have to be renovated, there will be pressure on teaching rooms. This applies to the entire campus and it is a big challenge.



4. Status of action plans

Enclosure 2: Link to action plans 2021 on MP's Intra: <https://www.intranet.mp.aau.dk/committees-councils/amiu/AMiU+APV/>

Review of action plans - what is the status and next step?

Action plans from represented work environment groups have been reviewed. We are on target with several of the initiatives. All groups update their action plans.

Follow up:

Working environment representatives update action plans and send to Anne, who posts them on intra, etc.

6. Working environment goals 2021/22

As agreed at the last meeting, a discussion of how we will concretely work with the four goals we have set for 2021/22 in connection with the working environment discussion.

- *We want people well back on campus and ensure continued well-being for all. We must **rediscover and strengthen the fellowship** and together create a new framework around meeting culture and presence. we take up this subject at a joint meeting before Christmas.*
- *We will look at **our onboarding process** - how do we become better at accepting new employees in the groups and at the department in general? (continued from 2020/21)*
- *We want a **healthy culture based on respect for each other and for the community**. A culture where we help each other set boundaries and talk openly about what is okay and what is not okay. It's a long cool move - we continue to articulate it and create visual visibility of what kind of culture and behavior we want.*
- *We want to improve **internal communication**. Clear and unambiguous messages via few known channels and clear information about the major things that are happening at the department - this year especially around the rebuilding of Fib. 16 and the relocation of the 1st year of study.*

Strengthen workplace relationships - we take up the topic at a coordinator meeting after Christmas. There are more employees who work one or two days at home, and therefore we are fewer in the office - it is the new everyday life, for better or worse. We find new ways to work together, even though we work from home. However, it is difficult to maintain relationships and especially create new ones. It is important that people do not start staying at home because others do - or that you feel that it is not worth it to show up physically at work. Working from home must be justified in work tasks. The status right now is that it works ok, but we must continue to focus on this.

Onboarding – it would be useful to have a study of how we onboard today, how the different groups approach it, how it goes and how new colleagues experience it.

There is also an item about onboarding on the agenda for SU in December - a proposal to set up a committee to look more closely at our onboarding process and how we can do it better. AMIU supports this and is happy to contribute to the work. We are now waiting to hear from SU.

In addition, it is encouraged that we all remember to speak English in those contexts where one or more people do not speak Danish.



Healthy culture - we still believe in our idea of visualizing things and starting the talk and the thoughts. One point could also be to remind the Danes that not everyone understands our irony and sarcasm. And conversely, make foreign colleagues aware that the tone and culture of this workplace is a bit fresh. ... Anne and Karina continue to work on a presentation.

Internal communication - MP Inside News works well - easily accessible, clear and with clear headings. However, not everyone reads it equally carefully and therefore it is primarily a one-way information channel.

7. Meeting schedule for 2022

In connection with the working environment discussion, the committee evaluated that meeting frequency was appropriate. The working environment section expects to run the same role as usual around APV (deadline action plans in the end of June, deadline working environment discussion in the end of August) - below proposals for meeting schedule in the working environment committee in 2022.

- February week 6
- Maj/June week 22 + ordinary meeting and working environment discussion with SU
- August/September week 35
- November week 45

Meeting schedule approved.

Follow-up:

Anne books the meetings for next year before the end of the year.

8. AOB

Including participation (1-2 representatives) in APV Kick Off 2022 - online meeting December 9 at. 9-10.

APV Kickoff – Karina, Thomas and Casper expect to attend.

Physical APV when people are reasonably in place after rehousing. ITS comes to visit and fix cables before.

9. Communication to the department

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

Nothing special.