



Vælg et element.  
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**Aalborg Universitet**  
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**Case Officer:**

Date: 09-02-2022  
Case No.: 2022-255-00110

## Minutes of the Working Environment Committee meeting on February 9, 2022

**Participants:** Casper Schou, Jens Christian Moesgaard Rauhe, Jette Marie Christensen, Karina Kjeldgaard Ludvigsen, Thomas Sørensen Quaade.

**Unable to attend:** Peter Fojan

### 1. Approval of minutes and agenda

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Appendix 1: Link to MP intra "Minutes from meetings"; see Minutes of AMIU 1. December 2021: <https://www.intranet.mp.aau.dk/committees-counsils/amiu/minutes/>

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

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Approved

#### **Follow up:**

We have unfinished business concerning the posters about good workplace relations, community in the workplace etc. We will deal with it in connection with the new action plans.

### 2. Orientation from chairman and deputy chairman

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Appendix 2: E-mail correspondence laser cell

*Chairman and deputy chairman orientates about rehousing and situation about laser cell.*

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**Sickness absenteeism statistics 2021** will come around mid-February + **job satisfaction measurement results 2021** will come immediately after week 6.

**Laser cell:** There has been a matter of work environment in the new laser Lab where the physical working environment has been changed. An instruction will be made, which is available. Thomas will follow up on whether it happens.

**Rehousing:** It is okay. We are making a physical inspection round in Pon 103 at the beginning of March.

**Corona/presence:** There is no longer restrictions, but some recommendations and common sense. Of course, we need to try to avoid infecting each other, simultaneously with everyone coming back to the greatest extend possible.



### 3. Status action plan

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Appendix 3: Link to action plans 2021 on MP Intra: <https://www.intranet.mp.aau.dk/committees-councils/amiu/AMIU+APV/>

*Assessment of action plans – what is the status and next steps?*

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We will have an extra meeting at the beginning of April about APV and action plans.

#### **Follow up:**

Extraction device Mega Space – Thomas will follow up and it will be written down in the action plans.

### 4. The working environment work on MP in the future

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*With a new Head of Institute at the head of the table it is a golden opportunity to look at what we “usually do” and discuss if there are things that we want to change – teamwork, organization etc. What does the future bring? Does it give rise to new thoughts – what do we want to do more of, do differently...?*

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The committee told us about how the work has been organized up until now. We will keep going for now.

### 5. Planning APV 2022

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Appendix 6: Link to AMS' home page with information and inspiration – see especially the items “APV annual cycle of work”, minutes template under “Planning meetings” and folder about mapping under “Dialogue-based mapping”: <https://www.arbejdsmiljoe.aau.dk/arbejdspladsvurdering/#359207>

*How do we handle the APV-process in 2022? What experiences do we bring from 2021? Time plan, meetings and process, key persons and tasks.*

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There will be a physical inspection round where one is also invited to talk about social-organizational work environment. AMR will organize it, so that it is completed before the meeting in the beginning of April. Inspection round in Pon 103 will happen in March as a result of the moving. The AMR's will help each other and coordinate. Karina will convene to a planning meeting.

Extra AMIU meeting in the beginning of April with gathered APV on the agenda, where physical inspection round, job satisfaction measurement, sickness-statistics etc. will be included.

### 6. Planning of the working environment debate of the year, June 1 2022

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Appendix 7: Information and materials about the working environment debate of the working environment section: <https://www.arbejdsmiljoe.aau.dk/arbejdspladsvurdering/#359211>

*The debate will take place in connection with the next ordinary meeting the 1<sup>st</sup> of June. How do we handle it this year? – It takes a little preparation. There is need for a planning meeting. Works committee is invited to give their inputs and perspectives.*

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Last year we had ½ meeting with SU where we discussed social-organizational working environment, after which AMIU had a meeting alone where we discussed physical working environment, the work of the committee and followed up on the mandatory schema. It went well, so we are thinking of doing it the same way. The preparation will be discussed on the meeting at the beginning of April.



## **7. Any other business**

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A talk about contingency plans or lack thereof.

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## **8. Communication to the institute**

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Appendix: none.

*Is there anything exceptional from today's meeting that needs to be communicated, and who will do it?*

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The AMR's will inform the colleagues pr. email about how and when APV takes place this year.