



*Can be freely distributed
Udkast*

Aalborg University
PO Box 159
9100 Aalborg

Case officer:
Camilla Kristensen
Phone: 99 40 99 05
E-mail: cakr@mp.aau.dk

Date: 06-04-2022
Case No.: [Sagsnr.]

Minutes of meeting in AMIU MP on April 1st 2022

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

Unable to attend: Peter Fojan

Other participants: Camilla Kristensen (Keeper of the minutes) – Translation: Laura Kold Toftegaard Andersen

1. Approval of minutes and agenda

Appendix 1: Link to MP intra "Minutes from meetings"; see "Minutes AMIU 09. February 2022": <https://www.intranet.mp.aau.dk/committees-councils/amiu/minutes/>

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

Approved.

Follow up:

No follow up.

1. Orientation from chairman and deputy chairman

Chairman and deputy chairman inform among others about occupational injuries since last time

Karina Kjeldgaard Ludvigsen informs about a minor explosion/work injury in the laboratory on Fib.16. The leader of the laboratory has been informed and has followed up on the case and secured the necessary precautions to prevent a similar accident. Credit to AMIU and the leader of the laboratory for professional handling of the case. Furthermore, there has been reports of a fall accident on Pon103. Campus Service has been informed and has inspected the building to prevent future fall accidents.

Follow up:

AMIU is encouraged to follow up on fall accidents in the separate units and afterwards report to Jette Marie Christensen if anyone falls.

2. Status on well-being post-corona and after the rehousing

Setting: AMIU discuss the status of returning after Corona and the rehousing



Generally, all employees are well returned after the corona lockdown, and a good balance between working from home and working on the institute has been experienced. There is also a huge satisfaction with the new facilities on Pon103 and the employees are requesting to stay in the facilities permanently. AMIU agrees that Pon103 invites more cooperation across both socially and professionally and it supports the wish for one united institute. The building is also more welcoming and light.

Follow up:

None.

3. Staff wellbeing barometer 2021

Appendix: <https://www.intranet.mp.aau.dk/Guidelines/staff-wellbeing-barometer/>

Setting: AMIU discuss the staff wellbeing barometer and potential worries and desired initiatives

Overall, one can derive a minimal progress on the wellbeing. MP is above average for AAU as a whole and is on average on ENG. It is also worth noticing that the number of infringement cases has been reduced by half compared to last year. The institute is still very focused on this area and urge that the employees informs/talks to their leader, AMR or TR so the case can be handled. Furthermore, there has been noted a higher wellbeing and satisfaction among the younger male scientists compared to last year. Generally, there is a tendency on the institute that the satisfaction and motivation is centered around the middle of the staff wellbeing barometer.

The staff wellbeing barometer is also exposing an alarming tendency in relation to work balance and stress, as 40% of the employees are experiencing stress symptoms. AMIU agrees that this needs to be a focus looking forward and it needs to be included in the various action plans for all sections/units. If one looks at the specific sections/units, this tendency recurs at all groups which means that the employees are generally happy and motivated about their work but many experiences symptoms of stress and worrying about not having enough time for their tasks. The infringement cases are in two sections, the secretariat and the section of Production respectively. Fortunately, there is no one who experiences infringements regularly. Infringements will also be a focus in the future AMIU work.

It is generally acknowledged that it can be hard to talk about stress and infringements at work, and therefore there will still be focus on creating a culture where the employees are thriving and feel safe about talking about difficult topics. There is wide agreement in AMIU that the employees should be involved in this work, and it is decided that the topic will be included in the institute seminar in August.

HAMIU also has focus on stress, including how to work with language and rhetoric in the questionnaire which is the root for the staff wellbeing barometer.

Follow up:

The topic "stress" is included in the program on day 2 of the forthcoming institute seminar in Sæby. Camilla Kristensen/Jette Marie Christensen will contact Line Tellufsen (head of section in AAU HR and wellbeing), alternatively an extern consultancy for assistance with this task.

4. APV Mapping 2022

Setting: Discussion of mapping the work environment.

- *The completed inspection round?*



- Dialogue with coworkers about the mapping?
 - What challenges need action plans?
 - What must be solved in AMIU and what must be solved together?
-

There have been inspection rounds in all sections/units apart from section for Physics and Mechanics on Pon103. Thomas Sørensen Quaade follows up and makes sure that the inspection rounds are completed in the nearest future. In section for Production the possibility for home offices is requested. With reference to the latest declaration within the area, the employer is obligated to provide equipment for the home office if working from home exceeds 2 days a week. The stance of the institute is therefore that working from home must/should be within the aforementioned period of two days. The same section also requests the possibility of “muteboxes”. The stance of the institute is that one initially uses the 6 conference rooms on Pon103, alternatively the specific sections/units agrees that the offices that is not in use will be used for quiet room/phone calls as required. On Fredrik Bajers Vej 7F there are issues with noise and heat/poor ventilation in some rooms. In the laboratories it is the workload that fills the most. On Skjernvej they are pleased with the laboratory facilities, but they are concerned about the forthcoming moving. In the secretariat there is a wish for chairs and sunshade. There is also a concern about too high workload. Finally, it has come to our attention that the coffee machine by the toilets on Pon103 is not legally placed and it should be moved.

Follow up:

Concerning the sunshade: Everyone in AMIU is requested to send in potential wishes from the various sections/units to Karina Kjeldgaard Ludvigsen the first week after the Easter holiday at latest, and afterwards she will gather offers concerning the sunshade and will arrange further with Jette Marie Christensen.

About the coffee machine by the toilets on Pon103. Jette Marie Christensen will examine the case further and will make a decision about the new placement.

About the quiet room. At the moment the suggestion is that one uses the established conference rooms in Pon103 as well as explore the option of using the offices that are empty as required.

About noise and heat/lack of ventilation in facilities on Fredrik Bajers Vej 7F. Casper Schou will report the problem with heat/ventilation issues to Campus Service via the building app and investigate which groups needs to be moved to other facilities and will report back to Jette. They are working on moving the employees from Fredrik Bajers Vej 7F to facilities in FIB10.

5. Status action plans

Appendix: 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 the next step? And what items are completed and what needs to be worked on in 2022?

Last year’s process about the preparation of action plans was shortly discussed. In this regard, it was agreed that there will be made individual follow-ups on last year’s action plans and produced new for this year for every section/unit and for the institute as a whole. All action plans must come to Camilla Kristensen’s hand on May 25th 2022 at latest – a week before next AMIU meeting.

Follow up:

Camilla includes the action plans to the agenda of the next AMIU meeting on June 1st 2022.

All AMIU representatives will send in the new action plans for their respective sections/units to Camilla Kristensen on May 25th 2022 at latest.

6. Any other business

AMIU shortly discussed the working environment discussion which is planned on the next meeting in AMIU. It was decided that all employees in the working environment groups will be invited to the working environment discussion on June 1st 2022.

Karina Kjeldgaard Ludvigsen will give a reminder about the planning of the fire drill on Pon103.

Karina Kjeldgaard Ludvigsen informs about the working environment conference on November 10th 2022 and informs that the enrolment is open for anyone interested.

Follow up:

The side of the employees are preparing the working environment discussion – Thomas Sørensen Quaade is coordinator.

All employees in the working environment groups are invited to the working environment discussion on June 1st – Camilla Kristensen/Jette Marie Christensen are sending out invitations in Outlook.

Status on the fire drill after rehousing in Pon103 – Jette Marie Christensen is following up and contacting Campus Service.

7. Communication to the institute

Is there anything from today's meeting that needs to be communicated, and who does it?

There is an agreement in AMIU that the minutes should be included in the next newsletter including a short summary of the implemented initiatives based on the various inspection rounds.

Follow up:

Camilla Kristensen/Jette Marie Christensen includes minutes and a short text about the initiatives in the working environment area in the next newsletter.