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Minutes of meeting in AMIU MP on June 1st 2022

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

Unable to attend: Casper Schou

Other participants: Camilla Kristensen (minute taker), MP Samarbejdsudvalg will participate from 8-9 hours Brian Vejrum Wæhrens, Benny Enddelt, Kjeld Nielsen, Klaus Kjær, Lars Diekhöner, Michelle Malaca Nielsen, Lars Rosgaard Jensen, Astrid Heidemann Lassen, Jette Marie Christensen

1. Approval of minutes and agenda

Appendix 1: Link to MP intra "Minutes from meetings"; see Minutes AMIU 06. April 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.

Minutes and agenda are approved.

Follow up:

No follow up.

2. Working environment discussion: debate and input to the work with working environment 2022/23 – SU participates

Appendix 2: Link to material from central OHS section about the working environment discussion: <https://www.arbejdsmiljoe.aau.dk/arbejdspladsvurdering/#359211>

Appendix 3: Link to Working environment discussion 2021: https://www.intranet.mp.aau.dk/digitalAssets/1159/1159342_referat-arbejdsmiljoedroeftelse-mp-2021_cs.pdf

A) What has been up this year? AMIU gives a short status on the past year's work in the OHS group and SU talks about their work related to the working environment.

B) Debate, ideas, and input to possible subjects the forthcoming year. What should we focus on in 2022/23?



A) Thomas Sørensen Quaade presents a status on goals for the working environment efforts 2021/22 as well as a status on this – cf presentation (appendix).

- Re-boarding: The return to the offices after corona was successful.
- Employees are generally positive about the rehousing. There are different opinions about whether PON103 will be the right setting for the Institute's core tasks and working environment in the future. There is a discussion about the lack of space when Physics moves closer to campus. In this regard the employees suggested that an anonymous questionnaire is organized to cover the desire to stay in PON103. The management takes it into consideration and initiates an investigation.
- Relocation of 1. Year of study: The process runs successfully. One administrative employee has moved from first year of study to the secretariat from 1st of August and the study team has made a new division of tasks. The workshop group are concerned about the growing pressure and demand in the laboratories when the 1. Year of study moves closer to campus. The lab. worker who has been on loan to first year of study will be back at MP in the autumn.
- Abusive behavior: The management of the Institute has communicated about and made it clear that abusive behavior will not be tolerated.
- Wellbeing concerning colleagues without permanent employment: Cf the staff wellbeing survey the young has become way more pleased than previously. HR are praised by SU as the processes has been optimized so the management can react timely. There are still concerns about new appointments. This area as well as recruitment will be a focus point in the work with talent/career development. Lars Rosgaard points out that the same discussion has found place in FSU and urge to look into the position structure as well as how one does this other places such as KU and DTU. Attention must be paid to the entire recruitment process, which seems very slow, so important with schedule and ongoing communication / dialogue.
- Onboarding: It still varies how employees are introduced to the institute. A committee has worked out procedures for welcoming new employees, such as purchase of computers etc. Everyone is urged to share the information in the different sections, so everyone knows the new initiatives.
- Clear communication: Encouragement to make MP Inside better and to look into purchase of info-screens.

APV-action plans: Most goals in the action plans have been achieved and a new APV has been made. Action plans are in preparations and must be sent to the central AMIU no later than June 30th 2022.

Staff wellbeing survey: The wellbeing is generally better – the numbers are generally higher than last year. It is worrying that 1/3 of the employees are expressing that they are having stress symptoms, and that they don't know the cause. This will be a focus point looking forward, and the employees are encouraged to talk about stress instead of "hiding" it. The quantity of abusive behavior has been cut in half which is positive. The management is aware that a trust-based culture is important if one must work with preventing/handling abuse and stress. Psychological safety is brought up as a tool to create better wellbeing. It is urged that the Ph.D.-coach is involved in this work.

There is a discussion about the values and validity of the data that one gets from APV and the staff wellbeing survey. Thomas Sørensen Quaade points out that it is investigated how to improve the surveys and the following work with data. In HAMIU they have collected information about how to handle wellbeing and APV

on different institutions/organizations that looking forward will be used to optimize AAU's general work with the working environment. Astrid Heidemann Lassen suggests that one uses both the answers from MUS, the wellbeing survey and APV when one looks into and work with the working environment on the institute so the focus is on qualitative and quantitative data.

Sickness absence: Sickness absence has increased from the previous measurement. It can be attributed to Corona. If we compare on faculty level, the institute is below average. The number of long-term healthy has increased generally on AAU.

B) Thomas Sørense Quaade presents the Institute's focus areas in 2022/23:

- Stress
- Cooperation
- Bullying
- Maintaining low sickness absence
- Working day
- Precise and clear communication
- Abusive behavior
- Mental health
- Telework
- Presence- and meeting culture
- The "old" goals from 2020/21
- Wellbeing
- Working bulge

Wellbeing will be a point on day 2 of the institute seminar. Brian articulates the importance of working with the wellbeing more in depth of all the employee groups on the institute. The working environment must be a continuous focus area. Different focus areas are discussed in this regard:

- The communication about the working environment and the work with securing a good working environment must be continued – the work of the wellbeing group must be more distinct in the organization
- It must be more evident that the working environment is a shared effort and not just a management responsibility
- There must be focus on both the professional and social cooperation in the wellbeing work.

Follow up:

3. Orientation from chairman and deputy chairman

Chairman and deputy chairman orientates about info meeting in AAU's central OHS section (AMS) held on May 25th 2022 as well as Engineering's working environment meeting on September 8th 2022 (Remember election of two representatives who has to participate on this meeting) as well as sickness absence statistics 2021 (Appendix: cf previously mail from Jette Marie Christensen about sickness absence statistics 2021)



Jens orientates shortly about the info meeting in AAU's central OHS section on May 25th 2022 where the process about the working environment discussion was presented. On September 8th there is a planned working environment meeting in Engineering - Karina Kjeldgaard Ludvigsen and Thomas Sørensen Quaade are participating as employees as well as Jens Christian Rauhe as management. The sickness absence statistics are shortly discussed. The difference between VIP and TAP are pointed out and that the difference between the number of sickness absence partly can be due to the difference in the registration behavior between VIP and TAP as well as between men and women. It is urged that one calls in sick when one is sick.

Follow up:

Jette follows up on the procedures about reporting sickness and reporting fit for duty. Holidays in the administration is reported to the institute via e-mail or MP Inside.

4. Working environment discussion in AMIU

Appendix: Template to working environment discussion: https://www.arbejdsmiljoe.aau.dk/digitalAssets/515/515822_arbejdsmilj--dr--ftelse--referatskabelon.docx

The working environment discussion follows the agenda in the template – see appendix.

Cf separate minutes.

Follow up:

5. Any other business

Appendix: None

Status on the mapping and action plans from the separate groups

- Casper, Production – mapping and action plan has been made.
- Karina, Secretariat – mapping and action plan has been made.
- Thomas, Laboratory - mapping and action plan has been made.
- Peter, Physics/Mechanics – mapping and action plan are in preparation.
- Cross-disciplinary – action plan is in preparation and are send out to the committee for approval.

Deadline for action plans to AMS is June 30th 2022.

Follow up:



6. Communication to the institute

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

Communication of minutes to MP Intra as usual.

Follow up:

Camilla makes sure that the minutes are communicated to all employees of the institute.