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Minutes MP SU on August 31st 2022

Participants: Jens Christian Moesgaard Rauhe (chairman), Benny Endelt (Vice-chairman), Astrid Heidemann Lassen, Jette Marie Christensen, Brian Vejrum Wæhrens, Lars Rosgaard Jensen, Kjeld Nielsen, Klaus Kjær, Lars Diekhöner, Michelle Malaca Nielsen

Unable to attend:

Other participants: Camilla Kristensen (Minute taker), Jan Anker (Budget)

1. Approval of minutes and agenda

Appendix: Minutes SU from 16th of May 2022: <https://www.intranet.mp.aau.dk/committees-councils/joint-consultation-committee/>

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

Minutes: Minutes and agenda approved.

Follow up: Link to the agenda will be included in Outlook.

2. Budget follow up 2022

Appendix: MP Budget follow up 2022

Setting: Information about and follow up on Budget 2022.

Minutes:

In connection with this item on the agenda the student dropout, the small student classes, and the decreasing project portfolio were discussed. In this connection the employees asked what impact this will/can have on the permanent staff of the institute. The management makes it clear that the institute's economy at present looks good, but at the same time underlines the importance of looking into and acting on the beforementioned areas, including increasing the institute's funding and putting more focus on retention/recruitment of students. In this connection the employees suggest that the management prepare an impact analysis and that discussion/communication about this will happen timely. The management draws attention to the fact that STÅ and the budget

of the dean influences these calculations, which is why it will only be realistic to provide these data after October 2022.

In the discussion about drop out SU agrees that one should look into cause and effect. In other words, why the students stop and what one can do to retain them. Especially because the decreasing student classes increases the competition on the recruitment side. In continuation hereof it is mentioned that the semester coordinators have previously had the task of following up on drop out. It is agreed that that the department should look into this again.

Short status on the updated budget:

Income:

The revenue is as expected at this time of the year. Only the projects are 0,4 million lower than estimated as a result of a lower project turnover. The institute expects to gain this later in the year. Grant-funded activities (the projects) is 1,2 million lower than estimated. This is a result of lower co-financing (0,4 million), less buy out (0,3 million) and lower consumption costs (0,4 million). The institute expects likewise to gain this in 2022. The consequences of corona have been taken into account in the budget.

Expenses:

The expenses are 1,3 million lower than estimated. This is primarily because the consumption costs are 1,0 million lower. The amount will be spent later in 2022. On the projects there are likewise 1,3 million less expenses. Lower wage costs on 0,3 million, lower consumption costs on 0,3 million and lower overhead costs on 0,6 million. To avoid that the institute will not meet the expected expenses, the management has initiated the purchase of equipment for the laboratories.

About VIP-buy out: A friendly request from the economy team to hand in time sheets in time as it has/can have consequences for the operations costs.

Per July 31st 2022 there is a deficit of 0,1 million against an expected deficit of 1,2 million. This is due to primarily accruals concept. After a recent survey of the institute's projects, the economy- and the project team can conclude a potential risk of losing around 3 million on different projects and it is especially IFN where 2 million has been put aside for loss. This provision should be seen in connection with the IFN additional agreement that MP has with UCN. UCN pays MP 4,8 million Danish kroner. Overall IFN is a good economic project for MP with a total profit. The provision means that we no longer expect a profit in 2022 but more likely a minor deficit.

The employees thank for the new budget and the level of detail.

Follow up:

No follow up.

3. Update from chairman and deputy chairman

The chairman informs about the relocation to Fib16, fire drill on PON103, AAU's politics of using teaching resources, APV action plan has been approved by AMS, working environment discussion has been sent to AMS, working environment discussion on the faculty on September 8th 2022...



Minutes:

Relocation to Fib16:

There is a wish from the management of the institute for bringing the good experiences from the rehousing in Pon103 back to Fib16, which is why the management before the summer holidays has asked for input from the institute's employees regarding this process. CAS and the dean understand and accept the fact that there will be more changes of the buildings than already planned if it gives a greater teamwork and cohesion across the institute. The institute seminar pointed out that there are possibilities of new working relationships which the institute would like to support in Fib16. There is a wish for challenging the quadrant-thinking. Jette and Jens has a meeting with CAS in week 36 about the rebuilding plans.

Fire drill on Pon103:

AMS was overall pleased with the fire drill on Pon103. The management thinks there are room for improvement regarding securing that everyone leaves the building etc. The employees ask about the lack of a fire drill on Fib14. The management will follow up.

Politics for using teaching resources:

Jens summarizes the content of the attached appendix about teaching resources which will be available for all employees in the institute's newsletter. One comment about the document is about whether the upload of a document to the shared drive is to be characterized as sharing – this was confirmed.

APV action plans

The institute's APV action plans have been sent and commented by the central section for occupational health and safety (AMS). The comments are handled on the forthcoming AMS-meeting. The working environment discussion has furthermore been sent to AMS. Besides, it is mentioned that a working environment discussion on the faculty has been planned on September 8th, 2022, where there is great involvement from the institute.

Institute seminar:

Jens thanks for a positive involvement at the seminar. In general, most employees were content with the program of the summer seminar. There will be followed up on various input from the seminar continuously.

Missions:

The dean has requested input for AAU's overall missions with a deadline on September 7th 2022. The topic was discussed at the seminar among lecturers and professors and John Rasmussen has afterwards sent the material for commenting. The employees are asking for the possibility for a meeting to gather interested VIP in connection with the final preparation of the missions. The management acknowledges the positive interest and tells that they have plans about inviting VIP to meetings/seminars in the future where this topic is on the agenda.

Follow up: Jette follows up on the lack of fire drill on Fib14.

4. Wage negotiation

Setting: Information about the process of the annual wage negotiation.

Minutes:

Wage negotiation: Each year the management determines a negotiation framework on a part of the payroll costs for the technical-administrative staff, and this year it has been determined to be 0,75% of the payroll. Of



the total framework it is recommended that minimum half of the negotiation framework is used for one-time payments. The trade union representatives are negotiating for all the employees who are hired under their respective negotiation area, regardless of whether one is organized or not. The deadline for recommendations for VIP and TAP are September 19th 2022.

Week 39-41: Exchange of recommendations between TR and management. Week 43+44: Wage negotiations. 8/11 2022: Deadline for submission of approved negotiation results to HR-service center. (Expected) week 48-49: Information about the negotiation result to the employees. All pay supplements and considerations have effect per 01.01.2023 and are implemented by the January salary.

There are no immediate interest of overall talking about the principles in SU for one-time payments/qualification supplements.

Follow up: No follow up.

5. Action plan for equality and diversity

Setting: SU is requested to evaluate the action plan for equality and diversity with starting point in the report form.

Appendix: Evaluation form for institutes.

Appendix: The institute's action plan for equality and diversity from 2019-2021 (Materials and production)

Appendix: Process plan

Minutes:

Jette and Jens will make a draft for evaluating the action plan of 2021 which afterwards will be sent for commenting in SU. The overall topics are: more women in leadership (Previously the balance was ok, which is why this has not been a focus area in the action plan for 2021), work-life balance (Among others this have included maternity dialogues with female researchers. SU decides that this should also concern fathers), internationalization: (There has been focus on guest researchers. The area has however been suspended due to corona). No immediate input from the employees at present.

Follow up: Jette will make a draft for evaluation of the action plan.

6. Holidays – reservation in advance and notification

Setting: Like last year the employees are warned about 5 weeks of annual leave in September when the new leave year begins. We are notifying the leave in week 42 2022 (autumn holiday), the 23.-30. December 2022 (Christmas) and week 29, 30, 31 in 2023 (Summer holiday). In January 2023 the special leaves are expected to be notified for 3., 4., 5., 11. And 12. April (Easter). The holiday can be moved but not cancelled. This way we secure that all leave will be spent. SU is requested to discuss notification of annual leave.

Minutes: Correction for the abovementioned. The autumn holiday 2022 has been notified, it concerns the autumn holiday 2023. There is attention to the communication about this point. SU has taken the information into consideration.

Follow up:



7. Any other business

Proposal: Point for next SU: Preparation of annual cycle of work for SU

Minutes:

SU agrees about the need for an annual cycle of work which can contribute to interest and participation in the SU work by the rest of the organization. In the light of this point participation and involvement in the committee work in general is discussed. In the future the newsletter will include a short writing about the committee work and meeting dates.

Follow up:

Writing about the committee work and meeting dates are included in MP Inside. The annual cycle of work will be included as a point for the next SU-meeting.

8. Communication to the institute

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

Follow up:

Communication about AAU's politics about teaching will be sent out to all employees via MP Inside.