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Date: [Brevdato]
Case No.: [Sagsnr.]

Minutes of meeting in AMIU MP on September 2nd 2022

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

Unable to attend: Peter Fojan, Casper Schou

Other participants: Camilla Kristensen (Minute taker)

1. Approval of minutes and agenda

Appendix 1: Link to MP intra "Minutes from meetings"; see Minutes AMIU 06. april 2022: <https://www.intra-net.mp.aau.dk/committees-counsils/amiu/minutes/>

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

Minutes:

Minutes and agenda approved.

Follow up:

No follow up.

2. Update from chairman and deputy chairman

Chairman and deputy chairman informs about the relocation to Fib16, fire drill on Pon103...

Minutes:

Relocation to Fib16: Before the summer holidays all the employees of the institute has been asked to contribute with input to the rebuilding of Fib16. Jens thanks everyone for their feedback. Among the researchers there are generally a wish to keep the previous arrangement and distribution of offices. The secretariat is generally seeing great advantages of sitting in teams and wish to bring this experience to Fib16 if possible.

Fire drill: AMS was overall pleased with the fire drill on Pon103. As mentioned on the SU meeting, the management thinks that there is room for improvement in relation to securing that everyone leaves the building etc. Furthermore, it was mentioned that SU has requested a fire drill on Fib14. The management will follow up.

Accidents in lab: Thomas informs about a recent accident in lab where a PhD student accidentally cut his own finger. A claim form has been filled in and sent to the relevant party. In that connection the number to SP (special person transport) has been updated in Fib14 and Pon103. After det accident it has also been imposed

upon AMIU to consider whether the institute can do anything to avoid similar accidents in the future. For this accident it is considered not to be the case.

Follow up:

No follow up.

3. Working environment goals 2022/23

Setting: Discussion of how to work specifically with the 6 goals that were set for 2022/23 in regard to the working environment talk:

Minutes:

- That more employees are experiencing the working environment as present and important in their daily work
 - The secretariat has included the working environment on the agenda as a fixed point on every secretariat meeting. A similar structure has been established among the laboratory technicians. To make the working environment more present in the sections and the research groups, this initiative could profitably be included in the meetings in the sections and the research groups. The secretariat has furthermore set up a job satisfaction group who support the work with and for the great working environment. It is agreed that the point is continued on the next meeting where the VIP-representatives of the committee will participate.
- To improve the communication about and make the working environment efforts visible.
 - Regarding making the working environment efforts more visible it was agreed upon that AMIU if relevant will write a short paragraph in the newsletter of the institute, MP Inside, where the work of the committee, such as various initiatives and activities to improve a good working environment, are reported. There is an agreement that the deputy chairman will make the initiative to write it with help and input from the other AMIU-representatives. The content will be further arranged with the chairman of AMIU.
- To make a clear structure for the working environment work so it reaches the research groups
 - It is agreed that the point will be continued on the next meeting where the VIP-representatives of the committee will be attending.
- To create a culture where one can openly and honestly talk about stress
 - Psychological safety is discussed as being crucial to creating a culture where one can openly and honestly talk about stress. There is consensus that the management should be role models for the culture that we wish to create. There has already been put multiple processes to work to support this culture, such as the lecture with Jon Kjær Nielsen on the institute seminar, MUS, TUS.
 - Increasing workload was shortly discussed – including the challenge of one having to perform more tasks simultaneously and that changes are a fundamental condition.
- To secure a good process and start-up with the relocation of the first year of study through involvement and communication with relevant parties in time
 - The students are well arrived. There is a great satisfaction with the first year of study moving closer to Campus. The whole institute has been focusing on creating a good process and the challenges that has been appearing has been handled continually.



- To secure a good process of relocation/rehousing through involvement and communication to relevant parties in time. We will bring the great learning from the last rehousing.
 - In relation to involvement and as mentioned above, all employees have been asked to give input to the relocation/rehousing. AMIU agrees that the communication about the moving process should be communicated more often and broader. It is agreed that looking forward the newsletter should include news about the moving process and the decisions that are made in that connection. Jette and Jens are coordinators on this task and will do the writing.
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Follow up:

Two of the abovementioned points are included in the next meeting. Jette and Jens will write about the moving process after the meeting with CAS (Campus Service) in week 36. Jette will furthermore make sure that there is a new coordinator on the moving process in the secretariat.

4. Status action plans

Appendix: Link to action plans 2022 on MP Intra: <https://www.intranet.mp.aau.dk/committees-councils/amiu/AMiU+APV/>

Appendix: Input from institute seminar – workshop with Jon Kjær Nielsen

Appendix: Comments from fra AMS

Setting: Survey of action plans – what is the status and next move? Including discussion of input from the institute seminar and AMS.

Minutes:

The action plans are being discussed. Casper has sent comments to the action plan for the section of production before today's meeting. It is agreed that the ones responsible for the respective action plans are updating the action plan after today's discussion in AMIU. AMIU agrees that the date of change + the change should be included in the action plan in the future. It is agreed that the latest version should be uploaded to workzone from which the document should be updated continually.

Follow up:

Action plans are continuously updated by the responsible in AMIU. When updating it will be pointed out under AMIU's spot in the newsletter.

Preparations to working environment discussions on the faculty on September 8th 2022

Setting: Discussion of presentation about handling stress on the institute with Thomas Quaade.

Minutes:

Short examination of relevant activities/initiatives in connection with the handling on the institute. It is agreed that input from the rest of AMIU as mentioned below should be included in the presentation of the working environment discussion on ENG:

- Workshop with John Kjær Nielsen "Productive and Happy" on the latest institute seminar where focus was on both what you can do yourself to create a good working environment as well as what to do as a team.
- Psychological safety. The institute works on creating a culture where one can talk about stress.

- Good experiences with job satisfaction groups as subcommittees to AMIU – the concept should be presented to the institute’s research groups/sections.
- Career policy and matching of expectations are worked on among the younger researchers of the institute.
- Involvement of employees and communication before, during and after various processes are generally worked on.

Follow up:

Thomas finishes the presentation and sends it out to AMIU for them to comment before the working environment discussion on ENG.

5. Any other business

Point for next meeting: annual cycle of work for AMIU
Karina Boller Jensen is a new representative in HAMIU

Minutes:

AMIU agrees that an annual cycle of work for the committees work should be composed. The point is included on the next meeting in AMIU. Karina Boller Jensen has been elected as a new representative in HAMIU. AMIU discusses the possibility of inviting AMS to the next meeting to get inspiration to the continued work with psychological safety, stress and work-life balance.

Follow up:

Jette will contact AMS and request a meeting for discussion and inspiration about psychological safety, stress and work-life balance.

6. Communication to the institute

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

Minutes:

When the minutes has been approved, it should be available on the institute’s intranet after which it will be communicated in the next newsletter.

Follow up:

Minutes will be available on intra when it has been approved after which it will be communicated in MP Inside.