



*Kan frit distribueres
Godkendt*

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Resume Work environment committee MP on the 9. november 2022

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

Cancellations: Casper Schou

Other participants: Camilla Kristensen (rapporteur), Rasmus Simonsen (AMS) and Ann Cecilie Shaffrey (AMS)

10.00-10.30: Inspiration workshop by the central work environment section (AMS)

Subject: How can we increase our focus/work with mental safety? Focus on stress and worklife balance.

Resume from workshop:

Jens welcomes Rasmus and Ann Cecilie from AMS and informs shortly about the work with stress and mental safety at MP. HAMIU informs that AAU has taken the initiative for a new Job satisfaction analysis, which will support how we work with job satisfaction at AAU. MP is included in the test group. Following subjects are shortly deliberated during the workshop:

- The AMIU-organisation in general, including whether the employees are conscious of their closest work environment representative. It is the impression in AMIU that the employees know who their closest contact is.
- The visibility of work done by the work environment representatives and AMIU in general. AMIU is attentive to the fact that the work environment is prioritised differently in the individual sections. The TAP-group has initiated a job satisfaction group with representatives from the teams in the administration. Considerations regarding this or similar should be implemented in the other sections. This is a point of attention in the action plan.
- Focus on what we are good at instead of what we want to change.
- Nudging as a tool to put focus on the work environment through for example micro campaigns for 2-3 weeks at a time: e.g.: "Do you know who your AMR is?" – "Have you spoken to your AMR today?", "Have you been a good colleague today?". (Inspiration for the campaigns can be acquired from the workshop with Jon Kjær in August)

Thank you to AMS for inspiration and competent feedback.

Approval of summary and agenda

Recommendation: Approval of summary from last meeting as well as approval of agenda for today's meeting.

Appendix 1: Link to MP intra "Minutes from meetings"; see resume AMIU 02. September 2022 and summary AMIU 14. October 2022: <https://www.intranet.mp.aau.dk/committees-councils/amiu/minutes/>

Summary and agenda were approved.

Follow-up:

No follow-up.

1. Briefing from chairman and vice chairman

Chairman and vice chairman inform regarding the new job satisfaction analysis at AAU, safety courses for students, AAU's work environment price

Vice Chairman informs regarding the new job satisfaction analysis at AAU. The following have been part of the task-group: Martin Mølholm, Kim Lambertsen Larsen, Mogens Juul Møller (CAS) and Thomas Quaade. The goal is to conduct the job satisfaction analysis every 2nd year – that way there will be more time to work with the action plans. Furthermore, data will only be delivered at institute-level and not as previously on section level, which causes some concern in relation to the follow-up-part. The institute has been selected to test the system. Thomas will follow up on whether the institute can expect 1 or two job satisfaction analysis – important since this demands for more information to the employees of the institute. Likewise, Thomas will follow up on the level of data.

Vice chairman informs about safety courses for students. Currently this runs on the 1. Year of study. When students or new students begin at the master programme, there are no courses. Lab safety on this level is therefore relying on the supervisor. It was agreed that teaching in lab security should be put in system. The safety group in the laboratory will make a draft for the handling of this area going forward.

Furthermore, Thomas adds that AAU has chosen to abolish the work environment price and the yearly event connected to it.

Follow-up:

Thomas will follow up on the abovementioned questions regarding the job satisfaction analysis and get back a.s.a.p.

2. Work environment goals 2022/23

Recommendation: Elaboration on how we will work with the work environment goals 2022/2023 – As all of the VIP representative in AMIU were absent at the meeting in September the below mentioned articles coloured in red will be continued:

- That more employees perceive the work environment effort as more proximate (**Discussions continued**)
- To better communication about and making work environment efforts more visible
- To make a clear structure for the work environment efforts (**Discussions continued**)
- To create a culture, where one can talk openly and honestly about stress



- To ensure a good process and start regarding the relocation of 1. study year amongst other through timely incorporation of and communication to relevant parties
 - To ensure a good process regarding the move/relocation amongst other through timely incorporation of and communication to relevant parties. Our learnings from the last relocation will be taken into consideration.
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In relation to visibility, the employee representatives will follow up on the micro. Karina already has some experience with this and will coordinate the initiative.

There need to be more focus on the work environment effort in the research environments. It was agreed that in connection with the elections for AMIU in the spring there a well-being contact-person should be found in every research group. It will be important that there are clear expectations for these representatives. It was agreed that it is the employee-side which takes initiative to this written document and sends it to the leader group for approval.

Follow-up:

The employee-side writes a document about the expectation for contact-persons and sends it to the management for approval – Karina is chosen as coordinator.

The employee-side will start implementing the initiative regarding micro campaigns – Karina chosen as coordinator.

3. Follow-up on work environment deliberation in ENG

Recommendation: What we take with us from the work environment deliberation in ENG – is there subjects that we should follow up on?

Generally, the workshop went well. The speaker had many good inputs; however, the general impression was: too much info. The discussions across the institutes and knowledge-sharing are perceived as valuable.

Follow-up:

No follow-up.

4. Action plans

Recommendation: Short status on the action plans of the institute – is there something we should follow up on?

Appendix 2: Regarding action plans in workzone: [2022-255-00181, Action plans AMIU, 121280](#)

Short status on the action plans by Jens:

- Production: A follow-up will be done with Casper Schou since he is absent at today's meeting.
- The secretariat: Jette and Karina takes the subject regarding assignment descriptions further to the Job satisfaction group.
- Lab: All subjects are ongoing – hence it is important to be more concrete in the next action plan.
- Mechanics: Peter investigates which information that is needed among the academic-science personnel regarding administrative tasks.

- Institute: In relation to making the work environment effort visible, an initiative with micro campaigns is initiated. The process surrounding the relocation is progressing as planned.

Follow-up:

There will continually be followed up on the action plans among those responsible in AMIU.

5. Relocation

Recommendation: Deliberation of the interior design proposal and process for relocation to Fib16.

Appendix 3: [Plans of Fib16](#)

Resume:

Jens shows the new plan from the architect. The students have expressed concern regarding the open study spaces, hence the management initiated a meeting. Only a few students participated, but it was the impression that the students that were present agreed with the decision.

A plan has been made for new furnishing. A plan is also being worked on to ensure good cooperation across the institute – the section leaders Lars Rosgaard and Astrid Heidemann are on the task. Physics is incorporated in the new solution and the furnishment of the offices at FIB16. The plan is that the secretariat and all research groups will be allocated an area which they subsequently shall design together.

Generally, at AAU, there is a focus on how to use our m2 best possible, hence this is a focus area in connection with the renovation of FIB16 and going forward.

The building will be at MPs disposal on the 20th of January 2023, and the expectation from CAS is that all are in place on the 1st of February 2023. Dorthe Dam and Tina Verdal from the secretariat are responsible for coordinating of the relocation process.

Follow-up:

No follow-up, but work is continually being done in relation to the relocation to Fib16.

6. Yearly wheel

Recommendation: Evaluation of meetings in the committee – how do we collaborate?, etc.? Are there add-ons to the annual cycle of work by AMS?

Appendix 4: Annual cycle of work <https://www.arbejdsmiljoe.aau.dk/arbejdspladsvurdering/#359207>

Moreover, proposals for new meeting schedule for 2023:

February – week 6

April – week 15

June – week 23 (Work environment deliberation with SU)

September – week 37

November – week 45

Summary:



AMIU agrees that the work in the group follows the AMS annual cycle of work. Proposal for new meeting schedule approved.

No follow-up:

7. Intake of food in laboratories and workshops

Recommendation: Deliberation regarding whether it is permitted to enjoy food and drinks in laboratories and workshops. Following, it should be decided what is defined as a laboratory as well as who becomes responsible for enforcing any new rules regarding this area.

Thomas Quaade urges that new rules are elaborated on this area. All of Fib14 except for Common Room is laboratory and it is not allowed to enjoy food/drinks in this area. This must be communicated to the students and VIP shall be informed of the initiative.

Follow-up:

Jens follows up with Johnny Jakobsen regarding the initiative and subsequently they will inform VIP and the students.

8. Any other business

Employees are concerned about how to handle the start-up of the first study year 2023. Jens will discuss this with Thomas Ditlev, vice for education.

Follow-up:

Jens will follow up.

9. Communication to the institute

Is there anything from today's meeting, we particularly should communicate, and who does it?

A link for the summary will be included in the newsletter.

Moreover, information regarding the job satisfaction analysis will be communicated timely before the job satisfaction analysis will be sent to the employees.

Follow-up:

Camilla will follow up on the summary.