



*Kan frit distribueres  
Godkendt*

**Aalborg Universitet**  
Postboks 159  
9100 Aalborg

**Sagsbehandler:**  
Camilla Kristensen  
Telefon: 99 40 99 05  
Email: cakr@mp.aau.dk

Dato: [Brevdato]  
Sagsnr.: [Sagsnr.]

## Minutes Work environment committee MP on the 8. februar 2023

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

**Cancellations:** Peter Fojan

**Other participants:** Camilla Kristensen (rapporteur)

### **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 9<sup>th</sup> November 2022:*

<https://www.intranet.mp.aau.dk/committees-counsils/amiu/minutes/>

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Summary and agenda were approved.

### **Follow-up:**

No follow-up.

## **1. Briefing from chairman and vice chairman**

*Recommendation: Chairman and vice chairman introduce the new APV annual cycle of work, updates regarding the moving plans from Skjernvej to Fib 12, 14 and 16.*

*Appendix: Presentation of new APV annual cycle of work*

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### **New APV concept**

AAU plans to introduce a new APV concept. The new concept still needs final approval in HAMIU. The new concept includes a 2-year roll. The idea is that the well-being measurement itself takes place every second years. The years in between will focus on inspection rounds and elections. AAU consider to do the elections every three years, but nothing has been decided yet.

### **Election to AMIU**

Discussion in AMIU about how this is done the best possible way in order to involve the organisation. The notification from the central work environment group was sent out in week 6 and the expectation is that the

notification about new representatives must be sent in no later than week 9. An email will be sent out from the head of department. There is an agreement in AMIU that substitutes are important.

**FIB16:**

Status on the moving process. Big thanks to everyone for their contribution to the move.

Comments/discussions among employees:

The majority of employees are satisfied with the new measures, including glass in the doors. In relation to the fire regulations, it is not permitted to use film on the doors. Thorough cleaning is in pipeline. The management encourage everybody to be kind to the cleaning staff, as they are pending new contract with the new cleaning company. Toilets in FIB16 will be renovated in the near future. It has been agreed that ITS will help with cables and other IT issues if necessary. Card readers have been ordered for the 1st floor.

**Feb14:**

Discussions are ongoing in the lab group regarding the relocation of Physics, including the distribution of offices. CAS is involved in the process.

**FIB12:**

Meeting was scheduled for Monday 13 January 2023 regarding the constructing of a a new clean room. According to plans the new building should be ready in 2025. Furthermore, the budget is expected to be higher than originally quoted.

**Follow-up:**

Jette prepares email regarding the election on behalf of Jens.

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**2. Follow up on the move to FIB16 and planning of APV related to the new building**

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*Recommendation: Discussion of the status of the move back to FIB16 and decision regarding the planning of an APV related to the move (What, when and who)*

*According to the above paragraph it was agreed that current representatives in AMIU will initiate the APV process. The APV is planned for week 9. Each representative sends an email to their section, respectively – Thomas will participate in all sections. The APV only concerns FIB16.*

**Follow-up:**

AMIU representatives initiate the APV regarding FIB16. Thomas will participate in all section.

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**3. Follow-up on the action plans**

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*Recommendation: Follow up on the action plans and discussion on the new annual cycle of work concerning APV*

*Appendix: Link to workzone: [2022-255-00181, Handleplaner AMIU, 121280](#)*

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**The Secretariat:**

- The secretariat is partially on target. Actions regarding offensive acts and telework needs further actions.

**Production:**

- The section is on target.
- Offensive actions and stress are not included as part of the section's own action plan, but it has been chosen that this is only dealt with via joint initiatives as part of the institute's overall action plan.

**Lab.:**

- Lab. is partially on target.
- Thomas follows up with comments in the action plan.

**Materials and Production:**

- The section is partially on target.
- Peter follows up with comments in the action plan.

**Joint action plan:**

- It is agreed that posters regarding the election will be put up encouraging people to run and vote for the AMIU elections. Karina will follow up.
- There is continuous work with stress at the institute level. The area is complex, which is why AMIU agrees that it would be beneficial to be more specific in the action plan about the initiatives to reduce stress.
- There is a general experience in AMIU that there is a more open dialogue about challenges in the organisation, which makes it easier to solve these.
- Implementation of the first year of study. The employees generally feel that they have been involved in the process. There is a need for the department to continue to focus on the implementation when the students start, including how to handle the first year of study going forward. There are a number of ongoing discussions about this at Faculty level. Jette/Jens ensures that the information is communicated to relevant parties.
- Rehousing/relocating – there is generally positive feedback.

AMIU agrees that the actions must be more specific in order to be able to measure the initiatives. Stress is a general problem at AAU and should be considered a strategic focus area at AAU level both short and long-term. Thomas will bring this suggestion to HAMIU. There is a demand for more clarity about how to use the Working Environment section at institute level and what the level of ambition is at AAU in relation to the working environment.

**Follow-up:**

Karina makes sure that posters are put up in connection with elections for AMIU.

Discussions at the faculty regarding 1st year of study – Jette and Jens make sure that the information is communicated to relevant parties.

**4. Follow up on the work environment goals**

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*Recommendation: Short status on the working environment goals*

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1. That more employees experience the initiatives on the work environment more relevant
2. To improve communication on the working environment
3. To create a clear structure for the work environment
4. To create a culture where you can talk openly and honestly about stress
5. To ensure a good process and start-up regarding the relocation of the 1st year of study, among other things via the involvement of and communication with relevant parties in a timely manner
6. To ensure a good process around the move/rehousing, among other things via the involvement of and communication to relevant parties in a timely manner. We bring the learnings from the last rehousing into play.

***In relation to action number one suggest that work environment issues should be included in the section meetings. The Secretariat has good experience with this.***

***In relation to action number four, AMIU experience a big difference in how people talk about stress among VIP/TAP. Stress is a continuing focus area in management.***

***Follow-up:***

Jens will talk to the section heads about including the working environment on the agenda in the section meetings.

**5. Follow-up on the workshop with the central working environment section**

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*Recommendation: Our learnings – what can we bring with us in our future work?.*

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Inspiration will be sought elsewhere in the future.

***Follow-up:***

No follow-up

**6. Any other business**

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It was agreed that meetings are mandatory in AMIU.

The latest announcement regarding food and drinks in the lab have been discussed in the sections. It must be specified what is defined as offices and laboratories.

Camera surveillance in lab should be clarified.

Follow-up on new well-being barometer. Jette still lack information from AMS..

***Follow up:***



Thomas and Jens will follow up on comments about food and drinks in the lab and send out a new info email.

Thomas follows up on camera surveillance in the lab.

Thomas follows up with AMS regarding the well-being barometer.

## 7. Communication to the institute

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

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Information about the upcoming election should be communicated to all employees.

APV regarding the move to FIB16 – Jette will follow up

Food and drinks in the lab – Jens and Thomas will follow up

### **Follow-up:**

Jette will send out information to all employees regarding the election and APV

Jens and Thomas will send out new information about food and drinks in the lab including specifications about lab vs. office space.

Camilla will follow up on the summary.