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## Staff activities and events at MP

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Staff activities and events are important to support social life and the unifying feeling at the Department. Further it contributes to the employees' feeling of being appreciated; thereby this field should be prioritized at the new Department. CIP, M-tech and Physics have had different traditions within social gatherings and on different terms.

Materials and Production should find a suited standard and its own approach.

### Recommendation for decision:

We budget 250.000 DKr for this purpose

The department pays:

- up to 350 DKK/person for summer- and Christmas party
- Christmas gifts up to 400 DKR/person

The sections pay:

- Bread, fruit, other events etc. up to 600 DKK/person

Employees	Amount pr. employee	Total
200	1,280 DKK	<b><u>256.000 DKK</u></b>
<b>Divided as follows:</b>		
Christmas gifts	400 DKK	80,000 DKK
Summer/Christmas	700 DKK	56,000 DKK <sup>1</sup>
Maximum amount for the section	600 DKK	120,000 DKK

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<sup>1</sup> Participation rate: 40 % ~80 pers.

## Previous traditions (Further information in bottom)

NB! The following overview is only to illustrate the differences and is not a detailed overview of activities.

	M-tech (100 pers.)	Loosely Estimated total price	CIP (50 pers.)	Loosely Estimated total price	Physics (50 pers.)	Loosely Estimated total price
<i>Coffee</i>	Department paid	-	Department paid	-	Department paid	-
<i>Friday bread roll/cake</i>	Department paid	36,000 DKK	Department paid	~19.000 DKK	Employee paid	0 DKK
<i>Soccer tournament/DHL/ Unirun</i>	Department paid registration fees, barbeque and beverages	~10.000 DKK	Department paid registration fees, barbeque and beverages	~ 5.000 DKK	None registered.	
<i>Summer Party</i>	Department paid 400 DKK/employee and user charges	16,000 DKK	Small user charges (50-100 DKK) and the department covered the rest.	~8,000 DKK	Department covered food expenses of approximate 150 DKK/Employee . Beverages were paid by employees.	3,000 DKK
<i>Christmas Party</i>	Department funded 75 + 400 DKK/employee . User charges of 200 DKK.	19,000 DKK	Department funded 300 DKK/employee . Small user charges.	6,000 DKK	The department funded 150 DKK/employee + user charges	3,000 DKK
<i>Christmas gifts</i>	All employees received 500 DKK/Employee	50,000 DKK	All employees received 500 DKK/employee	25,000 DKK	A basket worth 300 DKK/employee .	15,000 DKK
<i>Fruit scheme</i>	-	-	-	-	350 DKK/10 kg – currently receiving 2 deliveries of 10 kg weekly.	36,400 DKK
<i>Christmas gatherings</i>	-	-	-	-	Department paid.	<1000 DKK
<b>Loosely Estimated Cost/employee</b>	1,310 DKK			1,260 DKK		1,168 DKK
<b>Cost 200 MP employees</b>	<b>262,000 DKK</b>			<b>252,000 DKK</b>		<b>233,600 DKK</b>

**Terms: Participation rates set for activities (M-tech data):**

Summer/Christmas party: 40%

Additional events: ~15 %

Friday Bread Rolls: 100 %

## If MP continues with all activities and with the highest amount listed:

	<b>Cost/employee</b>
Friday bread roll/cake	360 DKK
Soccer tournament/ DHL/ Unirun	100 DKK
Summer Party	160 DKK
Christmas Party	190 DKK
Christmas gifts	500 DKK
Fruit scheme	728 DKK
Christmas gatherings	50 DKK
<b>Loosly estimated Cost/employee</b>	2,088 DKK
<b>Cost 200 MP employees</b>	<b>417,600 DKK</b>

### The MP standard

- How many resources to allocate?
- Which activities to prioritize and how?
  - o Which of the listed above and additional events to prioritize?
  - o Are resources only allocated department-related events or also section-based events?
  - o How to handle smaller events planned by employees?

### Traditions; further information

#### M-tech:

A self-appointed unstructured organization, M-Sea, planned different events with user charges of 50 DKK. A potential surplus was donated for Christmas or summer party.

*Coffee arrangement:* The Department paid for free coffee for the Department's employees.

*Friday bread rolls/cake:* Bread rolls Friday morning in Aalborg and cake Friday evening. Bread rolls: 616,72 DKK ex. Vat. For 40 pcs, 3 breads and butter.

*Soccer tournament:* The Department funded barbeque and beverages

*Summer Party:* It was not conducted the last years. Normally the department funded 400 DKK/employee, which is AAU's maximum amount for catering at internal banquets. User charges were practiced.

*DHL-stafet:* The Department funded registration fees, barbeque and beverages. Registration fee= 700 DKK per team.

*Christmas party/lunch:* The department funded a reception (75 DKK/employee), followed by an in-house banquet (400 DKK/Employee). User charges have been at 200 DKK/employee and were dedicated for music and alcohol.

*Uni-run:* The department funded barbeque and beverages.

*Christmas gifts:* All employees received Christmas gifts.

#### **CIP:**

*Summer party:* Small user charges (50-100 DKK) and the department covered the rest.

*Christmas party:* Department funded 300 DKK/employee. Small user charge. (CPH has been dining at a restaurant, which has caused higher user charges. Through a few years they have decided to skip Christmas gifts and spend the amount on the party instead.)

*DHL-stafet:* The Department paid barbeque and beverages.

*Uni-run:* The Department paid barbeque and beverages.

*Christmas gifts:* All employees received Christmas gifts.

*Small events:* The employees have planned some smaller events, which the Department has funded from time to time.

#### **Physics:**

*Fruit scheme:* the employees have had access to fruit on a daily basis. 350 DKK/10 kg – currently they are receiving 2 deliveries of 10 kg weekly.

*Christmas gifts:* A basket worth 300 DKK/employee.

*Coffee arrangement:* The Department paid for free coffee for the Department's employees.

*Friday bread rolls:* The employees arranged by themselves without funding from the department.

*Christmas party/lunch:* Ph.d. students planned the event. The department funded 150 DKK/employee. Employees covered user charges. Department covered food expenses. Beverages were paid by employees.

*Christmas gathering:* Close to Christmas a Department funded-gathering were planned with æbleskriver and gløgg.

*Summer party:* Department covered food expenses of approximate 150 DKK/Employee. Beverages were paid by employees.