|  |  |  |
| --- | --- | --- |
|  | **Present** | **Absent**  |
| **Members:** | Minutes taker: Heidi Juul Sørensen Chairman: Kjeld Pedersen (KP) Deputy Chairman: Lars Rosgaard Jensen (LRJ) Jette Marie Christensen (JMC)Mette Herold-Jensen Klaus Kjær (KK)Lea Thiesen (LT)Kjeld Nielsen (KN)Lazaros Nalpantidis (LN)Lars Diekhöner (LD)  | **Substitute members:**Karina Boller Jensen (KBJ)Charlotte Zoey Søndergaard (CZS)Vladimir Popok (VP)Jan Schjødt-Thomsen Thomas Ditlev Brunø Peder Veng Søberg.Brian Vejrum (BV)Astrid Heidemann Lassen |
| **Agenda** | **Minutes** |
| **Items** | **Enclosures/ suggestions** | **I/D/DM** | **Comments/ responsible:** |  |
|  | **Approval of previous minutes/agenda + Messages from Head of Department** MP Status (Head of groups) Period follow-up |   | I | KP | In the future, economy will be a fixed part of “Messages from Head of Department”. Current status: Budget is being followed and it looks good. Groups are challenged by schedule planning for the autumn due to internal resources. Group leaders/Research Group Coordinators are not yet settled for CIP, Materials or Physic, but it is at focus. Organization diagram will be distributed with the name of group leaders as soon as it is settled.  |
|  | **Follow-up on previous items*** Vice Heads of Department
* Platform
 |   | I | KP | The road of opening the Vice heads positions has been challenging. But it is settled now. It will be an internal call with 14 days of call.They will be academic – with task on teaching. Future agendas and minutes are asked to be both in Danish and English. They will be available in the SharePoint: https://aaudk.sharepoint.com/sites/MP/\_layouts/15/guestaccess.aspx?guestaccesstoken=nC6yok59zDHlmKF5LCI1n4lXuxyrRAks9sV6pPMb%2bFg%3d&folderid=2\_1df16f60845ba49e9bf52d1ac1e0ac9c0&rev=1 |
|  | **Skuffekonti – Personal and group accounts** |  | I | KP | **Personal and group accounts at M-tech.** They are still frozen/closed.The final decision is that they are permanently closed. Different traditions in the three former departments would cause an inequality, if continuing with the accounts. In these account was included the prizes as professors of the year. These should be available to the individual. But it is a small amount. All the 2 % are gone. Instead it is possible to apply for extra funds to the section head. This will be announced in the newsletter. The accounts have earlier included teaching/consulting money and it is not yet settled what happen with that. Funds saved from Ph.d. courses are gone. In the future Ph.d. courses will be paid as teaching. Though, we need to change the way we think about tasks as Ph.D. courses. We need to have more dialogue with and within the groups. It is emphasised that teaching Ph.D. courses is not a key factor, and therefore the union representatives will not be able to urge conduction of this task additionally. KP: I would like it to be within the allocated resources (tidsskemaet). It is emphasized by employee (KN) and KP that this is a new possibility and a fresh start. And of course the department must look into it, but the motivation part should follow later. The daily working environment needs to be settled first. Of course the Union Representatives should bear this in mind for its members, but it is a process, which should involve both section heads and group leaders/coordinators. It is requested to look into the possibility of a transparent system which clearly shows how the individual is contributing or should contribute to the different approaches. KP emphasis that the mentioned tasks should be part of the daily allocated resources. But this is a fresh start and management incl. group coordinators should look into it. It is asked to emphasis in the newsletter – what is gone, and what is not yet settled.  |
|  | **Follow up on working environment in CPH (Crecea report)** Status CPH and impact on Aalborg.  |  | I | KP | CPH: action planSubstitute from CPH: Peder Veng Søberg. LN: The action plan is settled. It is currently been circulated. The coordination group can still comment and it may change slightly. Main issues:* Planning (9 year cycle)
* Clear descriptions
* Identifying needs for hiring.

Transparency has been a main focus. Some of the questions are: * What is the core task and what contributes to what?
* What is included and what is not?

We need to cultivate the group culture and to focus on fewer activities. The final plan will be distributed ASAP and will be presented in CPH on a personnel meeting next week.  One of the new initiatives is that authority to make decisions for the daily operation is now located in CPH. It improves the flow and management in Aalborg is not the bottleneck. There should also be a general plan for the department which should be at draft on 9 June. A working task group has been working on the plan. It will be presented to AMiU on 6 June. Focus areas is outlined in the next newsletter. It will of course include both TAP/VIP.  |
|  | **Theme**Psychosocial Working environmentStatus in Aalborg (APV)Many actions are currently being launched both CPH/AAL and the effect has not shown yet. Personnel Policies It is suggested to postpone item.  |   | I | KP/LRJ | AMiU Task Group has worked on the action Plan. When the CPH action plan is official we will find a common basis. It is expected that the findings regarding psychosocial working environment in CPH also reflect the situation in AAL. LN: Status in CPH: Psychosocial environment is improving. It is not paradise – nor ideal, but it is on the right path. We are looking for quick fixes and not long time results. Regarding the physical working environment in CPH: There are being worked on the labs which need small improvements. MMJ and LN are in dialogue.HS:After the organisational changes we must conduct APV. CPH has already conducted this due to the request from Danish Working Environment Authority. The physical inspection rounds are conducted at Fibigerstræde and will follow at Skjernvej as soon as the movement is completed. For Aalborg psychosocial working environment (APV) is being handled by AMiU. The questionnaire will be send to approval by this committee as well. It will be conducted through e-mail. * SU will be informed of the further process when the responses are conducted.
 |
|  | **AOB** |  |  |  | MHJ:The integration of labs on Skjernvej and Fibigerstræde is going well. They will continue to work more together and make overlaps and helping each other. A task division of the secretariat is requested and will be included in the following newsletter. KP: In general at the department the integration is blooming. It is urged to look at cross-fag projects, it will also make bonds across and we will have a better interaction. LD: Moving: Summer 2020 physics will move, but for now Math is moving in at Skjernvej in September. Physics has to reorganize which will happen from now on, and it is causing some frustrations. KP: Planning of teaching is going to be handled as it uses to in the different departments. ‘Physics’ are nearly planned and the rest will follow during early summer. The future will hopefully be more integrated on the long run. In summer 2020 physics and Math will move together at Fib 10.  |