






# Agenda/Minutes for Joint Consultative Committee 6 March 2018



**AALBORG UNIVERSITET**  
Department of Materials and Production

<b>Present</b>		<b>Absent</b>			
<b>Members:</b>	Chairman: Kjeld Pedersen (KP) Deputy Chairman: Lars Rosgaard Jensen (LRJ) Jette Marie Christensen (JMC) (Minutes) Mette Herold-Jensen Klaus Kjær (KK) Lea Thiesen (LT) Kjeld Nielsen (KN) Brian Vejrum (BV) Astrid Heidemann Lassen Matteo Fumagalli	Heidi Juul Sørensen Lars Diekhöner (LD)	<b>Substitute members:</b> Karina Boller Jensen (KBJ) Charlotte Zoey Søndergaard (CZS) Vladimir Popok (VP) Jan Schjødt-Thomsen Thomas Ditlev Brunø Peder Veng Søberg		
<b>Agenda</b>				<b>Minutes</b>	
<b>Items</b>	<b>Enclosures/ suggestions</b>	<b>I/D/D M</b>	<b>Comments/ responsible:</b>		
1.	<b>Approval of previous minutes/agenda + Messages from Head of Department &amp; Deputy Chairman</b>		I 10:00 - 10:05	KP	Minutes approved KP informed of a new economy model for 2019: <ul style="list-style-type: none"> <li>Strategic themes for negotiation of 5% of budget are for discussion at the faculty at the moment.</li> <li>There will be changes in paying for education from 2019: From settlement of requisitions account to settlement of STÅ</li> <li>Proposal from LR: a small amount of the 5% could pay for admin of big study boards.</li> </ul>
2.	<b>Follow-up on previous items</b> <ul style="list-style-type: none"> <li>Working environment in CPH</li> <li>Briefing: further work with activity planning (AS/LRJ/KP)</li> <li>Research groups and tasks</li> <li>Social activities – HSO has sent the agreed information to Astrid. What is the status?</li> </ul>		I 10:05 - 10:20	KP	<ul style="list-style-type: none"> <li>Crecea have conducted new interviews on working environment in Cph. The AMIU workgroup and management had a meeting with Crecea Friday. The report and Crecea talks about significant improvements. The focus on research groups is important part of the improvement.</li> <li>Activity planning – there is a small task force group working on a new way of planning and registration of workload with focus on groups and on fair distribution of tasks specially for junior staff. The new proposal will be at the agenda for SU later in the spring.</li> </ul>

					<ul style="list-style-type: none"> <li>Social activity: Discussion on how to organize social activities in the department f.ex. as a staff social club. As a basic for decision in SU secretariat will make a note on advantages and disadvantages. KN will contribute with inputs. Then the case will be on the agenda in SU again.</li> </ul>
3.	<p><b>How to handle the current and future demands to postdocs and assistant professors?</b></p> <p><b>SU is asked to discuss the conditions for the department's postdocs and assistant professors.</b></p> <ul style="list-style-type: none"> <li>How do we support our current postdocs and assistant professors?</li> <li>How do we support our future postdocs and assistant professors in future settings?</li> </ul>		D 10:20 - 10:45	LRJ	<p>We need to support the assistant professors and post doc to qualify for academia. The faculty is coming up with a kind of norm for assistant prof. – they need to have at least 50% of their time for research.</p> <p>Initiatives in the department:</p> <ul style="list-style-type: none"> <li>The issue is included in the task force on work planning.</li> <li>Carreer talks (KP and section head) with assistant professors are introduced. We have to be aware on “old” ones</li> <li>The management is working on a draft for Career Policy. We need this to have a dialog at the department, in the groups and in the SU.</li> </ul>
4.	<b>TAP guidelines</b>	Missing	10:45 – 10:55	JMC/MHJ	<p>We are working on common guidelines. When links to the handbook is updated it will be on the agenda in SU.</p> <p>SU discussed a specific issue about access to department-cars and rate for mileage allowance. Now Lab staff on Skjernvej and Badhusvej has a special agreement with higher rates because they do not have access to a department car.</p> <p>Point of views:</p> <ul style="list-style-type: none"> <li>We do not want different rules for different groups</li> <li>We wants equal rights for everyone.</li> <li>Can we place a car at Skjernvej?</li> </ul> <p>KP stated that high rate for everyone is not a possibility. The only way to have equal rights is low rate for everyone.</p>
5.	<b>Holiday registration for the holiday year 2018-2019</b>	 Brev til medarbejderne_DK.doc  Brev til medarbejderne_ENG.c  Ferieaftaleskema_DK.docx	10:55 – 11:00	JMC	<p>Information on new University guidelines. The department will not decide on vacation or special holidays. Instead all employees will have to fulfill an application-form for coming year (1/5 2018- 31/4 2019). If they do not we will register on University set days. See attached.</p> <p>SU find the new guidelines of bureaucratic and note that we have no influence on the way to do this.</p> <p>Central HR have announced guidelines. The form will be send out ASAP.</p>

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6.	<b>The department's language policy</b>		11:00 - 11:10	LRJ?	<p>Some employees complains that information sometimes is only in English, which they do not fully understand. They will prefer all information in both Danish and English</p> <p>Points of views:</p> <ul style="list-style-type: none"> <li>• It demands extra resources to communicate in two languages</li> <li>• Two languages makes room for differences in reading. We have to decide which one is prior</li> <li>• Being an international environment with newcomers all the time makes it important to communicate in English</li> <li>• If staff is not comfortable in English they are challenged in a lot of ways and we shall offer help, courses etc.</li> </ul> <p>SU decided that we will always communicate in both language (Danish prior) about issues concerning:</p> <ul style="list-style-type: none"> <li>• Human Relation Matters</li> <li>• AMIU</li> <li>• SU</li> </ul> <p>We will be aware of vital information about other issues.</p>
7.	<b>Communications from management</b>		11:10 – 11:25	KN	<p>KN pointed out critics on lack of managements dialog with all staff. We need to have opportunities for everyone for an open dialog at the department level.</p> <p>Points of views/initiatives:</p> <ul style="list-style-type: none"> <li>• Positive feedback to information in the production section</li> <li>• Positive feedback to the meeting last week (research group and career planning – for senior staff). We will continue these meetings with an agenda of dialog.</li> <li>• Management have decided to set up section meetings ones a month. KP plans to participate in Section meetings regular.</li> </ul>
8.	<b>Evaluation on the process of the merger</b>  SU is asked to discuss the process overall		11:25 – 11:40	KP	<p>There was positive feedback to the merger process. We are moving in the right direction. What is next step? Awareness of?</p>

					<ul style="list-style-type: none"> <li>- Incitements to motivate the groups? From not only funding but also including education. Focus on fairness and that an effort gives possibilities.</li> <li>- Common Tap guidelines.</li> <li>- Who does what in the secretariat? Wishes for contacts in the secretariat for the groups</li> <li>- We have to be aware on the splitting on Fibigerstræde and Skjervevej. Communication is vital to make staff on Skjervevej experience themselves as a part of the department and to give sense to decisions.</li> </ul>
9.	<b>Communication</b> Any points from the meeting to communicate to our colleagues?		I 11:40 – 11:45	All	We need to communicate (beside minutes) about: <ul style="list-style-type: none"> <li>• Vacation</li> <li>• Languages policy</li> </ul>
10.	<b>AOB.</b>		I 11:45 – 12:00	All	Recruitment discussed. Information of Local Salary Process for TAP is requested. It is on the way.