


# Agenda/Minutes for Joint Consultative Committee 2 May 2018







**AALBORG UNIVERSITET**  
Department of Materials and Production

<b>Present</b>		<b>Absent</b>			
<b>Members:</b>	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) Kjeld Nielsen (KN) Lars Diekhöner (LD) Brian Vejrum (BV) Astrid Heidemann Lassen Matteo Fumagalli	<b>Substitute members:</b> Karina Boller Jensen (KBJ) Charlotte Zoey Søndergaard (CZS) Vladimir Popok (VP) Jan Schjødt-Thomsen Thomas Ditlev Brunø Peder Veng Søberg Lea Thiesen (LT)			
<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>		10:00 – 10:05	KP	Previous minutes – approved.  KP takes over item 3 from LRJ  JMC takes over item 6 from LRJ
2.	<b>Follow-up on previous items</b> <i>The items are all on the agenda by themselves.</i>  - <b>Activity Planning (Working group)</b> - <b>Sociale events and activities (secretariat)</b> - <b>TAP guidelines (JMC/MHJ)</b>		10:05 - 10:05	All	
3.	<b>Orientation on working environment issues in secretariat</b>		10:05 - 10:15	KP	Working environment issues have been ongoing for some time.  020518: JMC, KP, secretariat and a person from HR (as facilitator) had a meeting to clarify the issues.  JMC will spend more time getting close to the work tasks and the employees than for management support.

					<p>A process is starting next week and includes additional 1-to-1-meetings and team meetings with JMC's participation.</p> <p>KP states that these issues can and must be solve.</p> <p>The secretariat employees want a more transparent communication towards the VIP-group to prevent frustration among the VIP-group, if longer casework time does occur.</p> <p>A concern from a member is that more administrative tasks will allocate to the VIP-group.</p> <p>Management will try to prevent it.</p> <p>Members state it is important to be open to a larger extend about the challenges the secretariat are facing and tell what the plan is to solve it/when it is expected to have a solution. It will ensure a greater understanding among the department. Without communicating, you risk making a mountain out of a molehill.</p> <p>In addition, we do not know now, how the reorganization of the faculty will affect the secretariat. See item 6.</p>
4.	<b>Career Policy</b>	Currently, working on enclosure to send 30.4/1.5 (not ready for meeting)	10:15 – 10:30	KP	<p>AHJ and KP are not ready with the enclosure.</p> <p>Junior researchers/staff did not find it clear which clarifications they had to meet to expand their career.</p> <p>Lazaros and Peter Hasle created a draft which AHJ and KP are refining.</p> <p>The clarifications will set as guidelines and not a promise of employment.</p> <p>Members are concerned that it will be too complicated to comply with these guidelines, and that they will just change if changing the university top management.</p> <p>AHJ and KP have considered this by excluding matrixes and KPIs and by including an outline of specific categories, which should be present - E.g. Research competences are mandatory. The guidelines will be a general overview – which leaves the research group the section heads to point it out to the individual.</p> <p>A member points out that the faculty has a policy. KP and AHJ will consider this.</p>

					<p>It is emphasize that the real struggle is that young researchers experience 9 years of temporary employment. However, it is acknowledge that the department cannot change this.</p> <p>Further, it should be clear whether the guidelines are intended as help to the young researcher or it is 'how can the system support the young researcher to succeed'.</p> <p>AHJ and KP considers input.</p> <p>The members ask for possibility to comment before the document is final. AHJ and KP will try to send it around to the members, if not; it is process at September meeting.</p>
5.	<p><b>Activity planning</b> The management at Department of Materials and Production has appointed a working group to work on a new model for registration and planning of department activities.</p> <p>The working group request the draft deliberated by the committee.</p>	 <p>Aktivitetsplanlægning - notat fra arbejdsgru</p>	10:30 - 10:50	JMC/LRJ/KP (Working group)	<p>The previous department have done planning in different ways.</p> <p>The working group is focusing on research groups and allocation, which is coherent to the strategy from the dean.</p> <p>The intention is to get a closer individual evaluation of the actual individual time spend and to avoid overload of employees.</p> <p>Currently, the focus is on how to allocate task between the research groups.</p> <p>The group emphasize, that this new tool will not change the capacity challenges. It is a different issue.</p> <p>Members express their concerns, towards it not being a way of hiding problems instead of making it more transparent.</p> <p>The general opinion is that the draft is good, but there is some way to succeed.</p> <p>Missing:</p> <ul style="list-style-type: none"> <li>- A pragmatic description of what to do now etc.</li> <li>- No visible allocation for <i>other tasks</i> such as academic council, SU etc.</li> <li>- Involve more VIP-employees in the refining stage.</li> <li>- Clear success criteria for the model.</li> </ul> <p><b>Conclusion:</b></p> <ul style="list-style-type: none"> <li>- Working group will consider input, but will try the new model in planning for the fall semester.</li> </ul>

					August SU meeting will be postpone to September so the planning has happen, and this will be an item on the agenda.
6.	<b>Process plan for the reorganization of the secretariat caused by the allocation of employees from the faculty office.</b>		10:50 - 11:05	JMC/(LRJ)	<p>From October, the faculty and the schools are closed. Working groups are settled and working across the faculty to find good solutions.</p> <p>The secretariat will handle process together the department management.</p> <p>JMC has made an outline of the important dates.</p>  <p>Tids- og procesplan nye opgaver og meda</p>
7.	<b>Social activities and events</b>	 <p>Staff activity and events - DK-UK.docx</p>	11:05 - 11:15	JMC	<p>Four solutions were presented:</p> <ul style="list-style-type: none"> <li>- Staff social club</li> <li>- Ad hoc working group</li> <li>- Permanent working group</li> <li>- Planning going from research group to research group.</li> </ul> <p><u>Comments from the members:</u> Management: we do support social activities, because it is fundamental to a good working environment.</p> <p>The general opinion is that it is creative to do it ad hoc, but it is seen as insecure and resource demanding solution.</p> <p>AAL: KNI was suggested as a coordinator and to build an organization. However, guidelines for TAP are necessary due to previous challenges.</p> <p>Conclusion: KNI is accepting to be key person in a formal organization. CPH: Matteo will investigate with Lazaros whether a similar solution is necessary.</p> <p><i>NB! Commented afterwards;</i> CPH: a formalized structure would be overkill for the section. We have discussed possibilities of social activities including families, though nothing has materialized yet. Summer and Christmas parties are organized by ad-hoc committees</p>

8.	<b>TAP guidelines</b>	 20180418 Udkast til Vejledende retningslir	11:15 - 11:25	JMC/MHJ	The attached document have already been processed by the committee.  Now with links and encourage to use AAU handbook.  Added: 'if you have to attend the doctor – talk to your supervisor.'  Will be in English in time.  Approved.  NB! However, after further investigation, the description from the AAU handbook was found sufficient by management and the added text will not be evident from the guidelines.
9.	<b>Summer party</b> What to do 2018?		11:25 - 11:35	Alle	AAL: KNI will look into it. See if it can happen in June. CPH is already planning.
10.	<b>Kutymeaftale/ customary agreement</b> Only members of the union 'Dansk Metal' have had paid leave every May 1. Management request to cease this agreement by 2019.	 Notat om kutyme vedr. 1. maj 24102017	11:35 – 11:40	JMC	3F is also affected.  Approved and letter will be send to employees from Central HR.
11.	<b>Communication</b> Any points from the meeting to communicate to our colleagues?		11:40 - 11:45		KP: Information on Activity planning and Career Policy should distributed through mail.  KNI: Will inform the colleagues on the format and when more details are settled regarding the summer party.
12.	<b>AOB.</b>		11:45 - 12:00	Alle	<b>Ph.d. defense:</b> The suggestion was to minimize the arrangement to 'cake and wine'. Members do not approve. It is an occasion to celebrating for the Ph.D.-student and for department.  To help the secretariat the student organizations can be hired to take care of the defense. JMC will consider this.  <b>Sick leave</b> This item was deliberated earlier. A status is requested.  It is not ready now, but JMC will look into it and give a status at next meeting.

