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|  | **Present** | | **Absent** | | | | | |
| **Members:** | Minutes taker: Heidi Juul Sørensen  Kjeld Pedersen (KP)  Henrik Wiberg (HW)  Jette Marie Christensen (JMC)  Thomas Sørensen (TS)  Johnny Jakobsen (JJ)  Casper Schou (CS) Karina Boller Jensen (KBJ)  Peter Fojan (PF)  Flemming Kristoffersen (FK)  Mette Herold-Jensen (MHJ)  Catalina-Gabriela Sanporean (GABI)  Anders Paarup Nielsen (APN)  Jørgen A. Kepler (JK) | | Christine Steenberg Pedersen (CSP)  Lazaros Nalpantidis (LN) | | | | | |
| **Agenda** | | | | | | | **Minutes** |
| **Items** | | **Enclosures/suggestions** | | **I/D/DM** | **Time:** | **Comments/ responsible:** |  |
|  | **Approval of minutes and agenda + messages from Head of Department** | * New members * Safety point AAL Fib - information at up-coming Friday- meeting | | I | 12:00 –  12:05 | KP | Welcome to  Anders Paarup Nielsen  &  Catalina-Gabriela Sanporean  Safety point AAL:  KP will inform at Friday bread asap and with a following mail to employees in AAL. |
|  | **Working environment CPH**   * CRECEA interviews * Overall status. |  | | I/D | 12:05 – 12:15 | KP | Crecea:  KP had a meeting with the Dean.  New interviews by CRECEA will be conducted in CPH to see if the situation has changed.  Employees on all levels will be interviewed.  The impression is that the situation has changed since the last interviews, and that it is moving in the right direction.  On March 2, LZ, Peter Hasle, APN and KP will have a meeting with CRECEA where they will present their conclusion.  Overall status:  It is proceeding, but we are facing some challenges regarding young researchers.  LZ and Peter Hasle are working on a policy on development of young researchers.    First draft deadline: March 20. (Date for upcoming management seminar). |
|  | **Working environment deliberation as a part of APV-work**  The procedure has changed. We have to report directly to the dean. – see attached documents for elaboration (DK).  Deadline 1 June. | Suggestion:  We do a light-version with our last deliberation in mind.  To be planned after conduction of all group work shops:  An additional AMiU-meeting with duration around 1 hour. | | DM | 12:15 – 12:25 | KP | Suggestion approved.  Draft will be distributed by HSO ahead of the meeting including some of the comments from the deliberation in Q4 2017.  Meeting: 9 May |
|  | **Action plans for MP – follow up**  It is time to follow up on the action in which you (AMiU AAL) contributed in June 2017.  Please pay specific notice to the items which have ‘AMiU’ listed as responsible :  Current status? Can/should we do more?  In addition; consider if any of the other items need additional priority now. |  | | D | 12:25 – 12:40 | KP/HSO | AMiU is ‘responsible’ for two items in the plan:   * Sexual harassment, bullying, incidents with violence * Mapping the Psychosocial working environment for TAP/VIP in Aalborg.   See full description in the full action plan.    The currently initiatives are seen as sufficient for now.  In May, AMiU will evaluate the method regarding the working environment.  **Input from Workshop**  The need of an introduction program for new employees was emphasized as an issue in the workshop for the ‘Production’-section. This is currently happening, and it is being tested with some of the new arrivals.  **Intranet**:  We need more awareness of our intranet (news, content, etc.).  When distributing items/news, we all should be aware of including relevant links on where to find it on the intranet.  The general opinion is, when you need it, you will look for the intranet.  **Conclusion**  The committee does not have further input on specific or additional focus areas or initiatives. |
|  | **Workshop status:**  Possible to share experiences or to bring up results/challenges.  Laboratory ~5 min  Secretariat ~5 min  Physics and Mechanics ~5 min  Production ~10 min  Sustainable Production ~10 min | For inspiration:  Material used by ’Production’: | | I/D | 12:40 - 13:15 | All groups | **Lab**:  Has conducted workshop with no sub-questions, which were challenging, because it was not clear if all of the areas were covered.  Feedback:   * Good way of approaching the problem – and possible to bring the solution.      * Prioritization is missing on some topics, which makes it slightly difficult now to prioritize. * Spend 20-25 minutes on each topic. Important that it is not too long!   Topics:   * Physical working environment offices * Physical working environment laboratories * Department merger * Competences and information in Lab.   Some smaller issues have been/are being solved.  Findings will be presented on next AMiU-meeting.  **Secretariat** will be conducting workshop in March:  Topics:   * Workload * Physical working environment * Merger * ? will be defined at staff meeting in February.   **Physics and mechanics**  No topics are defined yet, but workshop will be conducted in March  **Production**  Conducted the workshop during seminar:  Introduction, seminar = 1.5 hrs.  Topics:   * section environment * Good colleague * Physical environment * workload   Topics were chosen with APV 2017 in mind.  See introduction material by CS under enclosures.  Continuation:  The rough results will be distributed in a mail to colleagues in section.  The findings will be presented at the next AMiU-meeting.  Feedback on the day: positive approach.  \_\_\_\_\_\_\_\_\_\_\_\_\_  **Sustainable Production**  At the section seminar in January the workshop was conducted. The process was similar to ‘Production’.  The topics were covering 8 of the 11 topics from the action plans.  The wanted output was to do a follow-up on the previous situation and to get input on how to improve the individual challenges.  LZ will provide an updated action plan for CPH within a few weeks.  In addition, Crecea is doing a co-process as mentioned. |
|  | **Inspection round LAB** |  | | I | 13:15 – 13:30 | MHJ | Inspection rounds were conducted at Badehus, Fibigerstræde and Skjernvej.  Excel spread sheet is filled and available in Sharepoint.  Main points:   * Guidelines to work with Epoxy has been composed (following agenda item) and small corrections in Epoxy lab to ensure simple procedure. * The possibility of general lab procedure is looked into. * Update of work permit will be looked at. For now the old version will be used. * Labs should be tidy – item for next AMiU – meeting. * Mandatory checks on hand tools. * Gathering point is needed at Fibigerstræde. * Badehusvej has only minor things which will be fixed ASAP.   Lab inspection roundings in CPH will be done when new TAP is hired, so this person can also be involved in the process. |
|  | **Procedure approval.**  Approval of new procedure: Working with epoxy and isocyanater. |  | | I | 13:30 – 13:40 | FK | This procedure is just a draft of what we are already doing.  Students will have to fill the work place permit – to ensure the reflection of what they have to do.  We use www.Kemibrug.dk as database for chemical data sheets. However, there are some materials, which cannot be in the system – due to confidentially. These will be placed in a folder next to the student computer in Lab. The same computer, student can use for accessing Kemibrug.dk.  Employees in lab can give instructions, but supervisor has to ensure it is given and signing the work place permit.  Approved by AMIU.  The procedure will be translated to English. |
|  | **Future AMiU**  How do we want our future AMiU to be organized after the upcoming election in September?  Considertions:   * Number of members? * Principle of subsidiarity? * Local sub-groups?   The organisation needs to be set prior to the election. | Suggestion:  Composing draft for the next meeting. Possibly, by working group? | | DM/D | 13:40 – 13:50 | KP/all | The current AMiU is a combination of the previous AMiU-organisations at Physics + Make.  Input to consider:   * a strong representation of CPH * Balance between VIP/TAP/DTAP * Each section has to be represented. * Currently, Lab is over-represented.   Task group is settled: KBJ, AP, C, JMC and GABI.  They will present draft on next meeting. |
|  | **AOB**   * + - 1. AMiU on Department’s home page (MHJ)       2. Bio protection at the department (KBJ)       3. Marianne Jønsson’s seat in HAMiU has been taken over by Karina Boller Jensen. (KBJ)       4. SikkerhedsPartner (KBJ) |  | | I | 13:50 – 14:00 |  | 1. AMIU is present on the homepage to ensure transparency on who to contact & to make lab procedures and Work Place Permit accessible. 2. All instruments are tested to see if they are classified and need to register as such.   Bio security responsible person: KBJ and she will go on courses ASAP.   1. KBJ won the seat in election. 2. We can use Sikkerhedspartner for transportation of person to Emergency Room for minor injury.   If doubt: 112.  Information will also be available on the intranet. |