



<b>Members:</b>		<b>Present:</b> Minutes taker: Amra Ibrisevic  Chairman: Kjeld Pedersen (KP) Lars Rosgaard Jensen (LRJ) Kjeld Nielsen (KN) Lars Diekhöner (LD) Brian Vejrum (BV) Klaus Kjær (KK) Christine Steenberg Pedersen (CSP) Astrid Heidemann Lassen (AHL) Jette Marie Christensen (JMC)			<b>Absent:</b>  David Hansen (DH)
<b>Agenda</b>					
Items	Enclosures	I/B/D	Responsible	<u>Minutes</u>	
1.	<b>Approval of agenda and announcements from Head of Department and Vice President</b>	Note from HR to FSU	I	KP/LR	<p>The agenda was approved. High praise for the agenda because it is more elaborate than before.</p> <p>KP: Online teaching is going well, better than expected. There are challenges with teaching and research projects that depend on laboratories and companies.</p> <p>LRJ: On Monday, an extraordinary FSU meeting was held due to the corona situation. Central HR has prepared a letter regarding corona situation. The note from the meeting will be sent out with the minutes.</p>
2.	<b>Guidelines for the distribution of tasks at the department</b>	Activity planning note from the working group	D	LR	<p>In the last few semesters, the distribution of tasks has been a relatively chaotic process with the distribution of teaching very close to the start of the semester, and the expectation that the employees / group coordinators themselves solved the problems that appeared. In addition, there is no uniform and transparent inventory of the capacities of individual groups and employees due to, for example, doubts about inventory clearance. This further complicates the distribution of tasks</p> <p>Therefore, the staff side wants to have discussed and set up guidelines for the distribution of tasks at the department, including:</p>

				<ol style="list-style-type: none"> <li>1) Uniform inventory of work assignments, such as project buy-outs etc.</li> <li>2) Clarification of the framework for the individual work assignments (teaching assignments have been clarified but the remaining assignments lack descriptive guidelines)</li> <li>3) Early deadlines for communicating teaching assignments to the group coordinators. The division of labor was discussed in SU. Views from the discussion: <ul style="list-style-type: none"> <li>• We have a very different way of implementing planning in groups. We lack some common framework from the department.</li> <li>• Free research time is very unevenly distributed at both employee and group level. We need to find out how much free research we can afford at the Institute and distribute it better.</li> <li>• Buy-out is considered very different, as some projects do not allow buy-out, while others are almost entirely based on it.</li> <li>• All employees must be involved in both research and education. It is unsustainable that professors and other seniors are bought out to a large extent and do not contribute to teaching.</li> <li>• We need to plan a model that we can all be happy with and that creates uniformity and transparency</li> <li>• Buy-outs are not a uniform size, and are different in the administrative statements we have - and also in the salary budgets. The co-financing is often calculated as a buy-out, although it is not a workload.</li> <li>• We must focus more on uniform workload, and focus less on hourly numbers in the excel sheet. It must be transparent without being rigid.</li> <li>• It's about working with the culture.</li> <li>• We must be careful with millimeter justice, but go for a fair distribution.</li> <li>• Focus on culture rather than rules, but we need clarity and writing.</li> <li>• The research groups may well start planning for the fall, although the requisitions will not be ready until 1 May. Only a small part is changed.</li> </ul> </li> </ol> <p>A working group consisting of the VIP members of SU will be set up, which will work out principles for work distribution. The previous note is based on principles, mainly for deputies, postdoc and PhD. The note will be sent along with the minutes.</p> <p>In parallel, we will continue to work with a planning tool for teaching. A working group consisting of JMC, Jens Rauhe, Jens Andreasen, Gitte Bach and Lisbeth Fredberg has already been set up.</p>
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3.	<b>Brief information regarding the financial statements for 2019 and the re-budget for 2020.</b>	Annual Report 2019 and Rebudget 2020 - SU	I	KP	<p>The financial statements for 2020 have been completed with a negative result of approximately DKK 1 million. A major reason for this is that we have been asked to allocate more money for depreciation on projects than we consider necessary.</p> <p>An adjusted budget has been made for 2020. Our consumption opportunities in the light of changed income from the University are unchanged, as the result requirement has changed accordingly. However, more external revenue has meant increased activity.</p> <p>The current situation may have financial consequences for the projects. Budget follow-up is done on all projects at the end of April.</p>
4.	<b>Well-being barometer 2019</b>	Reports with AAU's 2019 MP Wellness Barometer	I		<p>We have now received the 2019 well-being barometer for the entire department and for the individual units. The well-being barometer is discussed on February 26 in AMIU and is a part of the work on APV 2020.</p> <p>There is a decrease in well-being on almost every parameter at the departement compared to last year - and that is worrying. This is probably due to the round of dismissal and the general labor pressure. There have also been three indications of bullying/harassment. It is totally unacceptable. It is stated that it is important that you talk to someone (if not leader then AMR, TR or similar) so that we can do something about it.</p> <p>Views from the discussion:</p> <ul style="list-style-type: none"> <li>• Despite the declining well-being, our Institute is doing well, compared to other Institutes.</li> <li>• It has been stated from above that these kinds of problems need to be addressed locally. We have to figure out how to get on with it ourselves.</li> <li>• We must continue our efforts to adapt teaching tasks and deliver a little less than we are used to.</li> <li>• It is important that we deal with the problem locally.</li> <li>• The challenge is that there is a balance: when we cut down on teaching people become frustrated at not being able to make a good effort.</li> <li>• The process of teaching load has been good. Can we continue working in the same way with work-life balance?</li> <li>• We must focus on our core tasks.</li> </ul>

					The issue of work-life balance is put on the agenda of the meeting of the research group coordinators, once it has been discussed with the AMIU, cf. item 5.
5.	<b>Work environment discussion in June?</b>		B	KP	<p>The working environment committee must once a year (before July 1) have a working environment discussion, which evaluates and sets new goals for the work. Minutes from the discussion are sent to the Dean and the FSU. AMIU at MP invites SU to participate in a part of the annual working environment discussion in June with a view to joint discussion of efforts regarding the social and organizational work environment.</p> <p>SU welcomes the initiative and looks forward to the discussion.</p>
6.	<b>New Holiday Law</b>	<p>AAU rules regarding holidays Changes to the new Holiday Act</p> <p>Guide to the new holiday law.</p>	D	JMC	<p>JMC briefly informed on the new holiday law:</p> <ul style="list-style-type: none"> <li>• All employees are transferred by September 1, 2020 for the new Holiday Law and concurrent holidays.</li> <li>• Therefore, from May 1, 2020 to August 31, 2020, there is a shortened holiday period, the mini-holiday year, where employees have up to 16.64 vacation days available.</li> <li>• The 5 annual holiday holidays are not covered by the Holiday Act and therefore the employees from 1 May 2020 also have these days available.</li> <li>• As an employee, you have the opportunity to take up to 21.64 days of holiday during the period 1 May-31. August</li> </ul> <p>The rules for determining and notifying holidays are unchanged in the new holiday law. The Executive Board has decided that AAU will allow employees and managers to arrange up to 2.08 days of vacation in advance. This means that the vacation employee earning in the current month can be held immediately, rather than waiting until the following month.</p> <p>An information and questions meeting was planned on the new holiday law for all staff at the department on Friday, March 13. It was canceled because we were sent home.</p> <p>SU suggests that the meeting is being held as a webinar. JMC continues to work on that.</p>

					Klaus Kjær has a good guide to the new holiday law. It is enclosed with the minutes.
7.	<b>Employment changes at MP</b>	Note on employment changes at MP 2019-2020			<p>KP briefly informed about the changes that have occurred among staff since January 2019. The enclosure is attached.</p> <p>More information is needed from the management about the development at the institute and the necessary changes.</p>
8.	<b>Aob.</b>		1		The employees well-being during work at home was discussed, including a suggestion and call for virtual coffee breaks in the groups.