



AALBORG UNIVERSITET

Aalborg Universitet

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Minutes Joint Consultation Committee meeting

Time: Wednesday, October 7, 2020 at 9.00-11.00

Place: Teams

Participants: Kjeld Pedersen, Jette Marie Christensen, Lars Rosgaard Jensen, Brian Vejrum Wæhrens, Christine Steenberg Pedersen, Klaus Kjær, Kjeld Nielsen, Lars Diekhöner

Absent: David Hansen (not invited by mistake)

Other participants:

Minutes

1. Approval of minutes and agenda

Approval of minutes from the last meeting and approval of the agenda for today's meeting.

Enclosure 1: Link to minutes from SU meeting on 20 May 2020 on the intranet: https://www.intranet.mp.aau.dk/digitalAssets/838/838839_referat-su-moede-200520_.pdf

Minutes approved.

Agenda approved. Lars informed that we will put items regarding 'sexism and bullying' on the agenda for the next meeting.

Who does what: -

2. Information from the chairman and vice-chairman

Kjeld and Lars informs – among other things corona, new delegation instructions and copyright agreement on teaching materials.

Enclosure: Forwarded enclosure 30 Reorganization of CDUL

Use / misuse of public funds

Kjeld informed that the subject has been discussed in HSU and it has been looked into whether there are conditions at the university that are not as they supposed to be. At the same time, there is a growing interest



from the media regarding this subject and the university receives more inquiries relating to access to documents in the financial conditions at the university.

There is a clear signal from rector that we must ensure that we have a culture, where people are very aware that it is public funds that finance our work. In this connection, some slides have been made with examples and good advice that we will present to the employees. There have been some specific cases – also at ENG – for example regarding the purchase of equipment and where you have "mixed private company and university together". They are solved with warnings.

It is the management's experience that employees at the Department of Materials and Production knows what is right and wrong in this matter. On the contrary, it is also important to ensure that employees do not feel pressured and know how to act and who to go to if they have a knowledge of conditions that are not as they should be. It must be clarified so that no one at the department is in doubt about how they should behave.

Reorganization CDUL

Kjeld informed, that it has been decided to gather CDUL centrally according to enclosure 30. The reorganization takes place per 1 January 2021 and this will also have consequences for us, as we have an employee who is covered by the reorganization and thus moves his place of employment. The person in question has been regularly informed.

Copyright agreement – teaching materials

Lars informed that there is a draft text for an agreement, but that the rector is awaiting a joint agreement for all universities. It has already created problems at some departments, but not at Materials and Production.

We did not talk about Delegation Instructions and the corona.

Who does what

Use of public funds: The management will bring up this topic at the next staff meeting, and will after the meeting send slides out to all employees to make sure that those who can not attend the staff meeting also get the information.

3. Budget 2021

Discussion of budget 2021 on the basis of the materials available at this time – it is not certain that the revenue framework will be final at the time of the meeting.

Enclosure: Enclosure 31: Status of economy at MP has been forwarded

Budget 2021. As shown in the enclosure, we have not yet received a revenue framework, so we do not know how many funds we have. Therefore, it is difficult to give an overview. We should receive the figures no later than 13 October. We will therefore not have a budget ready until the end of October.

We prepare as best we can. It looks okay for now. However, we may come under pressure. There are other places in the faculty where there are financial challenges.

We will send the budget to SU as soon as it is ready, and it will also be sent out to the employees.

Results 2020. We come out with a profit. We need to run fast to achieve external fundings revenue. The worst case scenario is incorporated in case something completely goes wrong. The rent came back in the middle of the year – and we have made some extra money here. We will use them for repairs and purchases in LAB if we are allowed by the equipment framework. We will come out approximately with a profit as we have promised.



There is some uncertainty about the outcome of an external funding. There was a general discussion about profit versus effort in external fundings.

Who does what: Anne makes sure that Budget 2021 is forwarded to SU when it is ready.

4. Holiday notification

The Consultation Committee has the opportunity to notify holidays in periods other than those determined centrally - as long as it complies with the rules of the Holidays Act. See Enclosure 2: "AAU rules regarding holidays", page 2:

" If the consultation committee does not make the decision on other periods in which the holiday must be notified, holiday needs to be notified in the following holiday periods, in order of priority:

- *December 28, 29 and 30 (AAU is closed)*
- *Weeks 29, 30 and 31 (main holiday / summer holiday)*
- *February 25 and 26 (week 8)*
- *Week 42"*

Do we maintain the holiday periods as listed? Do we possibly have a challenge with teaching that is planned during the autumn holidays - and how do we handle it?

Enclosure 2: AAU rules regarding holiday

Christine and Jette briefly explained the process and the new holiday rules. The holiday registration is in principle as it used to be, but it is just at a different time and the period is now longer. We must register for 1 ½ year ahead. If you have not registered a holiday, we will notify you. You may move your holiday afterwards, but you may not cancel your holiday.

Lars said that AAU's closure between Christmas and New Year is not approved by HSU. Many of the university's employees have to hold exams in January and need to work up to it. Therefore, it is not appropriate for the university to be closed between Christmas and New Year. The Vice-Rector has acknowledged this issue and therefore this issue has been sent back to the Executive Board.

Decision: we maintain the notification periods, and announce it in the same way as we usually do. However, we delete: "(AAU is closed)", in the announcement to the employees.

Who does what: The secretariat is responsible for the announcement to the employees.

4. Rules of Procedure

The rules of procedure of the Consultation Committee must be re-approved. Are there any changes to the existing agreement (see enclosure 3)?

Enclosure 3: link to 'The rules of procedure for the Joint Consultative Committee at Department of Materials and Production' https://www.intranet.mp.aau.dk/digitalAssets/602/602912_rules-of-procedure-eng-w.-signatures--d1277688-.pdf

Lars suggested that the number of members from the management side changes from four to three so that it corresponds with reality. The rules of procedure have been approved with a correction of the number of members for the management.

Who does what: Anne corrects the rules of procedure and posts a new version on the intranet.



5. Working from home
<p><i>Discussion: The employees and management of the Secretariat have discussed the possibility of working from home and the possibilities for it in the wake of the corona repatriation. On this basis, a draft text of the guidelines for working from home has been prepared in the Secretariat (see enclosure 4). Christine will briefly inform about the process and the result. Does the consultation committee have input and comments on the guidelines? Do we need guidelines across the department / university? How do we work further from here?</i></p>
<p><i>Enclosure 4: Working from home in the Joint Secretariat</i></p>
<p>Jette briefly informed about the process in the Secretariat and said that it had given rise to some good and important talks in the various teams. The employees wanted a written guideline in the area and the result is the attached enclosure.</p> <p>Lars stated that it was a brief note and asked if it complied with the overall framework and rules in the area that have been described in the AAU handbook.</p> <p>The committee agreed to accept the guidelines with the addition of a link to the overall framework and rules in the document.</p>
<p><i>Who does what: Jette adds a link and announces the guidelines to the Secretariat again.</i></p>
6. Status of sick leave
<p><i>The figures for sickness absence - what does it look like and is there anything we need to act on?</i></p>
<p><i>Enclosure 5-29: sick absence statistics.</i></p> <p><i>NOTE: We have removed some attachments which deals with level 5 when sending the agenda, as these groups are so small that you will be able to identify persons.</i></p>
<p>The figures are old; from 2019. An apology from Jette, who has overlooked that the absence statistics should have been on the agenda before. They have been on the agenda in AMIU, but not in SU.</p> <p>Lars said that there has been a focus on sickness absence in HSU because there is generally an increase among women and we must be aware of that.</p> <p>The figures are not alarming for Materials and Production, except for the Secretariat. This is due to some long-term sick leave.</p> <p>Brian pointed out a certain bias in the numbers, as there are probably some VIP employees who choose not to report sick, where TAP employees have to.</p> <p>If one compares our figures with the other departments, we do not fall next to others. We are on average. If we look at the numbers for ENG, we are in a good position.</p>
<p><i>Who does what: -</i></p>
7. AOB
<p>-</p>
<p><i>Enclosure: none</i></p>
<p>Christmas gifts – can we afford it this year? The management thinks it is appropriate with a Christmas Gift for the employees this year and explained that it is included in the budget ☺</p>



Christmas lunch – Kjeld Nielsen informed that the Social Club is trying to come up with something ingenious that can replace the canceled Christmas lunch (due to the corona).

Activity planning – Kjeld informed that the appointed working committee consisting of the VIP employees from SU has not had the opportunity to meet as agreed at the most recent SU meeting, but that the group meets immediately after this meeting.

Who does what: -

8. Communication to the department

Is there anything from today's meeting we need to communicate to the employees and who will do it?

Enclosure: none

There are no topics that employees need to be informed directly about. Holidays are important, but employees will be informed about holidays in a separate email.

The minutes will be posted on the intranet when it is sent for approval to the members of SU.

Who does what: Anne posts minutes on the intranet.