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Minutes of Working Environment Committee Meeting (AMIU), November 11, 2020

Time: Wednesday November 11, 2020 at 9.00-11.00

Place: Fib 1.211 and Teams

Participants: Kjeld Pedersen, Casper Schou, Jette Marie Christensen, Karina Boller Jensen, Karina Kjeldgaard Ludvigsen, Peter Fojan.

Absent: Niels Gorm Rytter

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 the intranet "Minutes from meetings"; see Minutes from the AMIU meeting on 26 August 2020:

<https://www.intranet.mp.aau.dk/committees-councils/amiu/minutes/>

Enclosure 2: Link to the intranet: "Focus and Goals"; see Minutes from Working Environment Discussion 2020:

<https://www.intranet.mp.aau.dk/committees-councils/amiu/Focus+and+goals/>

Minutes and agenda approved.

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2. Information from the chairman and vice-chairman

Kjeld and Karina informed about, among other things, Follow-up 2020 sent to the Working Environment Section, Well-being Survey 2020 and the Working Environment discussion at Engineering (ENG) on November 3rd.

Enclosure: none

We have sent a short written follow-up to the Working Environment Section at the end of September - the feedback replaces the annual follow-up meeting which we should have held together with the Working Environment Section at the end of each year.

AAU staff wellbeing barometer 2020: The questionnaire will be sent out to employees on December 2nd. We should get the result in February 2021.



The working environment discussion at Engineering (ENG) took place digitally. The benefit was limited and we cannot use so much the details, but at the overall level it is an okay exchange of experience with the other departments.

There was criticism of the top management and the key announcements that have been sent out in connection with the handling of the corona situation – primarily from BIO. There have been messages that have not made sense decentrally. There has been an experience of lack of confidence that departments actually can handle the corona situation and also have control over it. We have just been invited to a meeting regarding the use of face masks, which is another example of things going a little bit too slowly. Conversely, the handling of the recent closure of the seven North Jutland municipalities has been outsourced to the departments, so perhaps the message has come through anyway. At least we hope it's a sign of "new tones".

Cleaning and disinfection: We have a concern about the cleaning staff who, due to the corona, handles disinfectants. It is actually the responsibility of the supplier's employer. We want to make AAU's employees, who are responsible for cleaning services, aware of this problem. We are also working to close rubbish bins on Skjernvej, to minimize some of the inconvenience.

Who does what: Karina Boller contacts campus service about cleaning staff and disinfectants.

3. Corona

What is status? What works well? What works less well? Are there further measures we need to implement or are there issues we need to discuss / decide on?

Enclosure: none

We are on top of the situation.

We have three employees who live in the closed municipalities. They are therefore not allowed to attend the university currently. We have been in touch with all of them and made sure that they know what to do.

In connection, we discussed the subject 'working from home'. New guideline and rules are on the way in this area. We are waiting for the university to send them out. Until then, employees are welcome to borrow equipment from their offices and take it home while they are working from home under the corona. This issue is also on the agenda of the Consultation Committee (SU) for their meeting on 25 November.

Who does what: -

4. Offensive behavior – sexism

The faculty encourages all work environment committees to discuss offensive/abusive behavior and sexism in the workplace.

Enclosure 3: Link to Procedure for Dealing with Offensive Behavior towards Employees at AAU: <https://www.haandbog.aau.dk/dokument/?contentId=366672>

Enclosure 4: Link to Article AAU Update: <https://www.update.aau.dk/nyheder/nyhed/rektor-om-sexisme-debat--jeg-er-ikke-saa-naiv-at-tro--det-ikke-foregaar-paa-aau.cid485569>

Anyone who experience this kind of behavior must speak out loud. We need to have an open and ongoing dialogue at the department about it. It does not only apply to sexual harassment of women, it applies to abusive behavior in general. We need to talk about what is okay, what is not okay, and where the line goes, as well as how we concretely deal with unwanted behavior. Sometimes it may be unthoughtful behavior.

We must have a culture where we help each other to be aware of it, and where it is okay to state clearly in the situation: "What you did / said is not right". So that we can have the dialogue on an ongoing basis. Here it is important that you stand out if you experience abusive behavior.



We must be aware of all the different situations in which it can occur: between employees, between students, teaching situations, etc. For example, it is also a parameter that you as a teacher must keep in mind when making material and presentations for teaching.

It is generally a very difficult balancing act that should not be cultivated and misused. There are always two sides of the situation.

We will probably also see this reflected in the result of the AAU staff wellbeing barometer.

We discussed various options for initiating the dialogue and initially decided to encourage the dialogue to be raised at staff meetings in sections and units.

Who does what: The working environment representatives from the section / unit will bring it up.

5. Follow-up action plans 2020

What is status? - How far are we with the various subjects and issues in the action plans? Are there conditions that we have not been followed up on / taken care of?

Enclosure 5: Link to the intranet "APV and Action Plans": <https://www.intranet.mp.aau.dk/committees-councils/amiu/AMiU+APV/>

Status on action plan in connection with Corona-mini APV:

Working from home: this topic has been discussed in various forums, and in the Secretariat, frameworks have been created for working from home. We are awaiting new guidelines and rules regarding home offices.

Teaching and digital meetings: how do we follow up on it? We have not yet gathered the experience. We need to contact Tobias to find out about this. We will follow up on this at the beginning of 2021.

Workload: Some expressed concern about the hump of work we were facing due to the repatriation. The employees take it more calmly now and their worries are not so pronounced anymore. Grant providers are understanding of postponements and are aware that we do our best. There is nothing alarming right now. In relation to PhD students, etc., we find individual solutions, among other things by planning in a different way than usual. This is an issue that we continue to focus on.

Status of local action plans:

There are only a few minor outstanding and some small things that we are missing from the action plans from the local working environment groups. The groups will follow up on this and update action plans for 2020. In LAB we did not manage to make a "real" round before we were shut down, but we have a list of things that we are going for; there are only small things left and we are just looking at that.

Who does what: Karina Boller updates the corona Mini APV action plan. The working environment groups follow up on outstanding and update their action plans. Thereafter, all action plans will be sent to Anne who will post them on the intranet.

6. Planning 2021 - APV annual wheel

Based on the annual cycle (Enclosure 6) and our goals for 2020/21 (see Enclosure 2), we plan how we approach the working environment in 2021.

What works and what experiences will we take with us from 2019/20? Schedule, meetings and process, key people and tasks... We follow the Working Environment Section's (AMS) minutes template for planning the meetings in the effort to get all the way around - see enclosure 8.

Enclosure 6: The APV process 2020 (The Working Environment Section expects to follow the same process in 2021)

Enclosure 7: Link to AMS website with information and inspiration: <https://www.arbejdsmiljoe.aau.dk/arbejdspladsvurdering/>



See especially folder *Den gode kortlægning (The good mapping)*: https://www.arbejdsmiljoe.aau.dk/digitalAssets/825/825846_vejledning-1---kortlaegning.pdf and folder *Den gode handlingsplan (The good action plan)*: https://www.arbejdsmiljoe.aau.dk/digitalAssets/825/825850_vejledning-2---handlingsplan.pdf

Enclosure 8: Link to minutes template for planning meeting: https://www.arbejdsmiljoe.aau.dk/digitalAssets/731/731551_referat-fra-planlaegningsmoede.docx

We have good experience with the way we run the planning and therefore we continue to run it according to the annual cycle as it is available from the Working Environment Section (2020 version); we will still hold four regular meetings per year.

In future, we must focus on all facets of the working environment in the APV - we must find out whether we need to go around both the physical and the mental working environment every year. This entails a greater workload. However, we can choose a topic to go in depth with. We need to find a level that makes sense and fits in with our resources.

Conclusion of the discussion: we conduct a physical round in offices, laboratories, etc. with a special eye for the physical working environment and on that occasion also give employees the opportunity to talk about well-being if they need to. It is the local working environment groups that announces how exactly they approach it. We will send out a joint message to the entire department telling them that APV is on its way and that they will hear more about the practical details such as date, etc. from their own working environment representative / local group.

We will hold a digital APV meeting with our employees in Copenhagen in February.

Based on the results from the inspection rounds and Well-being Survey in 2020, we make the specific action plans. General conditions and efforts that go across, we will discuss at the AMIU meeting in March and prepare an action plan for this if necessary.

We must maintain that we have a culture where we talk openly about the working environment and where people do not in principle act anonymously. It is very difficult to do something about a problem when you do not know the circumstances or cannot investigate them further.

Who does what: The local working environment groups prepare, inform about and carry out rounds during the first quarter of 2021. The groups also prepare action plans in their respective areas.

Kjeld convenes for an APV meeting in Copenhagen.

Anne books meetings in 2021. Week 12 in March + week 23 in June (the annual working environmental discussion together with SU) + week 34 in August + week 46 in November.

7. Competence development committee and working environment representatives

From the Working Environment Discussion 2020 (August 26):

"We see a need for competence development around facilitation with the working environment representatives and will therefore continue to work in that direction. It is about being better equipped to be able to facilitate group processes and get techniques to plan and implement larger and smaller processes around the working environment, so that we achieve the goal of what is planned. At the next AMIU meeting, we put competence development on the agenda and then implement relevant competence development initiatives. "

... do we still see this need, and how do we address it from here? Could the AAU course: "Facilitation of the APV dialogue - working environment processes in practice" be an option? See enclosure 9.

Are there other wishes and suggestions for competence development?

AAU Working Environment Conference 2020 is just around the corner (takes place on 19 November) - we would like to encourage you to sign up. This year you can participate both physically and online, see enclosure 10.



Enclosure 9: Link to course description "Facilitating af APV-dialogen ...": <https://aau.plan2learn.dk/Kursus-Valg.aspx?id=59512>

Enclosure 10: Program and registration (physical or online) AAU Working Environment Conference 2020: <https://aau.plan2learn.dk/KursusValg.aspx?id=76135>

We continue to see a need for competence development around facilitation among the working environment representatives. The AAU course: "Facilitation of the APV dialogue - working environment processes in practice" seems to be an obvious option that covers the need. Casper, Karina and Karina Boller will sign up for the course – Karina Boller will pass on the information to the other working environment representatives in the local working environment groups.

We are all registering for the AAU Work Environment Conference 2020.

Who does what: The individual member signs up for relevant courses.

8. AOB

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Enclosure: none

Face mask, where do you get a face mask at FIB?

There is a box in the copy room where employees can take face masks. Jette has previously sent an email explaining this.

Pregnancy and laboratories, do we inform well enough about this? There are no signs at the entrances to LAB. We once made guidelines for LAB at FIB about it and we usually give all pregnant women a special instruction (APV for pregnant women). We also mention it regularly for the students at meetings etc.

Who does what: The local working environment group for LAB makes signs for doors and informs supervisors. They also look at the material we have at the moment and whether it can be done better. Karina Boller will take it up in the group.

9. Communication to the department

Is there anything from today's meeting that we especially need to communicate to the employees and who does it?

Enclosure: none

We post minutes on the intranet.

About Sexism / offensive behavior - we make a joint statement together with the Consultation Committee (SU).

We will make a comprehensive announcement to the department when we start our APV inspection rounds in the beginning of 2021.

Who does what: Kjeld discusses joint announcement with SU about offensive and abusive behavior / sexism. Anne and Jette make a proposal for an announcement about APV rounding (it will be sent around to the committee before it is sent out).