



**AALBORG UNIVERSITET**

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## Minutes of Joint Consultation Committee meeting

**Time:** Wednesday, March 3, 2021 at 10.30-12.30

**Place:** Teams

**Participants:** Kjeld Pedersen, Jette Marie Christensen, David Hansen, Lars Rosgaard Jensen, Michelle Malaca Nielsen, Klaus Kjær, Kjeld Nielsen, Lars Diekhöner, Brian Vejrum Wæhrens

**Absent:** Astrid Heidemann Lassen

**Other participants:** -

### MINUTES

#### 1. Approval of minutes and agenda

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

*Enclosure 1: Link to the minutes from SU meeting on November 25, 2020 on the intranet: [https://www.intranet.mp.aau.dk/digitalAssets/932/932830\\_referat-su-251120.pdf](https://www.intranet.mp.aau.dk/digitalAssets/932/932830_referat-su-251120.pdf)*

*Enclosure 2: Link to the minutes from SU extraordinary SU meeting on January 8, 2021 on the intranet: [https://www.intranet.mp.aau.dk/digitalAssets/939/939037\\_referat-ekstraordinaert-su-moede-8.-januar.pdf](https://www.intranet.mp.aau.dk/digitalAssets/939/939037_referat-ekstraordinaert-su-moede-8.-januar.pdf)*

Agenda and minutes have been approved.

Welcome to Michelle, who has been elected as the new union representative (TR) and has therefore taken over Christine's place in the committee - thanks to Christine for her efforts.

*Who does what:* -



## 2. Information from the chairman and vice-chairman

*Kjeld and Lars inform - among other things about corona and probationary period for employment. They also inform about where we are at this time in relation to the working environment legislation and home workplaces. It is also time to appoint new members to the Joint Consultation Committee.*

*Enclosure: none*

### **Corona**

All the Universities are in an ongoing dialogue with the Ministry in order to get a permission for opening up more. However, it probably still has long-term prospects.

We are also trying, through the faculty, to put pressure on the university to open up for more access. We have, especially in the Production Section challenges on several projects that require us to visit the companies, which we cannot do right now.

Restrictions on access to buildings continue. It is important that the procedure and deadlines in this connection are observed by all employees (<https://www.intranet.mp.aau.dk/mp-news/news/corona--access-to-buildings--what-to-do-.cid501692>) – Among other things, a short and precise explanation must be sent in an email every time you request access. It is a very heavy administrative task.

### **Home workplaces during the corona**

This topic has also been discussed at HSU (Main Joint Consultation Committee). The Working Environment Act also applies during repatriation. Employees who experience work environment and health challenges are encouraged to contact the nearest leader, so we can together find a solution to the specific problems. It is important that all employees are informed about this opportunity.

### **Probationary period in connection with employment**

A probationary period has been introduced for VIP when hiring a new employee – more information about this can be found on intra: <https://www.intranet.mp.aau.dk/Guidelines/Probationary+Period/> (the web page is subsequently updated with the following).

It was clarified that:

- 1) it is the section leader who conducts status meeting with the new employee after 2 months of employment
- 2) the project leader, research group coordinator, supervisor and others must be aware of the new employee and must notify the section leader if they have any input.
- 3) if it becomes necessary to dismiss the employee within the probationary period, this must always ultimately be approved by the head of department / dean.

### **New appointment of members**

It is time to appoint new members to the joint consultation committee. The process is underway, emails have been sent out to the relevant parties and the professional organizations. Negotiations are expected to be completed by the end of March.



### **Employments: search committees, shortlisting and assessment**

In February, Executive Management approved new rules for search committees, shortlisting and assessments. They will take effect for positions that are advertised from April 1<sup>st</sup>, 2021. We are currently awaiting further information about the rules and also some material we can use. Various orientation meetings have been planned, etc.

Widespread criticism of the set-up in general and the lack of involvement in the decision making process. This will mean longer processing time for hiring and unnecessary complication of the process. The immediate experience is that it will cause more administrative hassle and will not create any value. However, everyone is positive about the possibility of shortlisting.

*Who does what: Anne informs about home workplaces in MP Inside News*

### **3. Budget and finance**

*Information on annual accounts for 2020 and follow-up on budget for 2021.*

*Enclosure 3: SU annual report, February 2021.*

The Joint Consultation Committee was briefed on the outcome for 2020 and the status of the budget for 2021, based on enclosure 3.

New budget model was discussed; concerns and consequences for ENG and the department as a result of that we ones again must pay shared service contributions of external revenue.

SU would like to be informed when there is a process plan for the implementation.

*Who does what: Kjeld / Jette makes sure to send relevant material regarding implementation to SU when it is available.*

### **4. Planning for Spring Semester 2021 – teaching allocation**

*Information and discussion on teaching allocation – are there places where we are challenged, and how do we continuously ensure a fair allocation of teaching?*

*Enclosure: none*

SU was presented with statistics on teaching allocation at the spring semester 2021.

24000 teaching hours have been allocated with approximately 12000 hours for each section. Three colleagues have over 700 teaching hours (all seniors) – individual follow-ups have been made with all of them. No assistant professors, postdocs and PhD students are in the "danger zone" based on the figures. We are generally aware of the younger colleagues and we must continue to be so. In the future, SU also wants a figure on professors and associate professors similar to the figure that has been presented on junior staff. (the figure will be forwarded together with this minutes).

Everyone agrees, that this is an important topic to have on the agenda at the start of each semester, so that we ensure a fair allocation of teaching and that no employees are overloaded. It is a management responsi-



bility to follow up with the individual employee both in relation to too much / too little teaching. A focus point is also how we activate the resources that are not already so loaded.

*Who does what: Management takes care of individual follow-ups where it is relevant. Anne forwards the statement for professors and associate professors together with the minutes, and adds it as a fixed item in the annual cycle.*

## 5. Well-being barometer

*Discussion of this year's well-being barometer. Are there conditions we need to be aware of and are there efforts that we need to start based on the results? How do we continue from here and ensure good well-being in the workplace?*

*Enclosure 4: Link to reports from the well-being barometer in 2020 from the MP intranet – <https://www.intranet.mp.aau.dk/Guidelines/staff-wellbeing-barometer>*

*Enclosure 5: 'From numbers to dialogue and action' - a guide from the Working Environment Section regarding follow-up on the results of the well-being barometer [https://www.arbejdsmiljoe.aau.dk/digitalAssets/481/481027\\_guide-til-trivselsbarometer-p---aau.pdf](https://www.arbejdsmiljoe.aau.dk/digitalAssets/481/481027_guide-til-trivselsbarometer-p---aau.pdf)*

Well-being is generally better than before at the MP and also at the University. But it is alarming that we have reports of harassment and unwanted sexual attention. These numbers have increased significantly.

### **Offensive behavior**

We strongly encourage all who have been exposed to abusive behavior to contact the immediate manager, AMR, TR or another person whom you trust. We need to do something about this, and we can only do that if we know what it's about. Kjeld will send an email to all employees in this connection.

We need to pay attention to this issue and deal with abusive behavior on two levels. 1) the specific handling of issues at hand, and 2) a change in norms, which the figures are also an expression of. We must make an active effort in relation to both plans.

### **Staff well-being**

The production section is generally lower than the other sections / groups. We have also seen this pattern in previous years and we need to take care of that. What are the reasons? Could it be the result of employment conditions? - We have many short-term employees and temporary employees which means that many are faced with an uncertain or at least unclear future. It can create frustrations, dissatisfaction and have an impact on well-being. Can we create better conditions for the temporary staff here and now? Can we work more strategically and secure economic latitude to change the situation?

SU wants to get some data on the figures from the Production Section distributed by age (over / under 40 years), as this may indicate whether the above hypothesis regarding employment conditions applies. (The working environment section was subsequently consulted, and it is unfortunately not possible to obtain data by age).

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SU proposes that we in the individual sections / groups at the department initiate a dialogue about results and options for action based on the well-being barometer. It should be in the context of absence statistics and re-



sults of the forthcoming APV process. This must be done in close partnership with the Working Environment Committee (AMIU), which has a more executive role in relation to the working environment and well-being.

*Who does what: Kjeld and Jette make sure to bring messages from SU to AMIU, so we can work further with things in the same direction.*

## 5. Building: construction and reconstruction

*Kjeld informs and provides an overview of challenges and possible solutions for the forthcoming process*

*Enclosure: none*

From September 2022, we will be housing our 1st year students. The local plan has not been clarified yet, there are several options into play.

We are facing a reconstruction of the basement on Fib. 16, so that there will be room for 100 more students. The reconstruction is expected to be completed around the summer of 2022. We cannot avoid that the reconstruction will cause some inconvenience, which must be taken care of. There is not yet a final plan for it - good people are working on it.

In connection with Physics having to move to FIB, we must re-evaluate LAB construction / reconstruction of Fib. 14 due to financial reasons. It was the plan to build 2000 m<sup>2</sup>, we have reduced it to half – 1000 m<sup>2</sup>. It will probably be in the form of additions to FIB 14 and a re-thinking on the existing m<sup>2</sup> in the same building. We are confident that we can make something that is good and up-to-date.

There are still no fixed date for the relocations. Our goal is to consolidate as much as possible. We want our employees to be gathered in reasonable proximity to each other. In relation to employees, the principle is to gather people in Fib. 16.

*Who does what: -*

## 6. Sickness absence statistics

*Discussion of the absence statistics for the department and the individual groups/sections. Are there conditions we need to be aware of and are there any efforts that we need to initiate based on the results?*

*Enclosure 7: Forwarded on February 25 - link to absence statistics for 2020 on MP can be found on the Intranet: <https://www.intranet.mp.aau.dk/Guidelines/Sickness+absence+statistics/>*

Absence has decreased significantly. This is probably due to corona because the employees work from home and we also have fewer long-term sickness absence. It is very gratifying that we no longer have colleagues who are on long-term sickness absence.

*Who does what: -*



## 7. Proposed annual cycle for SU

*Proposed annual cycle for the committee's work, cf. the decision at the meeting in November 2020. Are there any changes to the proposal? Any missing or other fixed recurring themes? Are there themes for the current year that the committee wants to include in the annual cycle?*

*Enclosure 6: Proposal for an annual cycle*

Proposed annual cycle has been approved, with the addition that the item 'Planning of semester – teaching allocation' – must be a fixed item in the 1st and 3rd quarters (cf. item 4).

*Who does what: Anne adjusts the annual cycle.*

## 8. Any other business

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*Enclosure: none*

Klaus mentioned that sorting of waste has now been prepared in our buildings.

*Who does what: Anne informs about this in MP Inside News when we return to our offices.*

## 9. Communication to the Department

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

*Enclosure: none*

Minutes will be posted on the MP intranet and will also be included in the MP Inside News as usual. There will be a special focus on information about home workplaces during corona.

We must communicate to the employees about the well-being barometer and abusive behavior – Kjeld sends an email to all employees.

Follow-up on well-being and working environment will continue via AMIU (Working Environment Committee).

*Who does what: Anne makes sure that information is posted on the MP intranet and that it is also included in the MP Inside News. Kjeld will send an email to all employees.*