

Meeting the 18th September 2024, at 12.00-14.00 o'clock.

Local Liaison Committee meeting (LSU)

Department of Biomedicine

Meeting room: 1115-151B

Participants: Thomas G. Jensen; Hanne Bjerregaard Møller; Sâmia Joca; Ina Maria Schiessl; Bertha P. Beck Mortensen; Rikke Nielsen; Sune Jonathan Keidser-Nilsson; Ulla Vosegaard Als; Agnete Larsen; Esben Thorup Boel; Gitte Fynbo Biller; Vivien Schack;

Cancellations from participants:

Marie Louise Næstholt Dahl; Thomas Juhl Corydon; Morten Schallburg Nielsen; Jani Kær; Paw Vinther;

Guests: Jeannette Madsen, Morten Uhre Pless and Donna Briggs
Bødtkjer

Minute taker: HR Partner, Pia Lind Lunau Kristensen

1. **Godkendelse af dagsorden/Approval of agenda - by Head of Department**

The agenda was approved.

2. **Godkendelse af referat af møde 12. juni 2024/Approval of minutes from the meeting 12th June 2024 - by Head of Department**

The minutes was approved.

3. **Forslag til kontorpladser til laboranter og bioanalytikere efter flytning/Suggestion for office space for laboratory technicians and medical laboratory scientist (below lab tech) after the relocation - by management consultant Jeannette Madsen**

The committee was informed of the background and how it will work.

The suggestion is: To dedicate approx. 13 touchdown desks for lab techs (8 desks in Skou and 5 desks in Bartholin). The desks will be equipped with a monitor, docking station, mouse and a keyboard. Furthermore, there will be shelves available to a few paper folders etc. The desks will be reserved for lab techs but can be used by others if available.

The committee discussed whether it is the right equipment and whether it will be respected that the desks are reserved for lab techs.

The committee agreed to the suggestion and agreed to evaluate after an appropriate period of time.

4. **Tidsregistrering fra 1. oktober 2024/Timeregistration from 1st October 2024 – By Head of Department and HR**

Head of Department informed that the working time registration requirement comes from an EU directive that was implemented into Danish law on 1st July 2024.

The purpose of the act is to protect the rights of employees and to ensure employers comply with applicable regulations on working time.

Like other universities in Denmark, Aarhus University will adhere to the recommendations of the Danish Employee and Competence Agency (Medarbejder- og Kompetencestyrelsen) with regard to how the act should be interpreted and implemented in the university sector.

Who has to register

As a general rule, AU employees must register their total daily working time on a form which has been filled out in advance.

Academic staff (mentioned in the Jobstructure (stillingsstrukturen)/medarbejdere ansat på den videnskabelige stillingsstruktur (inkl. (D-VIP) and people managers (ledere med personaleansvar) are eligible for an exemption from the working time registration requirement. At Department of Biomedicine, it is expected that Head of Department – on a case-by-case basis - will exempt all employees mentioned in the Jobstructure and people managers. Within October, all employees in these two categories will receive a letter in -e-Boks stating that they are exempt from the law. The exemption also means “that during your employment, you are not covered by the applicable provisions in the ‘agreement on certain aspects in connection with the scheduling of working time with regard to breaks, weekly working time and night work’, currently sections 4, 5 and 6, or the applicable provisions in the occupational health and safety legislation regarding daily rest and weekly rest, etc. currently sections 3 and 4 of the ministerial order on daily rest and weekly rest.”

LSU discussed and gave input to the local implementation of the new rules, including:

- *are there issues we need to be aware of at Department of Biomedicine*

Some units may need a different solution than the AU form.

- *what is best practice for managers/group leaders and employees to follow-up*

It is the employee's responsibility to keep the working time form up-to-date, and to inform their SDD-leader (MUS-leder) if they work significantly more or less than their agreed standard working hours. Regardless of whether or not employees are now required to register their working hours, achieving a good balance between tasks and working hours is still a question of dialogue between the individual SDD-leaders and the employee. The working hour regulations have not changed, the difference is that we now have to register

- *what do Head of Department need to communicate to all employees about time registration and how*

The committee encouraged the Head of Department to communicate by newsletter and in the minutes of today's meeting.

The committee also discussed how to fill the form and HR informed that illness and holiday must as it is today be registered in mitHR.

5. Opfølgning på forskningsevaluering og Panelbesøg i juni/follow-up on research evaluation and Panel visit in June - by Head of Department

Head of Department informed about the status of the research evaluation process. The panel came with various suggestions including formulation of a clearer research strategy. Thomas will meet with research theme coordinators discuss how to follow up on the recommendations.

The committee discussed that a strategy is desirable, on the other hand you can argue that you get what you measure and that a strategy can be at the expense of other areas. Funding also has an impact on prioritized research areas.

The committee discussed the dilemma that a tenure track assistant professor cannot be main supervisor for PhD students. Head of Department informed that he is considering the how the tenure track category should be used in future recruitments. Due to the economy and space challenges the department does not expect to initiate a new round of advertisements of permanent positions in 2025.

6. Orientering om økonomien/Financial statement - by Head of Department

including information on “kandidatreform” and moving to Bartholin.

Head of Department informed that for 2024 the economy looks fine. The reason for this is mainly that renovation of the Bartholin building was delayed and thus the department saved rent.

However, from 2025, the department will face financial challenges due to:

- Decreased income from the educations. One reason is that it seems like the medical students often prolong their studies. Another reason is that we will have less teaching in the education in molecular medicine.
- Salaries have increased due to inflation, and the university is not fully compensated.
- Increased rent, although the department will in the future have less space.
- Relocation costs.

Head of Department believes that the large external funding to the department can reduce the expected deficit due to the agreement between Danish Universities and 6 major private foundations on “project supplement” (projekttillæg) corresponding to approx. 20%.

7. Projekt om “gamle dage”/Project “Old days” - by Donna Briggs Bødtkjer

”Anatomi har været et kerne-emne i den medicinsk uddannelse ved AU siden dens oprindelse i 1933. Indretningen af selve anatomi-instituttet samt pensum for anatomi blev udarbejdet hovedsagelig af instituttets første leder, læge Johannes Fabricius-Møller, der var samtidig overkirurg ved Amts Sygehus. Instituttet havde, udover faciliteter til modtagelse og opbevaring af lig, en dissektionssal, undervisningslokaler, og et dissektionsauditorium (også kendt som det klassiske anatomisk teater).

Jeg vil gerne præsentere LSU for mit medicinsk historisk projekt, hvor jeg er i gang med at undersøge de fysiske rammer af den første anatomi institut med særlig fokus på dissektionsauditoriet og Johannes Fabricius Møller.

Jeg vil gerne diskutere, hvorvidt jeg må udvide dette projekt til at omhandle den tidlige praksis for kadaver-dissektion og dissektions-baseret undervisning ved AU (1933-1949).”

Donna presented her very exciting project. The committee cannot decide, but Head of Department gave Donna a “go” to discuss further with the relevant employees at the department. The ethical aspect, as well as GDPR legislation must – as always – be observed. If questions arise, Donna or other involved must contact Head of Department or secretariat manager. With the minutes of this meeting, the department’s employees are now informed why Donna “sniffs around” and is interested in the old days.

8. MUS-proces/SDD process - by Head of Department

The SDD year 2024-2025 has now been launched in mitHR. It means that both managers and employees can access and complete the Dialogue Guide and Agreement form in mitHR.

This year Aarhus University has made some minor improvements, based on feedback from users:

- managers will receive a notification when an employee sends the filled Dialogue guide and agreement form/ledere vil modtage en notification, når en medarbejder afsender hhv. samtaleguide og aftaleskema
- it is possible to attach documents to the agreement form – it could be teaching portfolio, agreements from a career interview or similar/det er muligt at vedhæfte dokumenter til aftaleskemaet. Dette kunne være undervisningsportfolio, aftaler fra karrieresamtale eller lignende
- changed question regarding teaching - now formulated similar to questions regarding research and funding/ændret spørgsmål vedr. Undervisning, så det er et ratingspørgsmål og formuleret i samme sprog som spørgsmål vedr. forskning og hjemtag af midler

- changed the question of whether the employee feels that they have the necessary skills and time to succeed with his/her tasks. The word “time” has been deleted here, as it is being discussed in another question regarding “balance between tasks and time”/ændret spørgsmålet om, hvorvidt medarbejderen oplever at have de nødvendige kompetencer og tid til at lykkes med sine opgaver. Her er ordet “tid” slettet, da det bliver drøftet i et andet spørgsmål vedr. balance og tid. All employees at Department of Biomedicine received the email from Head of Department of 28th June 2024 regarding “Combined Staff and Career Development dialogues 2024 and Teaching portfolio”. In the email managers will find the link for SDD workshop for leaders (online) on 21st October 2024.

9. Arbejdspladsvurdering (APV) - status/Workplace Assessment (WPA) - status - by Head of Department

Head of Department informed that the overall schedule for WPA 2025 at Aarhus University has been decided. The committee briefly discussed the importance in having as many employees as possible to answer the WPA when it comes.

10. Information om mulighederne i seniorcirkulæret/information of the possibilities in circular on pension schemes - by HR

Cirkulære om aftale om seniorordninger af 21. december 2021 (only in Danish)

The item is on the agenda due to the committee’s annual schedule (årshjul).

HR informed that “Cf. the State Employer's Authority's Circular on senior and voluntary severance schemes, employees who have turned 60 should in connection with the staff development interview be offered an interview concerning seniors”. The employee can also ask for a senior interview.

HR reviewed the possibilities in the senior circular. There are four elements:

a. aftrapning i tid (deltid)/reduced working hours

If you are at least 60 years old and have been employed at least 10 years within the state you can ask to reduce your working hours – you have to work at least 15 hours per week after the reduction and the Head of Department may grant payment of pension contribution corresponding to the pension contribution before the reduction in hours.

b. aftrapning i job/charge (retræte)/retirement position

Not seen very often but is a possibility if you are at least 58 and have had a manager function but would like to transfer to a lower position. Please contact HR or Head of Department if you want to know more about this.

c. Seniordage (betalt frihed)/paid senior days

If you are at least 62 years you can apply for up to one day’s time off per month. At Health, it is the dean who finally approves the number of senior days.

Be aware that these senior days are not the same as the ones you can keep as a result of the senior bonus – you can read more about senior bonus [here](#).

d. Fastholdelsesbonus/retention bonus

Not used very often but is a possibility if you are at least 62 years old. Please contact HR or Head of Department if you want to know more.

11. Highlights fra LAMU, FAMU samt FSU og HSU/Highlights from LAMU, FAMU and FSU og HSU

The LSU members are encouraged to familiarise themselves with the minutes of the meetings.

Material from meetings can be found:

Local occupational health and safety committee (LAMU) can be found [here](#).

Faculty occupational health and safety committee (FAMU) can be found [here](#).

Main occupational health and safety committee (HAMU) can be found [here](#).

Faculty Liaison Committee (FSU) can be found [here](#).
Main Liaison Committee (HSU) can be found [here](#).

The committee informed that at FSU there is an ongoing discussion about research supporting academic staff (forskningsunderstøttende AC-TAP), including a definition of who is included in this category. Efforts are being made to extract relevant data.

12. Eventuelt/AOB