

Agenda

Date: 2nd March 2023

Meeting the 21th February 2023, at 12.00–14.00 o'clock.

Local Liaison Committee meeting (LSU)

Department of Biomedicine

Meeting room: 1115-151B

Participants: Thomas G. Jensen; Morten Schallburg Nielsen; Thomas Juhl Corydon; Ina Maria Schiessl; Sâmia Joca; Rikke Nielsen; Bettina Winther Grumsen; Agnete Larsen; Esben Thorup Boel; Gitte Fynbo Biller; Erling Melchior Dammand; Paw Finderup Hvid Vinther; Ulla Vosegaard Als;

Cancellations from participants:

Jani Kær; Bertha P. Beck Mortensen; Anne Flensborg;

Minute taker: HR Partner, Pia Lind Lunau Kristensen

- 1. Godkendelse af dagsorden/Approval of agenda by Head of Department**
Approved.
- 2. Godkendelse af referat af møde 15. december 2022/Approval of minutes from the meeting 15th December 2022 by Head of Department**
Approved.
- 3. Vedtagelse af LSU-forretningsorden/Approval of the rules of procedure of liaison committee by Head of Department**
Approved.
It was remarked that it is the management's decision, that the minutes should only be written in English. Some of the employees still prefer the minutes to be available in Danish.
Confidentiality was discussed. The Head of Department is responsible for underlining confidentiality in the Committee when circumstances dictate confidentiality. The Head of Department and the secretary for the Committee are responsible for ensuring that the minutes are not uploaded at the website until the confidentiality has been repealed.
- 4. Vedtagelse af årshjulet for 2023/Approval of the annual wheel for 2023 by Head of Department**
The employees suggested more thematic discussions. The Head of Department stated that all Committee members are welcome to raise points they want to discuss.
- 5. Orientering om økonomien/Financial statement by Head of Department**
CONFIDENTIAL UNTIL UPLOAD AT THE WEBSITE
The Head of Department informed that AU are finalising the accounts for 2022. The accounts will be approved by the board at a later point, after which today's information will no longer be confidential. The Department's account is almost in balance despite the increased energy prices and a decrease in student income (STÅ). The Department has been able to reduce the energy costs at the department, corresponding to approx. 20-30%. The Student challenge is because more medical students prolong their study, typically on 5th or 6th semester. More positively, there has been a higher income on overhead related to the use of external funding.

The Committee discussed that the students probably return to study at some point, but there may be a completion bonus – for not completed in time – the Department do not receive. The Department must investigate whether it is possible to avoid the delay of 5th or 6th semester.

Head of Department informed that despite of the challenges with energy prices and the students, the account is still close to being in balance. The reason for that is that Bygst is covering some of the costs for extra rent (for the Bartholin building) and overhead on external funding has increased. The Head of Department expects that the Department, also in 2023, will be able to deliver an account in balance.

The Committee discussed that it is important that the Department continue to focus on maintaining a less energy consumption.

6. Optakt til de årlige lønforhandlinger/Prelude to the annual salary negotiations *by Head of Department*

The Head of Department informed about the process for the annual salary negotiations. In the period 1 February 2023 – 23 February 2023, employees had the opportunity to provide information for use in the salary negotiations.

All negotiations will be carried out at 31 March 2012 level – apart from one-off bonuses that will be at the current level. As a general rule, all supplements are pensionable. However, one-off bonuses are not pensionable.

The senior management team has set the framework for the salary negotiations 2023 to 0,5 % of the previous year's payroll costs. The salary negotiation budget for salary negotiations 2023 is for supplement for qualifications/supplement for responsibilities, reclassifications and one-off bonuses.

The Dean has made the decision that the salary negotiation budget for the salary negotiations 2023 is up to 0,5% of the previous year's payroll costs. The salary negotiation budget for salary negotiations 2023 is for supplement for qualifications/supplement for responsibilities, reclassifications and one-off bonuses.

The salary negotiations at the Department of Biomedicine are expected to take place the 9th (with the union representatives representing academic staff), 15th and 16th May (with other union representatives). The Union Representatives are requested to book the dates in their own calendar. The outlook invitation from HR will follow March 2023, when the exact number of applications is known.

7. Arbejdsmiljøstatistik for 2022/Occupational Health and Safety statistics 2022 *by Head of Department*

Head of Department informed that the figures are more or less status quo compared to the figures for 2021 both for sick leave, accidents and psychological counselling. All accidents are one too many and therefore always investigated to avoid a similar accident in the future.

8. Opfølgning på årets MUS og kompetenceudviklingsindsats/Follow-up on this year's SDD process and competency development initiatives - *by Head of Department*

HR informed that the overall purpose of the follow-up is to ensure that the local SDD process and competency development initiatives are discussed.

The discussion of the competency development initiatives should focus on whether the approach to competency development is strategic and focused. The discussion of the competency development initiatives must cover the competency development initiatives which require specific funding (courses and supplementary training) and the learning activities which take place at work on a daily

basis. When discussing the learning activities which take place at work on a daily basis, it is important to discuss whether this leads to positive results and whether techniques and methods are used on a daily basis to ensure continuous development of competencies and staff (e.g. peer-to-peer training, mentor schemes, knowledge sharing, development feedback etc.)

The goal is to ensure that the local SDD process and competency development initiatives are discussed regularly in a systematic way in order to find out whether any changes or improvements are required.

Please note that HR Manager must also prepare and provide a brief written statement from each faculty/administration for HSU's annual collection on MUS/GRUS and competence development at the HSU meeting of 3 May 2022.

The local deadline is by end of March where the Committee/the Department must report on the above.

Head of Department added that the Department every year sends an email to all employees when the SDD process starts. SDD is mandatory for all employees.

The Committee asked and discussed the experiences with the new GDD (Group Development dialogue) initiative in the Research teams. Head of Department informed that 3 out of the four research themes have conducted the GDD – for this reason Head of Department is unable to say much about the experiences for now. GDD is a supplement to SDD – the individual SDD's cannot be replaced by GDD's.

The Committee discussed that the managers do not have the authority to decide a competence development initiative. The manager must ask the Department management team or Head of Department before they can notify the employee whether the competence development initiative is granted.

The management team appreciate the SDD's which provide insight and opportunity to discuss perspectives with the employees.

The employee side argued that the younger employees – in non-permanent positions – may wish to discuss their future opportunities and perspectives with Head of Department.

Head of Department stated that employees can always ask for a meeting to discuss career opportunities with Head of Department.

The employee side urged that also the research theme leader, the research theme coordinator and the research theme should be able to discuss career opportunities and development.

Head of Department thanked for the input.

9. Organisation – in Research Themes *by the Head of Department*

Questions from the employee side: Content, roles, career development within the themes. How to TAP-employees know which theme they belong to.

Head of Department informed that the research themes still are a relatively new initiative and therefore it is still discussed what the themes can be used for. The Department has a relatively flat structure, and the research themes are established in order to ensure some kind of organisational structure.

The research organization consists of all scientists at the department and is responsible for the research activities at the department. The research organization is organized in four research

themes; Infections and Inflammation, Membranes, Neuroscience and Personalized Medicine, each coordinated by a Research Theme Coordinator. Furthermore, the research organization contains the Research Committee consisting of Head of Department, Deputy Head of Department for Research, the Research Theme Leaders and one Center Director. Each research theme consists of individual research groups managed by a Research Group Leader.

The primary responsibilities of the Research Theme Coordinators are to stimulate the sense of community at the department through the individual scientist's affiliation with the theme and to facilitate and enhance research activities through seminars, PhD courses, mentor programmes for postdocs, support for grant applications etc. Moreover, the Research Theme Coordinators are responsible for organizing a yearly theme meeting, where Head of Department and Deputy Head of Department for Research participates, and where research related issues relevant to the specific theme are discussed. The Research Theme Coordinators have no managerial/SDD responsibility and is appointed by the Head of Department.

The themes are welcome to invite each other as well as TAP-employees. So far, the themes are not intended to accommodate TAP-employees, but that said, the individual group leader is welcome to invite and include their TAP-employees to activities within the research theme.

So far, there has been one coordinator of each theme. The management team is currently considering whether to extend with one more coordinator for each team.

The Committee discussed if the themes can be used to find mentors within each area – and again to discuss career development and possibilities. It was also discussed that if we want to work more with mentorships, we can also consider to find mentors outside AU and to provide the younger researches a broader insight in career opportunities also outside AU.

Head of Department informed that right now the department is waiting for an AU career development initiative before further decisions may be taken locally at the Department.

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

Head of Department informed that LAMU just had a meeting. At the meeting it was discussed that the Department are now initiating a new round where employees can apply for funding for work-related and social events – please find more information in the next newsletter.

As an activity and follow-up on APV/WPA, LAMU has prepared an email policy for the Department. The policy will be sent for consultation ad the Department and at the next LSU meeting.

The Committee discussed that the policy should cover all social medias.

A member of FSU informed that FSU also discuss career development incl. how would we like AU to be as workplace – FSU has agreed that it is wanted that everyone have a good experience of having been employed at AU and that AU is sending employees well ahead.

FSU also discuss senior policy.

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](#).

11. Eventuelt/AOB