

### Meeting the 27<sup>th</sup> September 2023, at 10.00-12.00 o'clock.

#### Local Liaison Committee meeting (LSU)

#### Department of Biomedicine

Meeting room: 1231-114

**Participants:** Thomas G. Jensen; Morten Schallburg Nielsen; Thomas Juhl Corydon; Hanne Bjerregaard Møller; Sâmia Joca; Rikke Nielsen; Bettina Winther Grumsen; Jani Kær; Anne Flensborg; Agnete Larsen; Esben Thorup Boel; Bertha P. Beck Mortensen;

**Guest:** Birgitte Mønster Christensen and Jeannette Madsen

**Cancellations from participants:** Ina Maria Schiessl; Erling Melchior Dammand; Marie Louise Næsholt Dahl; Gitte Fynbo Biller; Bjarke Brix

**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 6. juni 2023/Approval of minutes from the meeting 6<sup>th</sup> June 2023 - by Head of Department**  
Approved.
- 3. Orientering om økonomien/Financial statement - by Head of Department**  
Head of Department informed of the financial status. It looks good for now with an expected surplus of DKK 3 mio. for 2023. The surplus is due to lower electricity prices, more funding and higher overhead which outweighs lower income for education (STÅ) and higher operating (driftsomkostninger) costs. We are working on the budgets for 2024-2026. 2024 also looks fine. As stated earlier the department's rent costs will increase when moving into the Bartholin building. The Department is looking into ways of countering the increased costs. The activities in the animal facility have decreased but new animal users may be on the way.
- 4. MUS-proces inkl. mitHR/Staff Development Dialogue process incl. mitHR - by Head of Department/HR**  
Head of Department send an email to all 16<sup>th</sup> June 2023 – MUS/SDD is mandatory for all and if it is not scheduled by end of November 2023 please contact Jeannette Madsen [jepe@biomed.au.dk](mailto:jepe@biomed.au.dk)  
HR informed that from 1<sup>st</sup> October it will be possible for all employees and managers to access the MUS/SDD module in mitHR. The dialogue guide is adjusted, but the overall themes are the same. The Department is in process with MUS/SDD and therefore not all employees and managers have had the opportunity to prepare in mitHR. It will still be possible to upload the agreement form to mitHR and to ensure correct GDPR handling of this document between the employee and manager. You'll receive further information of how to upload in a newsletter from Head of Department. You can read more about MUS/SDD here:  
<https://medarbejdere.au.dk/en/administration/hr/competency-development/staff-development-dialogue-sdd>

Head of Department informed of GRUS/GDD (Group Development Dialogue) conducted within the four research themes and with all associate professors. The dialogues resulted in a document

including four follow-up initiatives: Work to establish a stronger sense of belonging within the teaching teams, more annuum for lower funded groups, more transparency in teaching and implementation of a setup, that invites research groups to share time, responsibilities, and resources in a more beneficial way – maybe by encouraging groups to go together in larger collaboration groups.

The committee discussed the initiatives and the relevance of seeing that you have influence and that things can be changed.

## **5. Status på arbejdsmiljøindsatser/Status of work environment initiatives -**

*by Head of Department and Leader of the Occupational Health and Safety groups*

Leader of the Occupational Health and Safety gave a status of initiatives as a follow-up to WPA.

The 13<sup>th</sup> October, a speaker will give a presentation about communication across cultures/nationalities. It is Velliv funding, and therefore the activity must be held in week 41 (Velliv-week). You'll receive an invitation as soon as possible.

21<sup>st</sup> November there will be a meeting for all group leaders – new as well as more experienced. At the meeting:

HR will give a presentation on recruitment

Jacob Giehm will talk about motivation/how to motivate your group and

Head of Department will talk about career development. Finally, there will be group work about being a group leader, which will be led by Lasse Sommer

The e-mail policy has now been discussed by all committees – you can find it here:

In English: <https://biomed.medarbejdere.au.dk/en/working-environment/e-mailpolicy>

In Danish: <https://biomed.medarbejdere.au.dk/arbejdsmiljoe/e-mailpolitik>

There is an ongoing point of onboarding – the Department continually optimize and improve the onboarding program.

The initiative with the three-month follow-up interview is on standby since mitHR can't provide the relevant data at the present.

For the first time and at the Department Day before summer holiday the Department awarded "Colleague of the Year" and the Diversity Prize.

As already mentioned, GRUS/GDD for associate professors has been implemented.

Wellbeing arrangements will continue – remember to apply in December – all applicants will be notified in January if they can proceed with their activity. All applications must include both a professional and social activity.

The next initiative is a workshop on cultural differences by Mikkel Hougaard Orlovski, Friday 13<sup>th</sup> October 12:00-14:00.

About the physical work environment:

It has been decided at Faculty level, that we must make chemical risk assessments in KIROS. It is being implemented at the department, but not all groups are doing it. LAMU will discuss a strategy so more groups will do it.

The latest evacuation exercise was discussed. The exercise in Skou was cancelled before the animal facility had reported ready. This was on the present day due to a communication error. However, it is a repeated experience from the animal facility and rise uncertainty if a real incident occurs.

The Department will evaluate at the next meeting in the Local occupational health and safety committee (LAMU) to find solutions to avoid anyone being forgotten – regardless of whether it is an exercise or a real incident.

## **6. Seniorpolitik/Senior Policy - by Head of Department/HR**

Information of senior policy and changes of senior bonus in newsletter 141 from Head of Department:

Just a reminder of the fact that AU has a **senior policy** and that you, as senior employee, if you find it relevant, you can have a **senior dialogue** with your nearest manager. For more information on the AU senior policy: <https://medarbejdere.au.dk/en/administration/hr/recruitment-and-employment/seniors/senior-policy>

HR informed that the central parties (Medarbejder- og Kompetencestyrelsen and the trade unions) agreed to simplify the senior bonus scheme – the changes was mentioned in newsletter #141 from Head of Department.

**NEWS related to the special senior bonus scheme:**

In January 2024, a new circular on senior bonus will come into force. From January 2024 all employees from the year they turn 62 will automatically receive a 0.8% senior bonus. It will still be possible to hold two senior days a year (days off), which will be with payroll deduction. It is not possible to convert senior bonus for 2023 to senior days for settlement in 2024. You find the new circular here (in danish only):

<https://cirkulaere.medst.dk/cirkulaerer/016-23-seniorbonus-og-seniordage/>

HR added that if you turn 62 in the first half of the year, you are entitled to 2 senior bonus days, 1 day if you turn 62 in the second half of the year.

Since you cannot convert senior bonus earned in 2024 for senior days, the amount from 2023 will be paid out with your salary in January 2024.

It is no longer possible to convert the amount to extra pension contribution.

If you meet the age criteria, you are entitled to take senior bonus days. When you will take the days must be agreed between employee and manager and reported for registration to the secretary of absence.

**7. Karrierevejledning og karrierevejleder/Career Development and career advisor – by Head of Department**

Head of Department informed that the Dean's focus is on career development, for now primarily for younger researchers (Post Doc's). Everyone has a responsibility for their own career as well as the Group leader. To strengthen the initiative, it has been decided by The Faculty Management, that all Departments must have a career advisor. Head of Department has written about this and asked for expressions of interest. For now Head of Department is in dialogue with a candidate and expect to announce very soon.

The committee discussed what competences are necessary or wanted for the career advisor and that also possibilities outside AU needs to be addressed since not all post doc's can have a career at AU/The Department.

Head of Department informed that he will be in close contact and collaboration with the career advisor.

The employee side encouraged the Department Management Team to announce if special research or teaching areas will be prioritized in the years ahead, or if, for example, as a result of generational change (pension) there will be a need for special competencies and so that young researchers may be able to direct their careers in a way to meet the future needs in the organization.

The management representatives informed that the Department is working of new ways to see the individual contribution to, for example, teaching. This system may be helpful to find and see if there is a lack of resources and competences within a given teaching area.

The employee side noted that no initiatives for TAP employees are mentioned and that TAP employees also want recognition, for example, by career development opportunities.

The employee side expressed a concern about whether sufficient priority is also given within research areas that are "smaller" or where it may be difficult to obtain funding.

**8. Valg til institutforum og allokering af plads ved flytning til Bartholin/Election for Department Forum and allocation of space when moving into the Bartholin Building**  
– *by Head of Department*

Head of Department informed that as a consequence of moving to Bartholin in the beginning of 2025 The Department Management Team has discussed to strengthen the Department Forum. The Forum discusses many of the same themes as Local Liaison Committee (LSU) and have an advisory role.

Normally an election for the Forum takes place, but the management team would like all new units to be represented in the Forum.

The Committee have received an overview of the new units and their future location in the Skou or Bartholin Building.

The final thoughts on how to find the representatives to the Forum, including how many representatives and how many VIP- and how many TAP-representatives are not decided yet. The Department Forum will be a large forum but is seen as a way to ensure that all units have a representative and can be heard.

The employee side stated that it is a good idea and a good way to create a new community. The management team can consider e.g., playing the dilemma game as well as repeating the good research practice, and to ensure that mandatory meetings are held in the new units.

The election process was discussed – will all employees at the Department have a change to vote and how.

The Management Team will consider the best process for local election meetings etc.

**9. Forslag om sprogtræning/Proposal Language training initiative** – *by Management Consultant*

The Management Consultant presented the initiative – which is inspired from BSS – and the purpose which is:

- to support onboarding and diversity
- increase well-being through stimulation of communities across the department and a sense of belonging
- stimulate language training
- increase collaboration across the department.

You can train all languages – not only UK and DK.

All employees will receive an invitation to the voluntary language training and more information in a future newsletter.

The Committee praised the initiative but also raised a concern of about whether it would be prioritized in a busy working day.

It was stated that it is not about the level, but a “safe area” to meet and speak another language.

**10. 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](#).

## **11. Eventuelt/AOB**

### **At FSU Research evaluation was discussed.**

Head of Department informed that other universities already do research evaluation and Aarhus University will now do their first. It's not on individual basis but at Department level and to strengthen research and to discover new potentials. Experiences from the evaluation will be used for maintaining strategy and prioritization at the department. The evaluation is based on a template for a self-evaluation report. Advisors will be invited to give input etc.

The Committee discussed that the advisors can influence strategy, goals and direction and discussed who point out the external advisors.

The employee side encouraged for employee involvement and transparency in the process and not only a top-down process.

The employee side expressed a concern about whether sufficient priority is also given within research areas that are "smaller" or where it may be difficult to obtain funding.

Head of Department informed that he and the management team will point out the advisors –by involving the research theme coordinators.

The Committee can expect regularly updating on the process.

### **Reform of master's programmes**

The Committee discussed the reform and the content. At the present, it seems that the master's degree programmes leading to authorisations are excepted from the reform. Unfortunately, this means that one of the Health Departments is in a particular risk to bear a large part of the reform at Health.

### **Criteria for the annual salary negotiations 2024**

At the last meeting, the Committee discussed "whether the local criteria should also be applied in connection with salary negotiations in 2024, or whether new criteria should be formulated.

Some of the employee groups can't see that elder or more experienced colleagues are sufficiently covered by the criteria and therefore find it difficult to formulate why they think, they should have a pay increase.

The employee side will discuss whether the criteria are still adequate or whether the employee side will give proposals for new and/or updated criteria. The point will be discussed at the next meeting."

The point was not on the agenda as no proposals for new criteria have been submitted.

The employee side encouraged the management team to review the criteria – the employee side will do the same, and the committee can then discuss at the meeting in December.