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Final*

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Minutes of SAMU meeting on February 15, 2023

Participants: Working environment committee representatives: Ulla Øland, Jiri Srba. Employee representatives: Lene Even, Lene Horn, Florian Lorber, Niels Van Berkel. Management representatives: Peter Axel Nielsen, Helle Westmark. Not present: Rene Rydhof Hansen. Minute taker: Diana Plejdrup Frank (DPF).

Item 1. News from SAMU members

Welcome to Andres Masegosa who is joining as observer from Copenhagen. There is no news from the members.

Item 2. Department Economy

Appendix: See presentation reg. financial statement 2022 and flow diagram

Peter Axel Nielsen presented the financial statement for 2022.

Financial statement 2022 compared to budget 2022

Deviations from the anchor budget compared to the result are as follows:

Income: External funding: We have spent 3 million less due to postponements of positions.

Operating expenses: We have spent 2.1 million more than expected on travel as we have had huge bunch of travel reimbursements that came in late December.

Scientific staff: Postponement of positions and free purchase for 1.8 million.

Technical administrative staff: We have spent 428.000 less than expected.

Rent: We have spent 1.8 million more due to Frederik Bajers Vej 7G and Copenhagen.

Result: The estimate on the deficit on 4.8 million turned into 6.5 million. Out of the 6.5 million, the 3 million was expected as this concerns the invoice from rebuilding in 2021 that was postponed to 2022 in agreement with the economy department. The fluctuation derives from the very late reimbursements of travel costs.

The flow diagram shown on the recent department seminar was shown again – this time with the actual numbers from the financial statement in 2022.

Item 3. Workplace strategy

Appendix: See the draft document for workplace strategy and TECH presentation on inclusion and diversity.

Workplace strategy

Based on the input on workplace strategy on the department seminar in August 2022, the coordination group (based on further discussion in the research groups) has worked with this and suggested some focus areas and actions.

Develop workplace culture

- **Culture**

“Culture training supporting that we take better care of each other”

Evaluation of the culture training workshop at the department seminar: According to the members of SAMU the event raised awareness of the challenges with different cultures and perceptions etc. The group work was fun but a bit chaotic. The presentation of the group work answers via the mural board: here it was hard to determine if the answers were from Danish or International staff. The intention from ISU was not to focus on specific nationalities or “national culture” but to pinpoint where misunderstandings can occur.

There were some interesting points also how we start meetings etc. by doing small talk and trust creating etc. Maybe that by getting to know people better etc. this can create a different work relation. There were also some points on the different types of being in command. E.g., as for supervision there were lessons learned.

- **Language** (CS implementation of language policy)

“Too much information is in English – almost too little incentive to integrate, learn Danish, feel DK culture”.

We have worked with language since 2019. Partly through local Danish language courses which was good in many ways but the challenge is after the courses/and still is to keep practicing every day Danish in small talk and work situations. Current policy is that staff are offered to follow the free courses at Aalborg Sprogcenter, which also can be held at AAU campus.

English courses on pronunciation: We have offered these courses for three semesters now for appointed staff members that have had challenges with language barriers in teaching situations.

As for new hirings the principle is that we do not hire staff that cannot fulfil language requirements according to our requirements for this.

- **Recruitment and retain right scientific staff**

“Hiring committee informs Head of Department/Head of Studies who need to go to the pedagogical course”: This action should be without problems to implement.

Inclusion survey at AAU

The recent AAU survey on diversity and inclusion was presented on a TECH meeting. You can also see the survey [here](#). There were 3 main conclusions:

- Inclusion is especially challenged for international staff members: One of the issues here relates to international staff members access to getting into committees. As for CS we are better off here as we have English speaking SAMU and Department council, international staff members in UPU and education groups.
- Hierarchy and lack of transparency challenges the inclusion.
- Language barriers and retention of permanent staff: We are primarily speaking English and have staff in most committees and groups at the department as mentioned above.

Follow-up:

There was a suggestion to find out if there is department specific data as well. We will ask for more detailed data for the next SAMU meeting.

Item 4. Appointment of SAMU members 2023

See appendix about the [process for appointing SAMU members](#).

The SAMU committee at CS is comprised by six members of the scientific staff, three members from the technical and administrative staff (including members of the work environment committee). The appointment period for the current SAMU members started in March 2021 and the next period starts by end of March 2023.

SAMU members are not appointed by an election but by appointment by Union Representatives (TR's) at AAU.

Diana Frank will ask the TR's to start the appointment process. This will however first be done after we know the result of the election of work environment committee, so we know who will be the work environment representatives in the SAMU committee.

Nevertheless, the current SAMU members need to inform Diana Frank if they are interested in continuing 2 more years, as we are allowed to inform about this when initiating the appointment process with the TR's.

Follow-up:

Current SAMU members: Please inform Diana Frank if you are interested in continuing as employee representative for the next two years no later than March 3.

Item 5. Leave in connection with death in family

Appendix: See link to current [HSU rules](#)

Just to inform the SAMU members that the former policy approved in this forum in 2012 regarding time off in case of death in near family has been cancelled, as it was too broad in terms of the period of time you were

allowed to take leave etc., and it conflicted with the rules that apply for all AAU staff and approved by HSU (AAU's Main Work Environment Committee).

Item 6. Psychological and physical work environment

There is no news on this item. The APV yearly cycle has been changed and will now only be done every second year. This also applies for the stress survey/well-being barometer. The well-being barometer survey will be discussed on the next SAMU meeting.

Follow-up:

Well-being barometer to be discussed on the next SAMU meeting (Jiri Srba and Ulla Øland).

Item 7. Staffing

From now on this item will be renamed "staffing" in stead of "hirings".

We have announced 4 positions in Copenhagen. The hiring committee is ahead of schedule, and we expect be to ready for next semester. We are also using ES staff to cover education tasks in Copenhagen.

Scientific positions are posted in Aalborg. The aim for Aalborg positions is to be ready as soon as possible, ideally no later than January 1, 2024.

There was a question if technical administrative staff have the same possibilities for leave as scientific staff as this was not the case earlier? This was confirmed.

In addition to the above positions there are currently 3 PhD positions (on average 20 per year) and one TAP position. A tempt has been hired for HR.

Item 8. Environmental considerations

Fixed item. Is related to environmental issues. No news.

Item 9. AOB

The chairman (Peter Axel Nielsen) and vice chairman (Florian Lorber) of the SAMU Committee is attending coming FSU meeting (TECH shared meeting). Florian asked for subjects to bring.

Follow-up:

Please bring in subjects for Florian Lorber for coming FSU meeting.