



**AALBORG UNIVERSITET**

Institut for Datalogi  
Selma Lagerlöfs Vej 300  
92200 Aalborg Ø

## **Summary of Meeting in the Committee for Cooperation and the Working Environment (SAMU)**

**Tuesday September 17, 2013**

Sekretær:  
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Dato: 11-10-2013  
Sagsnr.: xxxx-xxx-xxxxx

### Agenda:

1. News from committee members
2. Information about the economic situation, including positions
3. Budget 2014
4. Mail- and calendars, policy
5. Strategy plan
6. Web description and update of samarbejdsaftalen
7. Update – MUS interviews 2013
8. Physical and psychological working environment, including APV
9. Environment
10. Other business
11. Meeting evaluation

Present: Kristian G. Olesen (KGO), Hans Hüttel (HH), Ulla Øland (UØ), Helle Westmark (HW), Lene Even (LeE), René Rydhof Hansen (RRH), Jiri Srba (JSr) and Mette Andersen (MKA, ref)

Absent w/ apology: Christian Thomsen (CTh), Henriette Frahm (HeF),

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### **1. News from committee members**

#### **KGO:**

JSr has participated in course about serving in the committee for working environment; RRH will also take this course. Next week, there will also be courses in how to serve in a committee for cooperation.

BSc and MSc in Interaction design is recommended for positive accreditation with the highest mark in all ranks. We have a record student intake for the 5th year in a row (23% increase), but the drop-out rate after 1st study year is also higher than ever.

#### **LeE:**

Good semester start despite the high drop-out rate – particularly on SW3  
Supervision is all set.

#### **UØ:**

The Danish Working Environment Authority has informed us about an unannounced visit within a period of 4 months. They are due any day.



Has participated in APV-workshop (workplace evaluation) in September.  
The technical administration will move the signs with the plan of the building (and where to exit in case of emergencies) to the opposite walls.

**RRH:**

Nothing to report

**JSr:**

Has participated in APV-workshop (workplace evaluation) in September.

**HH:**

Nothing to report

**HW:**

The secretariat has celebrated that Ulla has acquired the diploma degree.

The project office is now moved – it seems to be a good decision to locate the administration of the projects closer to the center aisle.

We have two committees who are working on the institute's intranet; a technical committee and a design/editorial committee.

The economic team is very busy following up on period 2 and after that budget 2014.

## **2. Information about the economic situation, including positions**

The result after the 2nd tertile is a deficit at DKR 683.000 compared to the revised budget

Among other things, the deviation is a result from a project not granted and problems running-in phasing and reassigned time.

Co-financed positions approved.

There will be no Christmas activities on the institute in 2013. The groups will arrange activities locally, but they cannot be financed with group leader funds.

The external meeting in January 2014 is cancelled. The external meeting is partly a professional activity and partly a social activity. As we do not have an obvious professional cause to have the meeting this year, the meeting is cancelled in 2014.

**Positions:**

Economic tightening from the central administration.

Only externally financed positions will be approved.

Institutes have been ordered not to pay 2% contributions in 2013.

The SAMF Faculty has also been imposed an employment freeze.

### **Co-financed assistant professors**

(From KGO's enclosure)

Employment as post doc is often limited to one year, possibly with a one year prolongation. This model operates with a longer perspective in order to keep talented candidates and to facilitate planning their career. The candidates often find it annoying with repeated short-term employment, and most often, it will be more beneficial to hire the candidates as assistant professors than post docs, particularly when it comes to foreigners.

Therefore, as an experiment, the institute will implement the following model for hiring co-financed assistant professors:



Amount of hours for teaching will be agreed upon and financed by the institute with a contribution of 20% for research time.

The model assumes a minimum of 25% teaching (210 hours/semester) and it is required that the assistant professor participates in the Faculty's pedagogical course at usual conditions.

The model is valid until further notice and provided that we have sufficient teaching tasks.

In 2013, we have 2 assistant professors employed on the above mentioned terms.

### **3. Budget 2014**

#### **This is in line for budget 2014:**

- More clear budget presentation
- Reduction of research based teaching from 45 to 40 %
- Rent increase
- Rent will change from net to gross area (we will have a deal with the dean, but terms are yet to be decided)
- ITS will have their own budget via reduction of TAP-Anuum. 2014 will most likely be a transition period, but then we will work for having a special agreement on payment for services. Locally, we can ask Thomas Birk for services, that cannot wait until ITS comes by.
- 25 million kr. will be withheld by the Faculty until after next winter exam due to uncertain STÅ-income. The means will only be released if institutes keep their budgets collectively
- Settlement of accounts for teaching will be more real-time. In particular, the expanding institutes will benefit from this.

#### **Multi-annual budgeting**

Difficult to implement and uncertainties will be larger the longer time period.

#### **Timeline::**

Revenue basis is received September 20, 2013

Budget is due October 11, 2013

Call for extraordinary meeting:

**Tuesday October 8 at 12.30 – 14.00**

#### **Budget presentation:**

A committee consisting of HW, KGO, PAN, JSr, BT has tried to present the budget principles more clearly:



From KGO enclosure:

Indtægter		Udgifter		
<u>Interne midler (fakultetsbevilling)</u>		Løn	VIP	Faste
Løn	VIP-løn			Tidsbegrænsede
	TAP-løn		VAP	Faste
	SICT,SN			Tidsbegrænsede
	Særbevillinger		TAP	Faste
	Refusioner			Tidsbegrænsede
Husleje	Ansatte	Husleje	Ansatte	
	Stud		Stud	
	Aftale	Drift	Rejser	
Anuum			Kontorhold (materialer, telefon, møbler)	
			Udstyr	
<u>Eksterne midler</u>			Personalegoder (kaffe, frugt, julefrokost)	
Frikøb	VIP-løn		Arrangementer (eksterne møder)	
	TAP-løn		Forskerskolen	
	Videnkupon		Adm. Bidrag + 2%-midler	
Indtægtsdækket virksomhed				
Overhead			Andre udgifter	
<u>Andre indtægter</u>				

The economic team has been too busy to implement the model above, but will look into it after handing in budget 2014.

It could also be an idea to make a traditional accounting system with assets and liabilities.

Moreover, teams work on budgeting the salaries in RES

#### **Principles for making journeys should be considered at a later meeting**

The area of Computer Science is very dependent on participating in conferences, and it makes no sense to hand in papers without being able to present the paper at the relevant conference.

#### **4. Mail and calendar, policy**

Proposal for mail and calendar policies has been sent out, and returned with many (mainly negative) comments for the editors. The policy has now been adopted without noticeable changes. It is not possible to work in accordance with the policy, and it is doubtful whether sanctions will be imposed. Thus, it is frustrating to use resources trying to change the policy. However, the institute has made a reply stating that we intend to evaluate the policy in one year – and we encourage other institutes to do the same.

#### **5. Strategy plan**

Cf the annual cycle, the strategy plan is to be reviewed twice a year (will be changed to once a year). This year's focus is the MUS (Staff appraisal interview)/ competences/career development. Generally, the discussion is about how to pursue different paths of development. Cf. the APV (Workplace Evaluation), the personnel request feedback on well-performed tasks – both within the particular area of research and when it comes to an extraordinary effort within teaching. "When am I good enough?". The APV has identified an uncertainty on what is expected. Different opinions exist as to which is more important; research – teaching – or the balance between the different aspects. I8 has different categories for evaluation – (Børge Lindbjerg is invited to a meeting with the research leaders)



**Item for future meeting:** The above mentioned output of the APV give reason to a systematic discussion of expectations to ourselves and each other. Do we use our means correctly: reassignment of time, leave, measurements, BFI-points, etc. Is research/teaching overrated or underestimated?

Items 6 and 7 are partly covered in item 5 above.

## **6. Web description and update of co-operation agreement**

Descriptions of the various committees and councils at the institute are still under construction.

Descriptions will provide information about the various committees and councils, their services, composition and how the various members have been elected. Moreover, agendas and minutes from meetings and links to various brochures, HR-sites and local policies will be available at the site.

The annual cycle will be abolished, items will be addressed when needed. However, the budget must be addressed once a year and, likewise, there must be an annual meeting between KGO and the environment representatives. The APV is on the agenda every 3<sup>rd</sup> year.

### **Co-operation agreement**

HK has asked for documentation that a HK representative is seated in the committee:

LeE is the local representative for HK-TAP

ChT is the local representative for IDA

HH is the local representative for DM

HeF is trade union representative for DJØF

FKS: Kirsten Olesen is AAU trade union representative

Work environment representatives: JSr and UØ are elected – RRH and KGO are appointed by the management (KGO).

The list of the various trade union representatives should be updated and sent to approval with relevant authorities

## **7. Update of MUS 2013**

Cf. The strategy plan there is focus on MUS interviews, which is supported by the employees. Different settings are established where necessary.

## **8. Physical and psychological working environment, including APV**

When necessary, the institute will call for an occupational therapist to look at furniture, lights, etc.

Psychological working environment – recently, the management sent information about the University's readiness in case of harassment or discrimination at the work place. Cf the APV, there has been two instances at the institute – these have been submitted anonymously, but the involved parties are encouraged to contact a person they trust. The committee cannot act on the incidents without having a direct contact.

Workload – brochures also exist on the University's readiness for dealing with stress and heavy workload. These issues should be addressed at a meeting in the working environment committee prior to the next meeting in SAMU.



Smoking – ashtrays have been moved, but now cigarette butts are thrown in front of the entrance. Smokers are asked to behave responsibly and only smoke where allowed – and to use the ashtrays for butts. HSU is working towards a total ban on smoking on AAU premises – this may be the alternative, if these rules are not followed.

Culture – we should all notice that we have colleagues of different cultural backgrounds. Group leaders are encouraged to inform employees if special attention is needed.

Language – There is still an ongoing discussion about whether we should maintain courses with only few international students. The opinion is that students should receive what they pay for. Economically, only SICT is affected, but the various arrangements are basis for complications and we use relatively many resources to administer such arrangements.

The committee requests a common decision on the attitude towards having many educations/ divisions of courses. The relevant parties are the institute, SICT, international committee, and the administration. UØ and the curriculum groups (chaired by HH and JS) will take the lead.

## **9. Environment**

UØ informs that the position as the University's environmental manager is open – the process of finding a solution has been initiated.

We will see more focus on sorting our rubbish locally, but investment in relevant sorting system must wait until the economy is back on track.

There will be another fire drill at Cassiopeia – with no specific warning. Information can be sent that we test the system once a year and that all employees and students are obliged to leave the building using the nearest exit. We are not obliged to inform about the exact date and time.

Soon, we will be offered to see a demonstration of the heart starter, which is situated by the building officers office.

## **10. Other business**

Nothing

## **11. Meeting evaluation**

Meeting ended 3.30