

ES APV 2017

Tema	Problembeskrivelse	Geografi	Bygning	Bygning - andet	Løsning - Hvordan vil I løse problemet? (husk økonomi)	Løsning - Evt. midlertidig løsning	Løsning - Prioritet	Udføres senest	Beskriv afvigelser i forhold til det planlagte	Opfølgning - Hvordan vil I følge op på om problemet er løst?	Opfølgning - Udføres senest	Opfølgning - Hvilken effekt havde handlingerne?
Ergonomisk arbejdsmiljø	efter omflytning af kontor er der blevet langt til udsugningen	Aalborg	Frb7C - Fredrik Bajers Vej 07C - Aalborg		vil blive løst sammen med lab renovering		3. Lav	2018-07-31	lab renovering udskudt	næste apv	2017-02-05	
Ergonomisk arbejdsmiljø	Ved loddeopgaver for kommer der ensartet arbejdsbevægelser specielt ved arbejde med mikroskop	Aalborg	Njv14 - Niels Jernes Vej 14, NOVI 3-4 - Aalborg		Indkøbe nyt mikroskop hvor der er bedre ergonomisk arbejdsstilling		2. Middel	2017-01-31	lab renoveringen nå hævendes i 2021 er bestilt	samtale ved næste apv	2017-02-28	bedre arbejdsstilling
Ergonomisk arbejdsmiljø	Some chairs are worn out while others are not ergonomic (this goes for both in offices and class rooms). Some colleagues do not know they can get a new chair.	Aalborg	Frb7A - Fredrik Bajers Vej 07A - Aalborg	Chairs in seminar rooms must be handled by campus service.	Section administrators must inform the employees about the options for new chairs. AMIU can identify relevant rooms/offices and determine whether chairs need to be replaced.		2. Middel	2017-09-30	Stolene er i restordre.	AMIU can ask about remaining chair issues at section meetings in fall 2017.	2017-11-01	
Ergonomisk arbejdsmiljø	Employees need help in adjusting their work place (desk, chair, pc, ...).	Aalborg	Frb7A - Fredrik Bajers Vej 07A - Aalborg	De medarbejdere der ønsker det kan få personlig vejledning i at indstille arbejdspladsen korrekt	Invite campus service to instruct employees in how to set up their work place	For simple issues such as a low monitor stacks of paper can solve the issue for now.	2. Middel	2017-10-01		Follow up in APV 2018	2018-04-01	
Ergonomisk arbejdsmiljø	The WCN lab is used by students, project groups, and multiple employees. Some use it as an office others as a place for experiments. It is in need of reorganization.	Aalborg	Frb7A - Fredrik Bajers Vej 07A - Aalborg		Organize a cleaning and reorganization of the lab (this has been handled by IRL and PM)		3. Lav	2017-08-01		Ask users in the lab whether the environment has improved	2017-10-01	PM & IRL has completed the lab reorganization, which has resulted in more space for the individual projects.
Ergonomisk arbejdsmiljø	Employees who do not spend every day at AAU are some times missing a desk/place to work. This is e.g. the case for industrial phds and postdocs	Aalborg	Frb7A - Fredrik Bajers Vej 07A - Aalborg		Initiate an office reallocation in the WCN section to ensure desks for employees who only work part time at FRB7A. November 2017: two desks have been allocated to industrial employees in FRB7A level 2, while more desks are available in the WCN		3. Lav	2017-10-01		Ask relevant (industrial) colleagues about the work place status	2017-12-01	Some of the industrial PhDs (Nokia) are now using the desks in FRB7A
Indeklima	Temperaturen i laboratorierne er somme tider lidt lav	Aalborg	Frb7C - Fredrik Bajers Vej 07C - Aalborg		Instituttets laboratorier skal renoveres indenfor de næste 2 år. Der bør kigges ekstra på temperatur og luftkvalitet i laboratorierne		3. Lav	2018-10-14		ved førstkomende rundring efter renoveringen tjekkes problemet igen	2018-03-01	Opfølgningen gentages efter laboratorierrenovering, senest 2023
Indeklima	Ved renovering installeres bevægelsesfølere på lyset som så slukker mens man arbejder ved computeren indtil man gør en bevægelse så det tænder igen. Det er meget irriterende og betyder mange afbrydelser i arbejdet/tanker. Desuden er det uhensigtsmæssigt at lyset også tænder, når der ikke er behov for det.	Aalborg	Frb7C - Fredrik Bajers Vej 07C - Aalborg		Det foreslås at man i kontrollokaler undlader at bruge bevægelsesfølere, alternativt gør det muligt at "frakoble" dem så man styrer lyset manuelt.		2. Middel	2018-10-24	løsningsforslaget er viderebragt til laboratorierrenovering og kontorrenovering	Ved førstkomende rundring efter renovering af vore lokaler vil problemet blive undersøgt igen	2018-05-31	opfølgning udføres efter laboratorie og kontorrenovering, senest 2023
Indeklima	Irritation af øjne og hud	København	Fkj12 - Frederikskaj 12 - København		Henvendelse til driften om mulighed for befugtning af ventilationsluft	Koger vand i elkedel og stiller skåle med vand i vindueskarm	2. Middel	2017-01-30		Bede driften om svar. Rykket driften 21/3. Forsøge om indkøb af planter kan forbedre luftfugtigheden.	2017-03-01	Møde med Driften, Henrik Mørk, 2016.08.12. Problemet tages op med Rambøll, som er hyret til at forbedre indeklimaet på AAU CPH. Der ligger en anden sag om tør luft, så denne lukkes.
Indeklima	Seminarrum bruges til gruppe-eksamen, også efter normal åbningstid. Ofte er der så koldt at det er nødvendigt at sidde med overtøj, da man ikke kan skue op for varmen	Aalborg	Frb7B - Fredrik Bajers Vej 07B - Aalborg		Det forlyder at problemet skulle være løst, idet rumreservationen styrer den tid der er varme i rummet - så påse at der seminarrum er reserveret i den nødvendige tid, og evt. bed om at få skruet op for temperaturen i eksamensperioden i januar, hvor man sidder stille i mange timer.		2. Middel	2017-01-02		Kontrollere at de ansvarlige (Jan Rasmussen) har fået besked om temp. styringen. i januar 2017. AMN har forespurgt til, om der i eksamensperioden januar 2017 har været problemer med temperaturen i seminarrum. Det har der ikke, så vi formoder, problemet er løst.	2017-01-18	
Indeklima	Statisk elektricitet og tørre slimhinder.	Aalborg	Frb7B - Fredrik Bajers Vej 07B - Aalborg		Vil i første omgang forsøge med indkøb af planter.		1. Høj	2017-01-09	Problemet er ikke generende i sommerhalvåret. Vi venter derfor med at købe blomster til efteråret. Det har ikke været et problem endnu, når/hvis det bliver et problem vil der blive købt blomster. Berørte medarbejdere kontakter arbejdsmiljørepræsentanten når/hvis problemet opstår.	Tale med berørte medarbejdere	2017-01-31	Det har ikke været et problem endnu, når/hvis det bliver et problem vil der blive købt blomster. Berørte medarbejdere kontakter arbejdsmiljørepræsentanten når/hvis problemet opstår.
Indeklima	Røg kommer ind af vinduer, når der ryges lige neden for.	Aalborg	Frb7B - Fredrik Bajers Vej 07B - Aalborg		Der sættes skilte op som henviser til de områder hvor der må ryges.		1. Høj	2017-03-31	Skal have aftalt et møde med TF da vi har flere problemer de skal med ind over. 19/9-2016 har kontakten Campusservice for at aftale et møde.	Tale med berørte medarbejdere	2017-03-31	
Indeklima	The ventilation not so good. In the winter, the PhD-room is quite cold. Either too hot or too cold. Automatic windows do not work as intended. No influence on temperature change.	København	Fkj12 - Frederikskaj 12 - København		Facility services are working to solve the problems about ventilation and automatic windows.	Facility services have changed some Windows at Eastern side of building	3. Lav	2017-09-01		Current meetings with Building Support about the problem. They are working on it	2018-07-02	
Indeklima	Employees experience dusty and dirty office space at times. Dust covers desks, keyboards and computer screens. Floors often have a dust layer and dust bunnies are often found.	København / Aalborg	Andet	This relates to several buildings, new and old, in Aalborg as well as Copenhagen	Inform employees of rules and guidelines in relation to cleaning of office spaces. For instance, to have a desk cleaned this must be void of books, papers and ntpickings. The same applies for floors as they have to be void of boxes and cables for		3. Lav	2017-10-01		Validation will be performed as part of the 2018 APV	2018-04-30	
Indeklima	In connection to selected toilets the current cleaning standard is inadequate. Toilets are often dirty and the same applies to the floors in the toilets	København / Aalborg		Specifically this has been reported for toilets in FBV7-B5 and toilet facilities in Copenhagen	Initiate a small investigation to uncover which toilets are affected, try to uncover why this might be the case. Discuss the issue with campus service to find remedies to the the		2. Middel	2017-10-01		Validation will be performed as part of the 2018 APV	2018-04-30	
Indeklima	Perfumed cleaning detergents are used, which cause eye and respiratory irritation	Aalborg	Siv312 - Selma Lagerlöfs Vej 312 - Aalborg		Initiate talks with cleaning personnel and their supervisors to replace the detergents causing the issues.		1. Høj	2017-06-01		Validation will be performed as part of the 2018 APV	2018-04-30	A change of brand seems too have mitigated the issue. The 2018 APV revealed that the issue does no longer exist.
Indeklima	The old/standard florescent ceiling light provide a weak, unpleasant and insufficient working light	Aalborg		The issues is reported for buildings currently housing the Control & Automation Section but relates to all ES buildings	If it is just replacement of worn-out fluorescent lamps then inform of the Campus Service App., otherwise inform affected colleagues of "demo offices" in the WCN section where different options can be seen. Remember to inform of added cost to		2. Middel	2017-06-16	The issue will be included (and mitigated) in the coming building restoration project	Validation will be performed as part of the 2018 APV	2017-10-01	No direct action to mitigate the issue was taken, seeing that a complete refurbishing of the related buildings are in the eminent pipeline.
Indeklima	Offices with windows in vicinity of main entrance doors, where ash trays are mounted, suffer the issue of second hand smoking, in particular during summer periods where windows often have to be closed.	Aalborg		The problem is reported for FRB7 in general but applies to all ES buildings	Inform students and employees alike of the smoking policy of the university - http://www.aauhaandbog.aau.dk/file/5253/Smoking_Policy.pdf		2. Middel	2017-10-01	Some designated smoking areas, in close vicinity of offices, have been disbanded	Validation will be performed as part of the 2018 APV. If still an issue then call for discussion of smoking policy.	2018-04-30	The 2018 APV indicates that the issue has been mitigated. However, the upcoming summer period may reintroduce the problem in places.
Indeklima	In conjunction with a (too soon) relocation to a new building degassing of building materials is experiences in the form of strange, and at times also unpleasant, odors.	Aalborg	Siv312 - Selma Lagerlöfs Vej 312 - Aalborg		Contact HAMU for clarification of rules and guidelines and inform affected colleagues of the outcome		2. Middel	2017-06-20		Validation will be performed as part of the 2018 APV	2018-04-30	Rules (if any) have not yet been received but the 2018 APV revealed that the issue did no longer persist
Indeklima	For various reasons some colleagues suffer from glares/reflections in monitors	København / Aalborg		Problem has been reported for Aalborg and Copenhagen campus	Ask Campus Service for assistance with possible reorganization of the office space, if possible. If not have Campus Service assist with installation of curtains, blackout ones		3. Lav	2017-06-20	Automatic sun screens have been installed in the mean time.	Validation will be performed as part of the 2018 APV	2018-04-30	The automatic sun screens seem to have mitigated the issue.
Støj	blæser fra kollegas pc vender lige over imod ben	Aalborg	Njv12 - Niels Jernes Vej 12, NOVI 2 - Aalborg		kollegas pc vil blive placeret anderledes under flytning til ny lokation (qk116)		3. Lav	2017-01-30	flytning udskudt til jan 17	snakke med personen om det er blevet bedre	2016-10-30	efter flytning til anden bygning er pc blevet flyttet og støjer ikke mere.
Støj	Bliver generet af støj fra gangarealer og tilstødende kontorer/køkken/mødelokale/hjelpdisk	Aalborg	Frb7B - Fredrik Bajers Vej 07B - Aalborg		Opfordre til at lukke dørene til støjkluder alternativt lukke egen dør. Sørg for at alle døre er forsynet med gummlister		1. Høj	2017-10-31	Har holdt møde med Campus Service den 10/11-2016 og aftalt at der bliver sendt en liste til Campus Service med rumnummer på de døre som der skal sættes gummlister på.	Kontakte berørte medarbejdere	2017-03-31	
Støj	The offices close to the DE club is exposed to noise from members in the yard (A-building) and in the hallway between A3 and A4, especially outside normal opening hours.	Aalborg	Frb7A - Fredrik Bajers Vej 07A - Aalborg		Make contact to the DE-club to inform them about the problem. In worst case: turn nearby offices into group rooms har talt med formanden og han har givet sin mail til flere som har ansatte i nærheden så de kunne		3. Lav	2017-09-20		næste apv/løbende snakke med de generende personer	2018-02-01	

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Støj	Noise from ventilation/ Air-condition office in Fr. Baj 7 B5, running constantly. Noise in C building in offices next to	Aalborg	Frb7B - Fredrik Bajers Vej 07B - Aalborg		Make noise measurements in the offices (B5) and C Building, to investigate the problems, and to see if noise regulations are violated. If so the problem will be send to the		2. Middel	2017-09-01	The noise problem no longer exists. No noise measurements made. No action taken	According to the one who complained: The problem has disappeared, so no noise measurements made and no further action taken.He will contact AMIU (sbn) if the problem returns.	2017-09-15	
Psykisk arbejdsmiljø	Ifht. mus-samtaler kender man ikke altid instituttets/sektionens strategi som man forventes at være med til at opfylde. Hvem laver strategierne? Hvad blev egentlig det konkrete (fyrtårne mv.) output af AAU's strategi. Hvordan skal AAU strategien udmøntes på sektionsniveau?	Aalborg	Frb7C - Fredrik Bajers Vej 07C - Aalborg		Når der indkaldes til de årlige MUS samtaler skal en del af informationen vedrøre de ønsker der er til medarbejderne vedrørende AAU's strategier på det lokale niveau. Løsningen skal effektueres af sektionslederen. Sektionslederen har pr. 5/1 indvilget i at der fremover ved MUS samtaler også meldes ud hvilke ønsker der er til medarbejderne vedrørende AAU's instituttets og sektionens strategier		3. Lav	2017-04-03	Mus samtalerne skal i 2017 følge et nyt koncept så de er udsat nogle måneder, hvorfor deadline for udførelsen er justeret	Efter næste runde af MUS samtaler drøftes med VIP'erne om løsningen var tilfredsstillende	2017-05-24	problemet løst
Psykisk arbejdsmiljø	Forskellige problemstillinger ifm. til kolleger.	Aalborg	Frb7B - Fredrik Bajers Vej 07B - Aalborg	Kommunikations kursus bliver afholdt i februar og marts 2017.	Der vil blive holdt et seminar for de berørte medarbejdere, med fokus på hvordan vi som kolleger er overfor hinanden og hvordan vi bedst mulig kan få det fra os selv blandede		1. Høj	2017-05-01	Harve planlagt seminar den 31/5-2016 måtte desværre aflyses da flere ikke kunne deltage. Seminar vil blive afholdt i løbet af efteråret 2016	Tale med de berørte medarbejdere	2017-04-28	Det har hjulpet at vi havde et kursus i hvordan vi taler til hinanden.
Psykisk arbejdsmiljø	Norms or "payment" for teaching activities has changed and are continuously reduced. Some teachers find it difficult to adjust to the new norms and uses more time than expected on specifik teaching tasks.	Aalborg		Elektroniske Systemer	The whole curriculum for ES educations is under revision and new norms will go with this revision. The new model has to be shared and explained to all when finished.		1. Høj	2019-02-01		At the workplace assessment roundings in spring 2019 the problem solving will be assessed	2019-04-30	
Psykisk arbejdsmiljø	PhD students often find it difficult to handle and prioritize all their different tasks. Some is overloaded with work at times.	Aalborg		Elektroniske systemer	A PhD students need to discuss how to prioritize the tasks with the supervisor. The supervisor might consult the head of section if necessary		3. Lav	2018-02-01		Assessing the solution next years roundings	2018-03-30	The 2018 APV still contains comments on PhD research vs project work. Needs further work in 2018 from supervisors to help PhDs to prioritize
Psykisk arbejdsmiljø	VIP's is lacking norms for teaching, administration and research to know how much time they are supposed to invest in each area	København / Aalborg		Elektroniske systemer	"Mål: Den enkelte VIP skal være bekendt med, at der ikke eksisterer normer for forskning, undervisning og formidling. Handling: Der skal informeres specifikt i sektionerne om, at timenormer og forventninger for hhv. undervisning, forskning/publicering og hjemtagning af eksterne midler skal håndteres på sektionsniveau, så det i mindre grad er den enkelte der skal prioritere disse forskelligartede arbejdsopgaver samtidigt. Formålet er dels at styrke fællesskabsfølelsen og dermed det psykiske arbejdsmiljø, dels at sikre, at den enkelte VIP ikke føler, at skulde præstere maksimalt		2. Middel	2017-12-31		Solution assesses at next rounding	2018-04-27	
Psykisk arbejdsmiljø	VIP's has many obligations: Teaching, research papers and project applications. More and more feel that the total burden of tasks well exeds the weekly workinghours.	København / Aalborg		Elektroniske systemer	"Mål: Den enkelte VIP skal opleve, at det er muligt at løse arbejdsopgaverne inden for 37 timer ugentligt i gennemsnit. Karrierreplaner og ambitioner kan medvirke til, at arbejdsindsatsen ofte ligger højere, men det skal fortsat være den enkelte VIPs oplevelse, at man ikke er presset dertil. Handling: Det pålægges TC at være proaktive i undervisningsplanlægningen, hvor det er muligt, samt opfordre hver enkelt VIP at være proaktiv i planlægningen af eget arbejde"	Solution under construction	2. Middel	2017-06-20		Testing solution next years roundings	2018-04-27	The 2018 APV still contains comments on balancing teaching, research and funding proposals. Needs further work in 2018
Psykisk arbejdsmiljø	Career is not predictable for PhD's, Post Doc's or Assisstant Professors	Aalborg		Elektroniske systemer	At department level the group of heads investigates what is offered at the moment about career counseling for different groups of employees. If needed these offers are updated or improved and then mediated to the		3. Lav	2017-10-20		the solution is assessed at next years roundings	2018-04-27	
Psykisk arbejdsmiljø	The tone in the students questionnaires is often hard and it is difficult to use the information. It is worrying if the comments are used to "mark" teachers without knowing if it is general opinions or just one or two	Aalborg		Elektroniske systemer	The study boards and schools are working on improving the assessments. This might help.		1. Høj	2018-02-28		ask for improvement at next years roundings	2018-04-27	problemet blev ikke taget op igen og må anses for løst
Psykisk arbejdsmiljø	The tradeoff between teaching hours, research papers and funding proposals is difficult to manage.	København / Aalborg		Elektroniske systemer	"Mål: Den enkelte VIP skal opleve, at det er muligt at løse arbejdsopgaverne inden for 37 timer ugentligt i gennemsnit. Karrierreplaner og ambitioner kan medvirke til, at arbejdsindsatsen ofte ligger højere, men det skal fortsat være den enkelte VIPs oplevelse, at man ikke er presset dertil. Handling: Det pålægges TC at være proaktive i undervisningsplanlægningen, hvor det er muligt, samt opfordre hver enkelt VIP at være proaktiv i planlægningen af eget arbejde"		2. Middel	2017-12-31		assessment of solution at next year roundings	2018-04-27	The 2018 APV still contains comments on balancing teaching, research and funding proposals. Needs further work in 2018
Psykisk arbejdsmiljø	Lack of time to cooperate with colleagues. Colleagues are busy -> cannot easily ask them for help	København / Aalborg			Experienced VIP's will invite younger/less experienced VIP's that they are always welcome to ask		2. Middel	2017-08-31	Diskuteret på CMI-seminar 18. august 2017	Ask after teachers meeting in October	2017-10-31	Increased awareness about support to younger/less experienced teachers
Psykisk arbejdsmiljø	Lack of leadership in working groups – how to act if someone does not complete a task. Cooperation is slow – who has the authority and who initiates it? We don't know what other people are	Aalborg			Discuss with section leader? Informal workshops on selected hot topics. Section head can appoint workshop leaders. Round-table update every 3 months at section meeting: informal	This topic is discussed in section meetings to identify how to handle the issues (multiple problems do not require the same solution)	2. Middel	2017-08-31	Section head has discussed "project management and collaboration with colleagues" with senior level staff during MUS. At a section meeting in August 2017 the topic was also discussed and everyone was notified about the option for generating project proposals and informal group discussions. It was also discussed how short presentations (3-5 min) can be given by section members during future section meetings, that a pin board can be dedicated to recent publications in the coffee room, and that section members can		2017-11-30	This problem has not been reported in WCN APV 2018.
Psykisk arbejdsmiljø	Some have more teaching than others – but expectations regarding publications are the same. True that some people have many roles, but it is not easy to transfer the role to another person with no experience in the field. A problem that teaching is not appreciated, supervision unequally distributed and conflicts with	København			A statement . Is it also a problem? VIP's will focus on increased cooperation about courses/teaching/supervision. Define roles and define who has the role.		1. Høj	2017-08-31	Diskuteret på CMI-seminar 18. august 2017	On CMI Teacher meeting in october	2017-10-31	Focus on increased cooperation about courses/teaching/supervision.

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Psykisk arbejdsmiljø	When we do Friday seminars on each other's expertise, substance and background could be more emphasized	København			Organizers will ask presenters to adapt their talks to the audience.		3. Lav	2017-09-15		Ask after next CMI seminar	2017-09-15	Organizer of CMI seminars have been instructed to follow the suggestions
Psykisk arbejdsmiljø	Conflicts can happen when people from different areas collaborate	København			We focus on handling the disagreements in a constructive manner and accept that there are different views on cross disciplines		3. Lav	2017-09-15	Besluttet på CMI-seminar 18. august 2017	Ask KE if discussed at teachers meeting	2017-09-15	Det blev diskuteret på lærermøde 18. august 2017
Psykisk arbejdsmiljø	APNET is too far away when one needs to borrow equipment	Aalborg			Careful planning is required: maybe we can get a local technician.		2. Middel	2017-09-15	PM has raised the issue in a leader group meeting, and so far the agreement is that the technicians stay in the new NOVI building, but that they focus on providing a fast & efficient service to researchers in ECR7		2017-09-15	The service from the technicians is great so far. Very fast reaction times and problem solving.
Psykisk arbejdsmiljø	KPIs/norms are not clear for the section and the individual. Furthermore, some employees have a need for a clear-cut professional profile.	København / Aalborg	Frb7A - Fredrik Bajers Vej 07A - Aalborg	CMI Kbh	Management will address section economy & publication status to clarify the section's & the individual's KPIs. Furthermore, have management (at section level) host a strategic workshop where sole purpose is to clearly identify focus areas to define an overall section profile, with clear competence areas/limitations		3. Lav	2017-09-01	PM had completed all MUS and discussed expectations to each employee during that meeting.	I APV 2018	2018-04-01	WCN APV 2018 still contains feedback on lack of KPIs. Needs to be addressed further in 2018
Psykisk arbejdsmiljø	Multiple issues about communication with management. 1. Some feel that rector does not listen to remarks during public hearings e.g. when the faculties were split. It does not provide for a safe environment, when the influence of the employees is reduced. 2. At university level we always lack communication at all levels. Input required within a too short period and it is difficult to act on it immediately due to other tasks. More transparency on the financial situation. More information about the possible career paths. Management in Aalborg is quite invisible. 3. Communication with department head is not easy/open. 4. Management often has very long response times when we ask for something. 5. Management often gives us too short notices to react, e.g. only 4 days to respond to the strategical research initiative worth 100 million dkk. 6. The trust in management is often under pressure. E.g. there is a report of 100 million dkk surplus while 30 persons are fired. The inauguration of the new	Aalborg	Frb7A - Fredrik Bajers Vej 07A - Aalborg		Department head must bring concerns/comments to upper level management. In addition, department level management is to clearly define its principles of governance to ensure transparent and easy-to-approach procedures for communication. Department level management are to "shape up" their procedures for deadlines or take matters to higher levels if issues originate from there. Section level management is to host reoccurring information meetings to inform of funding options and to share best practice.		1. Høj	2017-10-01		Follow-up in APV 2018	2018-04-01	Update from WCN APV 2018: communication with head of department is still criticized, management could show more interest in PhDs and make sure projects and PhD research is in line. Follow up in 2018 is required
Psykisk arbejdsmiljø	There is a lack of information about the important sections on which one should focus: teaching, papers, etc. that is the expectations are not made clear. Some managers are also not aware of what the individual employee is doing. Finally, some employees have not had their MUS.	Aalborg	Frb7A - Fredrik Bajers Vej 07A - Aalborg		In general this issue must be addressed in the MUS. However, management can also invite to talks on general KPI principles and then subsequent MUS talks must address this further to define individual KPIs. Finally, determine whether the colleagues are entitled to have a MUS and then make sure it is arranged if needed.		1. Høj	2017-09-01	PM had completed all MUS and discussed expectations to each employee during that meeting. Some KPIs are discussed during section meetings.	Follow up in APV 2018	2018-04-01	Update from WCN APV 2018: KPIs are still unclear. PHDs are still confused about project vs. PHD work, expectations to teaching/projects are unclear --> will require further follow-ups in 2018
Andet	Whenever there is a simple IT issue such as a malfunctioning printer the IT service is very slow in responding and fixing the problem.	Aalborg	Frb7A - Fredrik Bajers Vej 07A - Aalborg		Employees must keep reporting the issues to IT service. Borge must report the issue to "institutrådet". An survey has been conducted by ITS and the results have been communicated in the Department.		3. Lav	2017-10-01		Follow up in APV 2018	2018-04-01	There has not been any complaints about IT service in WCN APV 2018.
Andet	Til tider Ulig placering af tapper 4 på nov1 3 på frb	Aalborg	Frb7B - Fredrik Bajers Vej 07B - Aalborg		ansættelse af en 1-tap mere.		3. Lav	2017-10-02	ny medarbejder ansat i okt. 2017	apv 2018	2018-04-20	en ekstra medarbejder har taget det meste pres i C-bygningen