

## Psychological WPA – process 2016

### Milestones

- Monday 11 April: The timetable is presented at the expanded meeting of the faculty management team and subsequently uploaded to the website
- 23 - 29 May: The local dialogue meetings are initiated at the departments
- 03 - 09 October: The departments complete the action plans and submit them to the faculty secretariat
- Tuesday 25 October: Discussion of the departments' action plans at a meeting of the faculty management team
- Friday 28 October: Health's compiled responses are submitted to AU HR

### Objectives of the process

- To prepare and implement local action plans
- To prepare an overall response from Health with a focus on three or four common AU themes.

### Timetable

Time	What	Who	Responsible	Where	Comments
29-03-2016	Meeting between the chair and vice-chair of the psychological WPA advisory group	Allan Flyvbjerg Marianne Hokland Birgit Honoré Jacob Søndergaard Jensen Henry Andreasen	Convened by the faculty secretariat	The Dean's Office	Discussion of timetable and remaining work
<b>Phase 1: Start-up</b>					

11-04-2016	Extended meeting of the faculty management team	The faculty management team Secretariat managers Division managers Faculty secretariat	The Dean and the faculty secretariat	B1430-1431	<p>The dean presents the timetable. The department heads will be responsible for the departmental follow-up work. Each department head is encouraged to set up a contact group (in the broadest sense) to bind the SU and occupational health and safety committees together.</p> <p>The department heads are encouraged to begin reserving rooms and inviting employees to local dialogue meetings already now.</p> <p>HE Communication will ensure that the necessary information is available on the website, including a revised timetable.</p>
27-04-2016	Psychological WPA advisory group meeting	Allan Flyvbjerg Marianne Hokland Anne Marie Bundsgaard Birgitte P. Kousholt Christian Lindholst Ellen Frandsen Søren K. Kjærgaard Tina Bach Aen Vibeke Heitmann Gutzke Birgit Honoré Henry Andreasen	Convened by the faculty secretariat	The Dean's Office	<p>Planning of FAMU-FSU joint meeting on 25 May.</p> <p>HE Communication is ready to provide support and will in collaboration with the Psychological WPA advisory group and others provide relevant updates throughout the process.</p>
11-05-2016	The reports are submitted to HAMU-HSU, the senior management team and the department heads	HAMU HSU Senior management team Department heads	AU		HAMU, HSU, the senior management team and the department heads read the reports.
12-05-2016	HAMU-HSU meeting	HAMU HSU	AU		Three or four common AU themes for the Psychological WPA follow-up are identified.

13-05-2016	Meeting between the dean and the department heads	Allan Flyvbjerg Anne B. Christensen Christian Lindholst Eva Karring Kristjar Skajaa Søren K. Kjærgaard Thomas G. Jensen Birgit Honoré Henry Andreasen	Convened by the faculty secretariat	B1430-1431	The department heads discuss the reports and the work with the 3 or 4 joint AU themes and local themes.
18-05-2016	Management meeting at AU with participation of the department heads and the administrative centre managers	Senior management team Department heads Centre directors Administrative centre managers Deputy directors	AU		Cancellation from Dean Allan Flyvbjerg.
<b>Phase 2: Initiation</b>					
19-05-2016	The reports are published		The Centre for Teaching and Learning		The reports are published via email to the employees on 19 May.
25-05-2016	Joint meeting in FAMU-FSU + Psychological WPA advisory group	FAMU FSU Psychological WPA advisory group Birgit Honoré Henry Andreasen	Convened by the faculty secretariat	B1430-1431	Broad discussion of the reports, including the results, type of follow-up and the additional themes at Health.
23 May to 24 June	Local dialogue meetings at the departments	Department management team Employees	Convened by the department heads	The departments	Discussion of the results and work with the action plans.  The work with the action plans is initiated.
<b>Phase 3: Reporting</b>					
27 June to 7 October	Action plans completed		The department heads		Work ongoing on the action plans at the departments.
10.10.2016	Internal deadline at Health for submitting departmental action plans		The department heads		The department heads report on the status of work on the plans and submit the action plans to

					the faculty secretariat ( <a href="mailto:ha@au.dk">ha@au.dk</a> ). The official form must be used for reporting.
25.10.2016	Meeting of the faculty management team	Faculty management team Psychological WPA advisory group Birgit Honoré Henry Andreasen	Convened by the faculty secretariat	B1430-1431	The action plans are discussed with a view to inputs for Health's final action plan.
31-10-2016	Deadline for submitting action plans		The faculty secretariat		The faculty secretariat compiles the departmental action plans and sends a joint response to AU HR.