

Minute from staff meeting at Kunstakademiet i Trondheim (KIT) 16.06.2020, 14:00 - 15:00

Present at the meeting (26 persons):

Management and support: Fredrik Shetelig (Dean at Faculty of Architecture and Design - AD), Florian Schneider (Head of KIT), Sven Robert Storø (tech support)

Employees at KIT: Eivind Furre Vedlog, Martinus Suijkerbuijk, Yana Mikhailina, Diana Lindbjerg, Felix Gmelin, Alexandra Murray-Leslie, David Rych, Nabil Ahmed, Anneli Røros, Mari Sanden, Susanne Winterling, Odd Joar Oksås, Bente Dragsnes, Anne-Karin Furunes, Mari Bastashevski, Joen Vedel, Gard Olav Frigstad

Occupational Health Services at NTNU: Eli Rognes Klepp, Borgny Hedvig Wold

Safety representative at the faculty: Jon Herman Rismoen

Project group: Gry E S Alterskjær and Kristin Lysklett (both from the HR- and HSE- division at NTNU, Erik Lunde (administration at AD)

Secretary: Erik Lunde

Background:

Florian Schneider had invited the staff at KIT to a meeting to inform about a planned work environment project at the department, present the people working on the project and to give employees the opportunities to give feedback on the project.

Agenda:

14.00: Welcome and brief introduction by the Dean Fredrik Shetelig

14.05: Goals of the work environment project by the Head of Department Florian Schneider

14.10: Project plan by the leader of the project group Gry Eva S. Alterskjær, and Senior Adviser Kristin Lysklett (both from the Human Resource and Health, Security and Environment division - HR- and HSE- at NTNU)

14.20: Introduction to individual work environment conversations by Eli Rognes Klepp and Borgny H. Wold from Occupational Health Services (OHS) at NTNU

14.35: Questions and feedback

15.00: End of meeting

Minute:

Welcome and brief introduction by the Dean Fredrik Shetelig

- Gave a brief introduction about the situation and challenges regarding the work environment at KIT.

Goals of the work environment project by the Head of Department Florian Schneider

- Emphasized the importance of a good working environment at KIT. Both for its own sake and for the achievements of strategic goals at KIT.

Project plan by the leader of the project group Gry Eva S. Alterskjær and Senior

Adviser Kristin Lysklett (the HR- and HSE- division)

- The HR- and HSE-division at NTNU have the overall responsibility for the university's human resources policy and management, gender equality, systematic HSE-work, emergency planning and occupational health services.
- One of the main focuses in the HR- and HSE- division is the working environment which entails that we work to create and develop good and developing relationships and good leadership
- In this context we have been asked to perform a mapping of the work environment and the current challenges in the work environment as well as formulate measures to create positive changes
- the mandate for the project as follows:
 - o «Map the challenges and establish measures in order to ensure a proper work environment at KiT. The employer has a duty to investigate when suspecting challenges in the work environment, and a responsibility to implement necessary measures to ensure a proper work environment.»
- Clarified that the project is not about assigning blame, who is right and who is wrong, but about finding a way to improving the work environment for everybody.
- The project will among others collect information from a variety of sources:
 - o Previously received complaints, deviations and warnings (going back two years)
 - o Go through the results of the work environment surveys for 2017 and 2019
 - o Evaluate measures from 2015 and onwards
 - o Individual work environment conversations with each individual employee
 - o Reference group
- The members, organization and roles in the project group were presented.
- [A wiki page for the project](#) will be established with information about the project and information about who to contact and how if you have questions or comments.

Introduction to individual work environment conversations by Eli Rognes Klepp and Borgny H. Wold (OHS)

- [The OHS at NTNU](#) has a free and independent role as well as a duty of confidentiality. This is regulated by The Norwegian work environment legislation and the health personnel act.
- The OHS will conduct individual structured work environment conversations during August/September.
- Borgny Hedvig Wold and Tove Karin Gjølset at the OHS will conduct the conversations.
- Goals of the conversations:
 - o to create a possibility to share individual experiences of the work environment in a confidential setting, so that the broadest possible range of experiences will be reflected when the management will decide which measures to undertake
 - o to reflect together with the OHS around one's experiences
 - o to receive guidance on how to proceed with certain issues, e.g. complaints, and the OHS can also assist if somebody wants further consultations, e.g. with the OHS, for advice, guidance or support
- Feedback from the conversations to the project group will be anonymous and generalized, it will not be possible to trace or identify individuals.
- If the OHS is asked to pass on information from the conversations, a declaration of consent will be applied.

- If anybody has questions or input regarding the interviews, do not hesitate to contact the OHS:
 - Borgny Hedvig Wold: borgny.h.wold@ntnu.no
 - Tove Karin Gjerset: tove.gjerset@ntnu.no
 - Eli Rognes Klepp: eli.r.klepp@ntnu.no

Questions and feedback

- When will the project start up?
 - The project starts in August 2020 as soon as the project group and the employees at KIT are back from vacation.
- How will the final project from the project be available for the public?
 - The report will be available for the public for those requesting access according to procedures in the state of Norway.
- How can employees tell about challenges in the working environment?
 - Through the conversations with OHS
 - Eventual whistleblowing should follow [NTNU's normal procedures](#)
- What about rumors at/about KIT?
 - The project group will not follow rumors, only conditions that are revealed in the mapping

End of meeting minute

Attachment:

Invitation to staff meeting 19.06.2020