

## Quarterly Report 1/2023 of the GPR UP (Staff Council for General Affairs)

Many projects and processes that started in 2022 are still continuing, one of these ongoing topics is, for example, the **capacity calculation for occupational safety specialists and the company doctor**. The GPR hopes that a changed basis of calculation will possibly lead to increasing the number of consultation hours of the company doctor, so that employees will not only benefit from mandatory examinations, but also will have an even better chance to take advantage of voluntary medical checkups the university has to offer on a mandatory routine basis. These include, for example, eye examinations for all employees with VDU workplaces or some vaccinations. Basis for this new calculation could be the more precise specification of the DGUV 2 standard which has been announced for 2023.

The GPR currently participates in a very large number of **workplace inspections**, which take place together with the occupational safety specialists and the company doctor. The GPR's task is to represent the employees interests of with regard to health issues and a beneficial working environment. A major problem seen here is the intolerable exposure to heat in summer. We are working towards improved ways to resolve this problem.

Another specialist for occupational safety and a new laser safety officer have been appointed by the department and the GPR. This also contributes to the improvement of occupational safety for all employees.

A large proportion of co-determination issues decided on by the GPR in quarter 1/2023 relates to applications within the **IT area**. The GPR checks very carefully whether the interests of all employees regarding data protection regulations (e.g. access rights, deletion periods), the prohibition of behavior control functions and the guarantee of accessibility for the disabled are ensured. The introduction of **Account.UP** and its extensions may serve as an example for this process.

The following resolutions were passed:

**Box.UP** is extended by the cooperative real-time editor OnlyOffice, currently to be used in a trial mode, which allows Office files to be worked on directly in Box.UP without tedious downloading and re-uploading of documents to be edited.

The new **ZIM usage regulations** were approved after lengthy negotiations. You can find the result here: <https://www.uni-potsdam.de/de/zim/wir-ueber-uns/zim-benutzungsordnung>

The **Confluence wiki platform** was introduced; it serves to improve administrative and communication tasks. At the request of the GPR, the authorization system was revised, resulting in improved data security for employees.

The introduction of the **Doxis 4** document management system was approved. However, specialized applications related to this system and further digitization projects and still require the approval of the GPR.

Additionally, the GPR is currently drafting a new **IT framework service agreement** in cooperation with the department, whereby employees interests regarding IT-processes are to be codified and secured, guaranteeing the GPR's participation in future IT-procedures.

The GPR's responsibilities also include reviewing **surveys** addressed to employees. Among other aspects, it is of importance to prevent the collection of personal data. During the last three months, a survey on Period.UP and a survey on mobility Potsdam University in 2023 were approved of.

The GPR is also involved in **administration projects**, e.g. the electronic invoice workflow or the scanning station. Here, through our participation, we aim at protecting the interests of employees, particularly those concerning data protection and general work processes.

The GPR is in regular contact with the other staff councils of all Brandenburg universities, thereby taking part in connecting and coordinating experiences. This is particularly important with regard to recent newly introduced procedures, e.g. recording personal working hours of academic staff, or the electronic sick leave.

The cooperation with the department is of a constructive nature, therefore the GPR has regular meetings not only with the president and the chancellor, but also with representatives of ZIM, the CIO and the data protection officer, the occupational safety specialists and the company doctor. We are also very happy about the good cooperation with the newly elected representative for disabled employees. The GPR is also actively involved in this area in order to improve working conditions for all employees.

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The GPR of the University of Potsdam