

## Quarterly report 2/2023 of the General Staff Council of the University of Potsdam

In the second quarter of 2023, the General Staff Council (GPR) held seven meetings and again dealt with numerous topics, most of which were concerned with IT. The most important was the extension of the online application management system, which will now be used not only for job applications in the technical and administrative area, but also for academic employments. Another subject of intensive discussions was the improvement of the e-invoicing system, also part of this context was the establishment of the central scanning center. The GPR approved the application to introduce the VideoUP software system, which will replace the old video system. For all questions about IT topics, we are in close contact not only with the representatives of the department and the management of the ZIM (central information management of the University of Potsdam), but also with the CIO and the data protection officer. Another major area of work for the GPR is occupational health and safety. That is why we are in contact with Mr. Lepszy, the head of security, on all issues relating to occupational safety, e.g. accessibility for the disabled. We have participated in all workplace inspections to which we were invited in an advisory capacity. We were able to agree to the appointment of eight new safety officers and will continue to work to ensure that all statutory protection provisions for employees are implemented in all areas. Members of the General Staff Council are involved in various working groups and committees at the university, e.g. the transport commission, the inclusion team and the digitalization advisory board. We also regularly take part in training and further education on topics related to relevant topics of the GPR. In this quarter, participation in the accessibility days is particularly worth mentioning. With all these activities, we ensure that the GPR is as comprehensively informed as possible about what is happening within the university and can check in good time whether participation is necessary in accordance with staff representation law.

Other topics that kept us busy:

- o SBV: Inclusion of the representative of severely handicapped persons in the work of the general staff council
- o Genetic engineering safety regulations
- o Additional specialist knowledge in accordance with the biological agents regulations
- o Improved implementation of BEM procedures (rehabilitation process in case of long-term illness)
- o Capacity calculation for occupational safety specialists and the company doctor
- o Family rooms: We talked about a new procedure for unlocking the doors with of an access code available online and the ensuing data protection measures. We also saw to the elimination of safety deficiencies (implementation of safety standards for cupboards and sockets).
- o We checked a survey for data protection standards that was taken on the occasion of health day at the UP.