

## **Quarterly report 4/2023 of the General Staff Council of the University of Potsdam**

In the fourth quarter, the General Staff Council held six committee meetings. Here are the most important contents:

### **Data processing and IT, cooperation with ZIM:**

Introduction of web-based platform for IT security training: Due to formal errors, a new tender had to be carried out. The planned budget is 300,000 euros for all eight Brandenburg universities and is limited to 3 years.

Data protection and data security: The "SoSafe" software is a training software designed for e-learning and phishing simulations. This system is to be acquired in cooperation with the Potsdam University of Applied Sciences.

The "SoSafe" software is intended to strengthen the security culture and enable employees to actively contribute to take protective measures against cyber threats. The platform offers anonymous evaluation of phishing simulation and e-learning progress.

The GPR tested the platform using test accounts created for the GPR. Documents concerning the GPR's co-determination process exist, but the data protection officer's risk assessment is still missing. As the Potsdam University of Applied Sciences (FH Potsdam) is also introducing this system, the staff councils are in mutual contact.

Plans for the renewal of our campus management system:

The university information system HIS is stopping support for the campus management system (system for student and examination administration in D2), which means that a renewal is necessary. The switchover will initially be to HISinOne, but the personnel management system (HIS SVA) will continue.

Time planning would be as follows: initial preparation project (2 years) + migration project (min. 5 years, more likely 7 years). This, however, is considered too long for the DEF. The DEF will now set up its own examination administration.

A new tender was issued to find alternatives. Campus Unity, a company of former HIS employees, won the process. The planned process is now as follows: a timely start with the aim of being able to fully operate the system in 5 years. It is possible that various modules will be added step by step over time, so that the HISinOne and Campus Unity systems will run in parallel at times.

The CIO will make a proposal at the beginning of 2024 as to how the GPR can support the process. Note: The Faculty of Law also uses its own system for examination administration. Integration with the new system could be examined.

ESET - anti-virus software

IT framework service agreement:

Examination by lawyer IT framework DV - The general staff council decides on the basis of Section 44 Paragraph 1 Item 5 of the PersVG to have the IT framework service agreement examined by an (external) legal advisor.

Electronic first aid book:

The project has started its planning phase. an application for co-determination will duly be submitted.

Library list of IT systems which process personal data:

The CIO proposes that the entire library management system is to be co-determined, starting with the research tool, which is also accessible online for external parties. Once this is completed, the

internal processes will be discussed later. If co-determination for all systems together were applied for, the scope would be too large. The ticket system is to be switched to the ZIM system (OTRS). Work on the UB catalog "Lukida" is to begin next year, a letter to the GPR will be sent in January, and the system is to be introduced in the first half of 2024. The conversion of all of the UB's systems will take years.

ServiceCard.UP (current status):

ZIM reports that there is no new status yet. The terms of use are available to the GPR, but the D3 has not yet been able to review them due to a high number of reports of illness. The project is to be implemented in the first quarter of 2024, and a preliminary co-determination process is being worked on.

Change to Zoom contract from April 2024 (advance notice):

ZIM reports that the contract with the provider "PIK AG" expires on April 8, 2024. Now the UP wants to join the framework agreement of the DFN association. A higher level of data protection should be guaranteed, as the data is only processed in Germany. Since, according to Mr. Köhn, no check of Zoom's accessibility has yet been carried out, the GPR asks that this be done before the new system is introduced.

Introduction of software for electronic inventory assistance in real-time operational testing mode: The general staff council approves the introduction of the inventory assistant in real-time operational testing mode by January 1, 2025. The accessibility of the program should be improved by then.

Online notification of illness in the service portal for personnel:

The general staff council does not approve the application for online sick notification in the service portal for personnel as far as accessibility is concerned. However, the general staff council approves the rest of the application, i.e. data protection and the administrative process as such.

Introduction of the electronic invoice workflow (e-invoice):

Discussion with the Head of Administration

Accessibility - The department reports that, according to the latest information from the manufacturer SER, the effort required to meet the accessibility requirements for the WinCube system planned as an alternative would be disproportionately high. For example, further development of the workflow - e.g. the inclusion of the discount function - is not possible here. From the department's point of view, compliance with accessibility is within the legal framework. The documentation will be made available to the GPR.

Evaluation - The department reports that an evaluation of accessibility by the manufacturer is planned for 2024.

Training - From the department's point of view, enough offers - more than for any other newly introduced system at the UP - have been made available to employees (consultation hours; training/tutorials; offers in meetings with the faculty managers). However, the offers - e.g. the consultation hours - have hardly been used so far.

Result - The general staff council agrees to the introduction of the electronic invoice workflow. Due to the evaluation due in 2024, the GPR assumes that an application for co-determination with regard to digital accessibility will be submitted.

Administration and organization:

Travel expenses - After a temporary position had been advertised several times without success, the UP advertised a permanent position in order to work through the backlog of unprocessed travel expense applications (as of April incoming mail). Due to the demanding job profile, it is difficult to

get suitable applications.

Use of House 20 in Golm:

Use of the laboratory wing only after the commissioning of House 32, which has already been postponed four times. The construction management assumed that House 32 in Golm would be completed in spring 2022. (completion date communicated by the BLB). After consultation with Mr. Schulz, who was still HGP at the time, operations in the laboratory section of House 20 in Golm were to be maintained until the move to House 32 at the latest.

Meeting of the inclusion team on October 16, 2023:

The implementation of the legally regulated inclusion agreement (GPR service agreement) and the package of measures were on the agenda.

Reporting office for the Whistleblower Protection Act:

Discussion by the head of the D3 department, representative of D3 and the data protection officer at the UP

The general staff council agrees to the establishment of a reporting office based on the Whistleblower Protection Act in trial operation until December 31, 2024. Further information can be found here: (Intranet)

Working group against right-wing extremism:

The first meeting of the working group appointed by the Senate took place on November 2, 2023. Next meeting on December 7, 2023; then continue on a monthly basis. Ten participants (6 professors, 2 postdocs, 1 KfC, 1 MTV), goals/projects: protection against attacks, UP should exert more influence with ministries, police, etc., seminars/seminar series as theoretical underpinning - The second meeting of the Senate working group took place on December 7th via Zoom. A BTU action plan was presented. Since disputes are expected at the UP locations and courses in the following years, the Federal Office for the Protection of the Constitution was a guest.

Appointment of Ms. Ass. iur. Winnie Stoltenberg as the official data protection officer of the University of Potsdam for the period from December 1st, 2023, to the extent of 50% of the regular working hours.

The following topics were discussed in the quarterly meeting with the President:

Winter service: quality and efficiency

Psychological counseling center for employees/rejection of the Bbg's offer. State administration

Accessibility

Moving the vehicle hall (Golm, Building 10

Ergonomic office equipment

UP Transfer - Krampnitz University School

Amendment to the BbgHG