

UFZ Rule| IR-6/16

## Regulation regarding a family friendly meeting management at UFZ

	Released		Entered into Force	
<b>Department</b>	Human Resources	Legal Department	Management	
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<b>Signature</b>	signed	signed	signed	signed

## Preamble

UFZ considers itself as an employer that regards employee satisfaction and the compatibility of work and private life as important issues. The key to this lies in a family-friendly corporate culture. This also includes taking account of the employees concerns relating to their family - commitments when scheduling and holding meetings. As a result, UFZ's management has adopted the following Regulation regarding a family-friendly meeting management, which shall form a binding basis for action for all employees and heads of UFZ.

### 1. Family-friendly meeting times

- (1) For the purpose of obtaining a better compatibility of work and family-related matters, meetings shall be scheduled mainly during the service hours, which are determined in the General Works Agreement BV-14/13 regarding flexible working hours and electronic time recording (Monday to Thursday 9:00 am to 3:00 pm, Friday 9:00 am to 2:00 pm).
- (2) To the extent this is impossible in exceptional cases, it must be ensured that meetings will only be held at times when childcare is assured (9:00 am to 4:30 pm on weekdays).

### 2. Recommendations regarding the holding of meetings

Regarding the compliance with the meeting times that are bindingly defined in clause 1, the following recommendations are given, which might be helpful when planning and holding meetings against the background of a family-friendly meeting culture:

#### (1) Sufficient advance planning

Meeting times shall be planned sufficiently in advance and communicated to the participants. As a rule, the invitation or notification shall take place two weeks before the scheduled date, but at least one week in advance. However, even more advance planning, e.g. through periodic dates, is considered as ideal.

#### (2) Binding starting and ending times

The start and end times of meetings shall be determined in the invitation and shall definitely be complied with. The chairperson of the meeting shall ensure that these times are adhered to.

#### (3) Compulsory attendance only regarding certain agenda items

It should be examined whether all persons invited need to be present when all agenda items are dealt with, in order to allow employees with family-related commitments and other responsibilities to attend only a part of a meeting (if applicable). In suitable cases, an increased usage of video and telephone conferences should be considered.

**(4) Information for absent persons**

Employees who – due to family-related commitments and other responsibilities – are only flexible to a limited extend regarding the attendance at meetings should be informed in a timely manner about the contents and results of the respective meeting. This shall be made by means of meeting or discussion minutes or through a delegated person who informs absentees.

**(5) General advice on effective meeting management**

The general advice on effective meeting management shall be observed. The chairperson of the meeting shall ensure the compliance with them.

Preparation:

- Definition and notification of the specific aim of the meeting
- Determination of the group of participants
- Determination of a chairperson of the meeting
- Invitation sufficiently in advance
- Determination of an agenda
- Definition and information about binding start and end times
- Preparation of the meeting
- Designation of the minute keeper

During the meeting:

- Time-efficient discussions, clearly and shortly formulated speeches
- Visualising the issues
- Targeted questions regarding unclear points and difficulties in understanding
- Formulating criticism unemotionally
- Developing results jointly
- Creating an action plan including responsibilities and dates
- Determining a follow-up meeting
- Compliance with the established start and end times

Follow-up activities:

- Preparation of minutes
- Determining the persons who receive the minutes
- Examining the status of the assigned tasks