

25.0350/Io  
11 March 2025  
Approved version

**Report public part of 199th FHML Council meeting  
dated Tuesday, 11 February 2025  
Present:** see attendance list

---

**1 Opening, announcements and adoption of the agenda**

The chairman opened the meeting.

**2a Adoption of the text of the public part of the report of the 198<sup>e</sup> meeting held on 14 January 2025**

-25.0178o - dated 03-02-25 - report with

See the approved version with reference 25.0178/Io.

**2b Comments on the public part of the report**

There are no comments.

**3 Dean's announcements**

The dean indicated that the decision to end BaMed's English track has been communicated both internally and externally. Contrary to expectations, this has led to only a limited number of questions so far.

The Vice-Dean of Education indicated that, following a new Ebola outbreak in Uganda, the International Relations Office FHML had decided to recall the medical students who were interns there.

**4 Housing/area development and new construction Randwyck**

The FHML director indicated that the renovation of Uns50 was proceeding according to plan. In addition, various studies related to the area development in Randwyck are ongoing. The director expects to update the council on all developments during the council meeting next April.

**5 Accountability Quality Agreements 2024**

-25.0179 - dated 23-01-25 - memorandum justifying Quality Agreements 2024

-25.0319/I - dated 30-01-25 - report of Small Committee on Quality Agreements dated 30 January 2025

The vice-dean of education commented.

In the present document, the council is informed about the state of affairs regarding the projects within the Quality Agreements, in accordance with UM central's usual format. The document was also discussed in the Small Committee, where FHML Council delegates were also present. When asked, she explained that the current arrangement of the Quality Agreements will be terminated, but that funding will remain. The proposal is to accommodate these funds within the regular budget, Hatch 1. The Executive Board is currently considering the further details of this, as well as the role of the participation in this process.

The FHML director added that budget cuts are also in the offing. It is therefore not yet known how much funding UM will receive from the OCW and what the distribution to faculties will look like. This will become clearer when the budget cycle starts next May. However, it is clear that there is UM-wide ambition to maintain the Quality Agreements in order to guarantee the quality of education.

The council understands that the funds from the Quality Agreements will eventually be integrated into the regular budgets. The council attaches importance to being regularly informed about the use of these funds.

Based on the discussion held, the explanation given by the Vice Dean of Education, M. old Egbrink, and the documents presented, the council advises positively on the memorandum justifying Quality Agreements FHML 2024.

## **6 Monitoring implementation plans NPO measures 2024**

-25.0054 - dated 16-01-25 - note J. Dijkstra (Education Institute) and P. Schoonbrood (Financial Control)

The vice-dean of education commented.

The education components of the NPO plans were largely completed; the remaining funds were spent in the last year. The well-being measures, especially study counselling to prevent waiting lists, have been structurally embedded within the programmes and funded within the allocated budget.

Regarding research, more than €12 million extra has been made available, including for the extension of temporary PhD contracts. From 2025, PhD tracks that last longer than planned will no longer be funded from NPO funds.

Based on the discussion held, the explanation given by the Vice Dean of Education, M. old Egbrink, and the documents presented, the council advises positively on the memorandum on the implementation plans for the NPO measures 2024.

## **7 Appointment of prevention officer FHML-FPN**

Director FHML introduces S. Lumeij as the new prevention officer FHML-FPN, replacing P. Willemsen, who is retiring. S. Lumeij already held this position ad interim since September 2024.

S. Lumeij briefly introduces himself. He has been employed at UM since 2007, where he worked as a research analyst in the biochemistry field in various departments. He then held the position of coordinating radiation expert until May 2021, after which he switched to occupational hygiene within HSB (former CRISP facilities) and completed the occupational hygienist training last year.

The council wishes S. Lumeij every success in this position.

## **8 Risk Inventory and Evaluation (RI&E) offices Uns60 and BHV buildings FHML/FPN**

-25.0185 - dated 05-02-25 - letter director FHML with attachments

In the presence of D. Vertommen and S. Lumeij.

S. Lumeij explains the Risk Inventory and Evaluation (RI&E) of the Uns60 offices and the in-house emergency response (FAFS) within the FHML/FPN buildings and identifies the main findings. One of the conclusions is the limited awareness of the Armico's role within the organisation. Each department has an Armico, a point of contact for employees with questions about indoor climate, ergonomics, FAFS and office workplaces. This point of attention will be taken up and included in the Plan of Action.

When asked, the FHML director indicated that an onboarding programme is offered from HR to new employees, which department chairs can make use of. To promote awareness of the Armico, attention has already been drawn to this by the department chairs.

Regarding the FAFS RI&E, S. Lumeij clarified that HSB is responsible for the organisational aspects, while Facility Services (FS) is responsible for building management. D. Vertommen confirmed, when asked, that the Dub30 building is under the management of the FSE faculty.

The board notes that the evacuation plans in all buildings are outdated. S. Lumeij indicates that this is a high-priority action item within the Plan of Action. The signing of the evacuation plans by the fire brigade is considered a low priority, as this is a formality and the formal procedures and plans are already known to the fire brigade. Action items are prioritised and classified, with safety-related action items receiving the highest priority.

Given the ongoing renovations and the associated increased risk of calamities, the council recommends that the action points be tackled urgently. S. Lumeij confirmed that these action points will be energetically taken up as soon as the RI&Es have been established, in cooperation with Facility Services. The council says it would like to be kept informed of the follow-up.

## **9 Follow-up/progress annual report FHML 2023 and Plan of Approach to ARBO-FHML 2024**

-24.1531 - dated 18-10-24 - letter president Council FHML

-24.1441 - dated 02-10-24 - letter director FHML with attachment

Following the earlier discussion of the Annual Report FHML 2023 and the ARBO-FHML 2024 plan of action, the council raised some questions.

D. Vertommen and S. Lumeij provide an update on the current state of play.

-The annual report includes two tables on company emergency response and the number of incident reports in buildings. Building Dub30 is missing from both tables. D. Vertommen says that Dub30 will be included in the reporting from this year onwards.

-D. Vertommen indicated that with regard to the enforcement of the smoking ban on campus, two trajectories are currently underway. The first track focuses on improving and expanding the visibility of the smoking ban on campus. This will be realised in the short term. The second track, in collaboration with FPN and FSE and supported by M&C, focuses on campaigns on the Smoke-Free Generation. This track is being further developed and implementation is planned at the beginning of the next academic year (September 2025).

When asked, D. Vertommen indicated that there is coordination with the hospital on this.

-The response to the PAGO surveys on screen work and animal allergy was too low to draw any conclusions. S. Lumeij indicated that these surveys will be carried out again with a renewed approach from ARBO Centraal, in cooperation with HSB. This will specifically include a better definition of the target group. For example, the study on laboratory animal allergy will include the entire population of employees working with laboratory animals, instead of only PSC employees. In addition, ways of increasing the response rate are being investigated.

Councillor, I. de Jong, notes that the workstations on level 0 of the Uns50 receive insufficient light. The FHML director indicated that no adjustments were currently being made to the adjacent Bamboo Garden, but that possible alternative solutions could be explored. The HSB department will contact him about this.

## **10 Implementation of UFO function family IT**

-25.0120 - dated 24-01-25 - letter director FHML

The FHML director commented.

From 1 January 2025, the new UFO job family IT will be implemented within all Dutch universities. An information session was held on Tuesday 21 January for IT staff managers and HR. The full implementation will take several months.

When asked, the FHML director indicated that previously there was no specific UFO classification for IT employees in this form and that there are no concrete plans as yet to review other UFO profiles as well.

## **11 Workload**

-24.1671 - dated 11-11-24 - letter president Council FHML

In response to the letter before it from the council regarding the possible revision of teaching role fees, the Vice Dean for Education made a presentation on the measures taken to alleviate the workload in FHML teaching. The sheets have been added to the public part of the report with reference 25.0219.

Several measures have been taken to ease teaching workloads, including 10% development time for full-time teachers, formalising and honouring the role of teaching coordinator, and compensation for the teaching vitality pact. In addition, programme and block coordinators have been given more autonomy in allocating compensation for each role, participation in a national pilot for a smarter academic year, and increased teaching budgets for small programmes.

In case of illness replacement in case of long-term absence, block support can be used, in which substantial investments have been made. Substantial efforts were made to reduce workload by reducing administrative tasks and compensating extra tasks for small programmes.

Areas of concern for the future include evaluating how programme and block coordinators handle the use of available budgets and whether the load of roles is realistically estimated. Given the available budget for education, an increase in standards is not possible.

The council notes that possibly not all teachers are aware of the measures, such as the 10% teacher development time. The Vice Dean of Education indicates that it is the responsibility of the department chair, but is open to signals, as there may be gains to be made in communication.

The national pilot for a smarter academic year is not related to the CvB's earlier plan to shorten the academic year, the vice dean of education said.

The formula for calculating standard hours is in BROS, but the board notes that this formula is outdated and would be worth revisiting, including for roles requiring fewer hours today. It is noted that within programmes, the workload and complexity of tasks are sometimes underestimated by programme and block coordinators, while lecturing is overrated. While the council welcomes more autonomy for programme coordinators, there is a view that more guidance is needed when reviewing existing programmes and developing new ones.

Finally, there are discussions about the low attendance of students at physical lectures, which is uncomfortable for lecturers. At the same time, it appears that students do prefer online participation or watching back lectures. However, this often leads to questions being asked afterwards by e-mail, which puts an extra burden on the lecturer. Using a 'question hour' does not prove effective in practice. The possibility of using knowledge clips, on which there are different opinions, is also discussed.

The council has the following suggestions in response to this agenda item.

- We receive signals that information on some measures, such as the 10% development time for full-time teachers or the compensation under the vitality pact, does not always reach those concerned. The council would like to suggest optimising communication in this respect.

- The council is happy to support the focus for the future on evaluating how programme and block coordinators handle the use of available budgets and/or realistically estimating the workload per role. This also to avoid the differences in workload per role between programme sections.

- The council recommends that a review of the standard hours of the various teaching roles be taken up. Several roles have changed or expanded over the years, not always adjusting the standard hours. This also provides an opportunity to critically review the content of those roles.

## **12 Subsequent agenda items**

There are no follow-up agenda items.

## **13 Any other business**

The chair informed the FHML Board about the Faculty Council's PR campaign.

Kim Luijten  
(Translated by DeepL)