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| Select an item.Select an item.  | **Aalborg University**PO Box 1599100 Aalborg**Case Officer:**[Name 1] [Name 2]Telephone: [Tel.]Email: [Email]Date: [Date of letter]Case No.: [Case No.] |

 |
| Minutes of the meeting in the OHS committee on Click here to enter a date.  |

 **Participants:** Click here to enter participants/permanent members.

**Unable to attend** Click here to enter permanent members/participants unable to attend.

**Other participants:** Click here to enter other participants/case officers. Please specify which items other participants took part in. Also remember to enter the minute-taker here.

Specific to meetings of the Academic Council: Specify how many voting members are present. And whether the council has a quorum. Other forums delete this line.

**1. Were the previous year's goals achieved?**

Appendix: Enter appendix. (Optional. If not needed, delete the line) NOTE: press backspace/delete first if you want to use bullets.

Recommendation: *Enter recommendation. (Optional. If not needed, delete the line.) NOTE: press backspace/delete if you want to use bullets.*

Enter minutes here

***Follow-up:***

Enter the follow-up or delete this and the line above.

**2. What will be the focus of the coming year?**

Appendix: Enter appendix. (Optional. If not needed, delete the line) NOTE: press backspace/delete first if you want to use a bullets.

Recommendation: *Enter recommendation. (Optional. If not needed, delete the line.) NOTE: press backspace/delete if you want to use bullets.*

Enter minutes here

***Follow-up:***

Enter the follow-up or delete this and the line above.

**3. How should cooperation take place?**

Appendix: Enter appendix. (Optional. If not needed, delete the line) NOTE: press backspace/delete first if you want to use a bullets.

Recommendation: *Enter recommendation. (Optional. If not needed, delete the line.) NOTE: press backspace/delete if you want to use bullets.*

Enter minutes here

***Follow-up:***

Enter the follow-up or delete this and the line above.

**4. What are the new goals for the working environment?**

Appendix: Enter appendix. (Optional. If not needed, delete the line) NOTE: press backspace/delete first if you want to use a bullets.

Recommendation: *Enter recommendation. (Optional. If not needed, delete the line.) NOTE: press backspace/delete if you want to use bullets.*

Enter minutes here

***Follow-up:***

Enter the follow-up or delete this and the line above.

**5. What other inputs are included in the discussion?**

Appendix: Enter appendix. (Optional. If not needed, delete the line) NOTE: press backspace/delete first if you want to use a bullets.

Recommendation: *Enter recommendation. (Optional. If not needed, delete the line.) NOTE: press backspace/delete if you want to use bullets.*

Enter minutes here

***Follow-up:***

Enter the follow-up or delete this and the line above.

**6. Approval of the OHS organsation**

Appendix: Enter appendix. (Optional. If not needed, delete the line) NOTE: press backspace/delete first if you want to use a bullets.

Recommendation: *Enter recommendation. (Optional. If not needed, delete the line.) NOTE: press backspace/delete if you want to use bullets.*

Enter minutes here

***Follow-up:***

Enter the follow-up or delete this and the line above.

**7. Competence development plan**

Appendix: Enter appendix. (Optional. If not needed, delete the line) NOTE: press backspace/delete first if you want to use a bullets.

Recommendation: *Enter recommendation. (Optional. If not needed, delete the line.) NOTE: press backspace/delete if you want to use bullets.*

Enter minutes here

***Follow-up:***

Enter the follow-up or delete this and the line above.