**Local workplace or team meetings (APT)**

**The agenda should contain the following items**

1. **Review of minutes from the previous meeting**
2. **Dialogue on workplace-specific issues**

- Planning

- Development

- Improvement and follow-up of the organisation’s activities

1. **Current information from the manager**

- Matters of general KTH interest

- School / department / division-specific issues

- Staff changes

- Premises, eg relocations, conversions, etc.

**4. Current information from employees**

- Ongoing activities / projects

- Participation in courses / conferences / seminars etc.

**5. Work environment issues**

- Current work environment information from KTH

- Ergonomics issues

- Safety round regarding the physical work environment

- Social and organisational work environment issues (see AFS 2015: 4)

- Review of the local evacuation routines, etc.

**6. Gender equality, diversity and equal treatment (JML)**

- Current information about KTH's JML work, eg info from KTH Gender Equality Agency

- Current information about the workplace's JML work

- Any development areas in the workplace

**7. Environmental issues**

- Current information about KTH's environmental work, eg info from KTH Sustainability Office

- Current information about the workplace's environmental work

- Any suggestions for improvement / development in the workplace

**Summary of the meeting**

• What have we decided?

• What should be done?

• Who is responsible?

• Who decides?

• When should it be finished?