



Overall schedule for WPA 2025 at AU

Date	Topic
Phase 1: Preparation	
January-March 2024	Contract negotiation, conclusion of contracts and conclusion of data processing agreements
3 April 2024	Senior management team meeting - decision regarding choice of supplier and framework for WPA 2025.

Phase 2: Questionnaire	
30 April 2024	Main Occupational Health and Safety Committee (HAMU)/Main Liaison Committee (HSU) meeting: Appointment of WPA advisory group, information about supplier, discussion of process and timetable as well as the anonymity threshold.
May 2024	Meeting(s) in the WPA advisory group - discussion of minor adjustments in the questionnaire and any other matters, cf. terms of reference for the advisory group.
June 2024	Faculties/the administration are informed about the overall process and timetable for WPA 2025, including the possibility of formulating faculty-specific questions.
End August 2024	Senior management team meeting approves the questionnaire. Written briefing to HAMU-HSU on the approved question framework.
Early September - 29 November 2024	The faculties/the administration formulate a small number of local questions based on the approved question framework. To be approved at FAMU/FSU meetings.
End September 2024	Perhaps a WPA follow-up group meeting on report format and follow-up.
14 November 2024	Main Occupational Health and Safety Committee (HAMU)/Main Liaison Committee (HSU) meeting: Status on the WPA process.
January 2025	The senior management team will be informed in writing about the overall WPA questionnaire (incl. faculty-specific questions).

Phase 3: Quality assurance on employee data	
November-December 2024	Definition of the organisational hierarchy for large units without subunits (HR + departments/administrative divisions/centres).
January-February 2025	Employee data is quality assured locally in collaboration with HR.

Phase 4: WPA 2025 execution	
25 February-12 March 2025	The survey is carried out (week 9 and 10)
2 April 2025	Senior management team meeting
4 April 2025	Main Occupational Health and Safety Committee (HAMU)/Main Liaison Committee (HSU) meeting
7 April 2025	Rector's management meeting
7 April 2025	Publication of WPA results

Follow-up	
Week 15 2025 ->	Local dialogues and follow-up
Week 16 2025	Easter
October 2025	Deadline for uploading WPA action plans/preliminary WPA action plans into the action plan system
November 2025	Main Occupational Health and Safety Committee (HAMU)/Main Liaison Committee (HSU) meeting - status/follow-up on WPA 2025