

Overall schedule for WPA 2022 at AU

Date	Topic
Phase 1: Invitation for tenders and supplier selection	
12 November 2020	Main Occupational Health and Safety Committee (HAMU)/Main Liaison Committee (HSU) meeting For information: Tender process launch, almost identical specification of requirements and procedure as last time, overall schedule.
December 2020 - January 2021	Preparing specification of requirements (AU HR + Procurement)
February 2021	Approval of requirement specification
March - April 2021	Obtaining and evaluating tenders from suppliers
May 2021	Senior management team meeting – decision regarding choice of supplier and budget

Phase 2: Questionnaire	
May 2021	Main Occupational Health and Safety Committee (HAMU)/Main Liaison Committee (HSU) meeting Appointment of WPA advisory group, information about supplier, process and schedule.
June 2021	The faculties/the administration are informed about supplier, overall process and schedule for WPA 2022.
August - September 2021	Adjustment of questionnaire in collaboration with supplier (AU HR + WPA advisory group).
September 2021	Written information to HAMU-HSU about the questionnaire and senior management team meeting concerning approval of the questionnaire.
September - 1 December 2021	The faculties/The administration formulate(s) a small number of local questions. Approval at Faculty Occupational Health and Safety Committee (FAMU)/Faculty Liaison Committee (FSU) meetings.
22 November 2021	Main Occupational Health and Safety Committee (HAMU)/Main Liaison Committee (HSU) meeting Status of the WPA process and input on report format and anonymity limits.

January 2022	Senior management team meeting: Information about the overall WPA questionnaire
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Phase 3: Quality assurance of employee data	
November - December 2021	Determining organisational hierarchies (HR + departments/schools/administrative divisions/centres)
January - February 2022	Local quality assurance of employee data in collaboration with HR.

Phase 4: WPA 2022 execution	
28 February – 11 March 2022	The survey is carried out (week 9 and 10).
Week 13 - 14, 2022	HAMU/HSU meeting, rector's management meeting
4 April	Publication of WPA results
Week 14, 2022 ->	Local dialogues and follow-up.
Week 15, 2022	Easter
31 October 2022	Deadline for WPA action plans to be documented in the AU action plan module
17 November 2022	HAMU/HSU meeting