

ETHICS UNIT MEETING JANUARY 24, 2024

MEETING MINUTES

1. Attendance

Chair: Tran Thi Lan Huong - Director, Human Resources

Secretary: Phan Xuan Phuong - Senior Officer, Human Resources

Attended

1. Pham Thanh Thuy - Manager, Human Resources
2. Nguyen Thi Minh Thu - Manager, Human Resources
3. Nguyen Dieu Trang - Associate Manager, Human Resources
4. Nguyen Thi Minh Loan - Senior Officer, Human Resources
5. Tran Phuong Thuy - Officer, Human Resources

Absent with apologies

2. Meeting minute and action points

	<i>*Passed</i>
	<i>*Follow-up actions needed</i>
	<i>*Did not pass</i>

No.	Agenda item	Decision	Discussion	Action Required
1	Welcome & confirmation of minutes from previous meeting		- The Chair confirms the minutes from the previous Senate meeting with all members. The minutes were sent to all members for review and have been signed by the Chair. No question/comment was raised regarding the minutes.	
2	Review previous action points		- Outstanding Action Point #1: No pending action point	

No.	Agenda item	Decision	Discussion	Action Required
3	<i>Highlight report from Meetings</i>		Currently, HR policies and data are scattered across various folders and sources. When new staff need information about benefits and policies, they must contact the HR team or their line managers, which is time-consuming and prone to misunderstandings. The Unit has discussed and identified the need for an internal space to store all data and important policies, allowing staff to access and check information at any time. Assign Phan Xuan Phuong as the person in charge for this project.	Need to work with ICT to find a solution to store HR data and policies

On behalf of Ethics Unit

Tran Thi Lan Huong
Chair of Ethics Unit
British University Vietnam