

NTNU	Monitoring and recording Video conferencing	Prepared by	Number	Date	
		The HSE section	HMSR-24	01.12.2006	
HSE		Approved by	Page	Replaces	
		The Rector	1 of 1	New	

## 1. Objective

The objective of this set of guidelines is to ensure routing recording and measuring of the use of video conferencing at NTNU for periodical and annual HSE reporting.

## 2. Scope

This set of guidelines applies to all units with video conferencing equipment at their disposal, and that are registered in the common NTNU registry for this purpose.

## 3. Responsibilities and authority

The multimedia centre is responsible for registering and maintaining an overview of the use of NTNU's common video conferencing equipment at the centre, and for keeping an inventory of what units have their own video conferencing equipment.

The line manager of any unit that has its own video conferencing equipment is responsible for registering and maintaining an overview of the use of the equipment.

The HSE Section is responsible for entering the data into NTNU's central HSE register.

## 4. Definitions

None.

## 5. Monitoring and recording the use of video conferencing

The multimedia centre registers the use of the video conferencing equipment at the centre on a monthly basis. Units with their own video conferencing equipment register and report the use of its equipment to the HSE Section.

The multimedia centre and the units must submit periodical reports to the HSE Section according to the following indicators:

- The total number of video conferences (figure)
- The total duration of the video conferences (hours)
- The total number of participants in the video conferences (figure)
- The number of participants from NTNU/the unit in the video conferences (figure)

The reporting of the figures for the different performance indicators must be coordinated with other reporting within NTNU

## 6. References

[The HSE Handbook, point 3.3.6](#)

ISO 14001, point 4.5.1/ISO 14004, point 4.4.2

[HMSR21E Guidelines for HSE reporting](#)

[List of NTNU performance indicators](#)