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Annex

- Return plans by DFKI sites and for A&D
Note
The measures and procedures described in this document are subject to the validity of federal or state legal requirements or other official regulations. In particular, this applies to the relevant hygiene regulations such as social distancing, hand disinfection, cough hygiene, mouth-and-nose cover, regular ventilation and maximum group sizes.

1. Preliminary remark: Subject and addressees
   a) The guideline describes measures and procedures to be observed when resuming presence operations in DFKI buildings during the corona pandemic. In doing so, it takes into account the "Operative measure concept for temporary additional measures to protect against infection from SARS-CoV-2 (SARS-CoV-2-Arbeitsschutzstandard)" of the Federal Ministry of Labour and Social Affairs (BEMS).
   b) The measures and procedures aim to protect DFKI staff and guests from infection with the Corona virus during their stay in the DFKI buildings. They can be applied flexibly and can be adapted to regional requirements by the individual crisis teams after consulting the management. It must be ensured that the measures and procedures are always in line with the applicable federal and state regulations

2. Procedure in case of sickness and positive covid-19 test
   a) In order to avoid transmission of the corona virus within the DFKI as far as possible, employees (EM) must stay at home and take a sick leave even with minor symptoms of a disease with which they would normally still go to work
   b) Supervisors who notice clear signs of an influenza-like infection instruct the affected EM to go home immediately and stay at home until cured
   c) EM who have been in contact with someone who has tested positive for corona virus in the previous 14 days shall work from their home office for the duration of the 14-day incubation period
   d) If an EM has tested positive for corona virus, he/she shall follow the relevant procedures of the competent health authority and treating physicians. He names the DFKI-EM and guests with whom he has been in personal contact in the past 14 days to the site crisis manager. The crisis manager informs these persons immediately. Affected DFKI-EMs then work from their home office for the incubation period of 14 days.

3. Home office in case of childcare and geriatric care and for members of risk groups
   a) In cases where the continuation of the home office is necessary due to the care of children or relatives because schools and care facilities have not yet returned to normal operation, the EM concerned shall inform the management of their respective department (FBM). Together with the management, the EM and FBM will agree on mutually acceptable solutions
   a) If the regular working hours are restricted due to the care measures, the EM shall note the time extent of the restriction when registering the home office in myDFKI in the text field "Further notifications"
   b) EM who belong to a risk group or live together with people belonging to a risk group continue to work in the home office
4. Regulations for the use of DFKI buildings

4.1. Measures to record the presence of employees and guests

The recording of the presence of EM and guests is necessary in order to be able to track the contacts of an EM or guest if he or she falls ill with the Covid-19 virus and to inform affected individuals about a possible infection.

a) EM are considered present as long as they do not report any absence electronically in myDFKI (vacation, illness, home office, etc.). EM are regularly reminded by an automated system e-mail on Thursdays to enter planned absences - especially home office absences - for the following week in the absence management system in myDFKI, and to keep their entries updated.

b) On the basis of this data, the crisis managers (CM) receive an automated system e-mail every day at around 4 p.m. giving the number, names and organisational units of those employees who plan to work in the building the following day. This enables them to react if the number of EM planning to be present endangers compliance with the security measures in the building according to the current risk situation.

c) A sign at the entrance informs EM and guests that they are not allowed to enter the building if they have contracted Covid-19, if they have been in contact with someone who has contracted Covid-19 in the last 14 days, or have been in a corona risk area as defined by the RKI in the last 14 days. In the event that one of the statements is true, the telephone number of the reception is indicated on the sign, so that guests can be connected to their contact at DFKI and inform them.

d) When entering and leaving the building, guests register and leave their contact details at the reception desk. The reception staff will inform them of the hygiene measures applicable in the building during the pandemic.

4.2. Hygiene measures to be observed in DFKI buildings

The hygiene measures that have been practised in the meantime continue to apply to all persons staying in DFKI buildings. These include in particular:

a) hand disinfection, cough hygiene, keeping distance, regular ventilation of the offices

b) In the event of unavoidable contact with other persons or if social distancing cannot be maintained, a mouth and nose cover should be worn

a) only one person at a time may be present in lifts, kitchens and washrooms

4.3. Regulations for the use of offices

a) EMs who have individual offices may work in their offices without restriction

b) EM in multiple offices coordinate with each other so that only one person works in the office at a time. For this purpose the may alternate on a daily basis

c) If required, the core working time for the EM in multiple offices as laid down in the works agreement is temporarily suspended

d) In order to ensure individual occupancy, the organizational units can also temporarily reassign the office space

a) The offices shall be ventilated regularly by the EM

4.4. Regulations for the use of HiWi rooms

a) The use of the HiWi rooms must be organised in such a way that the minimum distance of 2 metres between individual persons, as defined by the authorities, is observed. For this purpose, it is advisable to define a maximum number of workplaces for each room and
several usage units per day for each workplace, for which the HiWIs can register in advance. This avoids unnecessary traveling.

a) users shall disinfect the equipment and hardware before and after use with the disinfectants and wipes provided

4.5. Regulation for the use of laboratories and workshops

a) When working in laboratories and workshops or on robots and machines, the occupational health and safety guidelines must be observed; temporary changes due to the changed situation can only be made after approval by the occupational health and safety officer.

b) When two or more EM are working together, the required safety distances must be observed as far as possible and the rules of hygiene must be observed in particular.

c) The DFKI provides gloves, mouth and nose covers and face shields as additional aids, which become absolutely necessary when the distance can no longer be maintained and/or workspaces overlap.

d) If more than two EM are required and/or the required distances cannot be observed, the FBMUs at the site must be informed, to evaluate appropriate safety measures in consultation with the crisis management.

e) The previous additional information requirement does not apply if contacts of more than two persons are permitted in federal or state regulations. However, increased precautionary measures remain foreseeable.

f) Tools and work equipment shall be used in a personalised manner wherever possible. Where this is not possible, regular cleaning is to be observed, in particular before handing over to other persons. Otherwise, suitable protective gloves must be worn when using the tools.

g) All personal protective equipment (PPE) and work clothing must be used exclusively by one single person and cleaned regularly.

4.6. Meetings and events (internal and with external participation)

a) Meetings and events may only be held up to the number of participants currently specified by the authorities for such occasions and in strict compliance with the relevant hygiene regulations (mouth and nose covers, hand disinfection, coughing hygiene, social distancing, regular airing). Wherever possible, personal meetings are to be replaced by the use of electronic media.

b) External participants should be informed about the admission rules in connection with a possible Covid-19 infection at the planning stage already (see point 4.1.)

5. The use of company vehicles

a) Company cars should always be used by only one EM at a time. The vehicles must regularly be cleaned inside, and disinfectants must also be used before and after each usage of the vehicle to ensure hand hygiene.

6. Travel

a) In view of the existing health risks posed by Covid-19 and the possibility of being stuck abroad for long periods of time due to short-term changes in entry and exit regulations, business trips should be avoided at all costs for the time being, even in regions that are not expressly designated as risk areas by the RKI, and electronic means of communication should be used instead.
c) EM who have travelled privately to risk areas coordinate with their FBM and work from their home office for the incubation period of 14 days

7. **Secondary employment**
   a) Secondary employment can only be carried out if it does not increase the risk of infection
Annex

Return plans by DFKI sites and for A&D

1. Berlin
   Crisis manager: Norbert Reithinger

The FBMs - in consultation with the FBLs - initially nominate a maximum of 3-5 people per research department by the end of April, who will work in the offices again in the first group, either in full or on a daily basis. In addition, 1-2 persons from the InTex department will work in the rooms Alt-Moabit 91/94 until the Berlin Open Lab at the UdK is open again. In addition, there will initially be a maximum of 2 people from the administration and services department. UK and ISG will be on site with 1-2 persons per day, depending on requirements. With this group of people (approx. 15-20 people) the processes are checked, such as the distribution of individual offices, social distancing in the common areas, etc. Once the procedures have been established, further colleagues nominated by the FBMs can return to the offices, depending on project requirements and the available office space.

2. Bremen
   Crisis manager: Sirko Straube

In compliance with the general rules mentioned in the main document, the maximum office occupancy at the Bremen site is regulated by fixed allocation to employees. The principle is that employees can remain in the home office if it does not hinder their work. In addition, each employee (and, if possible, each StuMi/HiWi) is assigned 1-2 days during which they can do their work from the office. Deviating from this, coming to the institute must be permitted by the RAM or crisis management beforehand, and is only possible if it does not exceed the DFKI-wide maximum occupancy.

Employees are asked to observe the above-mentioned hygiene measures, to wear mouth and nose covers if necessary and to reduce encounters on the premises to a minimum. Additional gloves and disinfectants may be used to minimize the risk during individual activities.

In Bremen, the following rules to apply:

1. Home office is not automated, but must be registered centrally via myDFKI
2. Coming to the institute must be registered by sending an email to the reception empfang-hb@dfki.de!

The following principles apply to office and room occupancy:

- Preference will be given to projects/persons with the urgent need to work on site
- Employees are given preference over Stumis
- each person will be informed individually of the options when to use the office
- As a rule, no person is at the institute more than 2 days a week; permission can be granted for individual cases
- The allocation of rooms to employees is based on the following key, which would lead to an occupancy rate of 35-40%:
  - depending on the upper limit that is set DFKI-wide, the key will also have to be adjusted individually (e.g. with an upper limit of 20%): for this purpose, offices may not be occupied at all
  - For offices with 1-2 persons, individual days are specified - the exact day is based on the respective total workload (e.g. not all individual offices can be occupied on Monday, but the crisis management will distribute them over the whole week)
  - If 3 persons are in one room the following key applies:
    - P1: Mo, Tue
P2: Wed, Thu
P3: Fr

If there are more than 3 persons in a room:

P1: Mo
P2: Tu
P3: Wed
P4: Thu
P5: Fr

If there are more than 6 persons, home office is to be continued

Individual solutions are possible by arrangement

3. Kaiserslautern

Crisis manager: Ansgar Bernardi

In view of the danger posed by the novel corona virus, the principle previously applied at DFKI Kaiserslautern was to carry out all work in the home office whenever possible. Only in exceptional cases should people work in the building. With this principle - which was implemented by everyone with discipline, commitment and flexibility - we have drastically and successfully reduced the risk of infection in the building or on the way to work. On the other hand, we have all experienced the disadvantages associated with this insulation. As soon as an improvement in the risk situation becomes apparent and as soon as official regulations are loosened, we will increasingly strive to make use of work opportunities in the building.

The motivation for a return to presence work is:

- the work requires physical cooperation (e.g. setting up facilities with several people, e.g. carrying out measurements and experiments with test subjects, e.g. maintaining and operating facilities)
- Home office is not possible for individual persons (e.g. because there is no Internet)
- Coordination with colleagues/project partners is necessary, but cannot be carried out via video conferencing
- The EM is suffering from “cabin fever” - the daily structure and interaction associated with the presence work method is painfully missed.

On the other hand, there are urgent reasons to remain in home office and NOT to come to DFKI in person, e.g:

- Persons who are at increased risk (e.g. due to a previous illness) and who should therefore obey to increased isolation
- Persons who, for example, have to look after relatives with increased health risks in their own household
- Persons who are themselves exposed to an increased risk of infection and therefore represent an increased danger for others
- Persons who are currently caring for children at home while the relevant facilities are closed

Therefore, at DFKI Kaiserslautern the following principles are in place - in accordance with the DFKI-wide guideline and the official guidelines on occupational health and safety:

- Working in home office remains - under consideration of project requirements and in coordination with the head of the research department - preferred and recommended

Nevertheless, we want to make it possible to safely work in the DFKI building. This requires certain organizational measures and rules of conduct:
• Offices should initially be occupied by only one person at a time.
  o This results in a maximum number of persons present on one day for each research department
  o In large rooms (hiwi rooms, meeting rooms) workstations must be arranged in such a way that a distance of at least 2 m can be maintained (because you are moving around at the workstation, the greater distance is necessary)
• Each person should work exclusively at his or her "own" workplace; sharing keyboards etc. should be avoided
• generally a minimum distance of 1.5 m must be maintained;
• Encounters should be avoided; on floors 1, 3, 4 the corridors are marked as "one-way streets": On the side closer to Trippstadter Straße, move towards the new building, on the other side vice versa. (On the ground floor and floor 2, this cannot be fully maintained due to structural conditions)
• Washrooms, kitchens etc. should only be used by one person at a time
• Mouth and nose coverings ("masks") should be worn on traffic routes and in meeting areas.
• If joint work is necessary at a short distance (e.g. assembly work on equipment), mouth-nose coverings, alternatively face shields or suitable PPE should be worn - details should be discussed with superiors and occupational health and safety personnel, if necessary
• The meeting rooms may be occupied with a maximum of half of their nominal capacity (1 chair per 2-metre table), in order to maintain distance.
• If several people are in a room, ventilation must be provided regularly, at least every hour! 5 minutes of draught!

All employees register in the DFKI intranet by 15:00 p.m. whether they plan to use their home office the following day. People who share office space should coordinate their use of the office - only one person per room should be present! If conflicts arise or it becomes clear that the maximum number of people possible in the research department has been exceeded, a solution will be found; if necessary, the FBM will prioritize and mediate. If necessary, the FBM or FBL can interdict the presence of a person.

Even short-term attendance ("I just need to print something quickly") must be reported.

Tenants are informed about the principles and measures pursued at DFKI. Any adverse effects caused by changes (e.g. by unnecessary traffic) must be avoided!

Non-DFKI staff, such as tenants, service providers, visitors, are obliged to observe the measures described here, in particular mouth and nose covering, distance and hygiene rules, on DFKI premises.

The cooperation with SmartFactory e.V. involves special requirements, as rooms are used jointly and work is carried out jointly on equipment. The FB IFS will make appropriate arrangements and ensure that the protection principles formulated here are implemented consistently and comprehensively.

The described principles result in concrete tasks for building management, reception, FBM and employees.

Building Management/A&D
• Provides traffic route marking and signage for toilets and common areas

Reception
• Keeps mouth and nose covers ready
• Advises visitors of rules and the obligation to wear mouth and nose covers

FBM
• Check the maximum number of people present per day based on the room reservation
• Determine project needs, reasons for or against presence (risk persons)
• Monitor the registrations for the following day and monitor the maximum number
• Make any prioritizations, mediate in possible conflicts, make the final decision in case of conflict (if necessary with FBL)
• Organizes room reservation changes if necessary

Employees
• register in the DFKI intranet until 15:00 p.m. whether they plan to use home office the following day
• Wear mouth and nose coverage in traffic routes and common areas. Own "community masks" can be used! Mouth and nose covers are also available at the reception
• Observance of the other hygiene and conduct rules according to the guideline

4. Niedersachsen
   Crisis manager: Stefan Stiene (OS), Frederic Stahl (OL)

The following applies to Lower Saxony:
• in general, there are not really any projects that require a compulsory presence.

For MAP applies:
A 3-step return to normal operation is being considered.
• Stage 1 would be to bring back people who are working on hardware and cannot do this easily from home. That would be max. 2 employees on the TGO. Both employees would then be housed in separate rooms.
• Step 2 would be to bring back all full-time equivalent employees, which would mean a maximum of 6 employees on the TGO. 6 have 6 rooms and thus there would still be 1 employee per office.
• Step 3 would be to bring back hiwis. We have 4 of them, who do not always work on the same day. This would have to be coordinated in such a way that again only 1-2 employees per office are present, considering the size of the office.

For PBR applies:
• We have an agricultural robot that is currently being sent in and will then stand on a test farm in the Osnabrück area. A certain presence operation will then be necessary. Here we make sure that always max. 2 persons work on the system
• Since Prof. Hertzberg’s university group will not move into our new building until the summer, we will also use these rooms until then, so that we can start with all our colleagues at the same time as soon as these rooms are ready for occupancy (furniture, IT still has to be organized). Until that is the case, we will be partially staffed, the work on robots, necessary childcare and office occupancy taken into account.

For SEE applies:
• there is no critical hardware that requires presence operation
• There will also be a time-delayed working schedule for a step-by-step start, if the recommendations/regulations at federal and state level allow it
5. Saarbrücken
Crisis manager: Stephan Busemann

The following is addressed to all employees at the Saarbrücken DFKI site, including scientific assistants and mini-jobbers. Whereas up to now only people who absolutely have to be on site have been in the building for longer, those who have important reasons for working there (e.g. reasons of a personal nature, or they are severely restricted in their home office, or they want to carry out work that can only be done on site) are now also to work there. If there are no such reasons, work continues to be carried out in the home office (default work location).

The decision and coordination of employees who can return to DFKI is made by the research departments and units (e.g. FBM) with regard to the rooms assigned to them and can be delegated to subdivisions (e.g. teams). The research departments and units are responsible for ensuring that decisions are made in accordance with the guidelines of the management and this return strategy for Saarbrücken. The crisis manager monitors this compliance on a regular basis and, on request, receives information from the FBMs or heads of units on the reasons for the return of employees.

a) DFKI Building Uni-Campus (D3 1, 2, 4)

At any given time, there is a maximum number of employees who may be present in the building at the same time. If the current maximum number is exceeded, the crisis manager will ask the FBM or heads of units for a reduction. Therefore, it may happen that not all employees can enter the building on all desired days.

Employees who only want to stay in the building for a short period of time should make sure the day before by consulting with their supervisor that they are able to fulfil the purpose of their coming (e.g. making scans, collecting mail) without risk.

When entering and leaving the building, all employees should sign in and out of the attendance lists at reception to facilitate the reconstruction of possible chains of infection, if necessary. The completed forms are collected daily by A&D, kept locked and destroyed after three weeks.

b) DFKI-Offices at the UdS, Building E1 1 (2 DFKI employees FB COS and 2 employees FB ASR)

In its "adapted emergency plan", the UdS follows the basic principle that all tasks which do not necessarily have to be carried out on site at the university locations should continue to be carried out in the home office or be postponed. The number of people present at the same time should be kept to a minimum.

Therefore, DFKI employees will only carry out work that cannot be done well in the home office and cannot be postponed. Attendance times will be documented by the employees and made available to the crisis manager and the management.

c) DFKI-offices at ZeMA (Power4Production, MRK4.0-Labor, during normal operations there are regularly 11 DFKI employees of FB COS on site)

ZeMA follows the principle of a "return to normal operation" (default is on-site presence), which is not supported by DFKI.

The DFKI office and the command post will be manned by a maximum of 1 or 3 people in rotation, always maintaining the prescribed minimum distance. A maximum of two persons with the appropriate personal protective equipment may be present on the robotics area at any time. Work in the laboratory is resumed under controlled conditions (max. 4 hours per day, presence plans in the team calendar). Attendance times are documented by the employees and made available to the crisis manager and the GF.
d) IRL (during normal operations there are irregularly 1-3 DFKI-employees of FB COS on site)
Currently there are no plans to return to work in the IRL at Globus WND.

6. Administration und Dienste
Leiter: Hans-Jürgen Bürckert

Home office for employees at high risk while returning to presence operations
When returning to presence operations and reaching an occupancy of 30% in the buildings (at the most 50%), employees belonging to the risk groups (age group, relevant previous illnesses, persons at risk in their own household) should remain in home office for their own protection. Despite increased distance and hygiene measures (mouth and nose covers, etc.) the frequency of contact (particularly in common areas such as corridors etc.) will be considerably increased at this occupancy rate. This partly reduces the need for coordination in double offices. Single office users belonging to risk groups may make their offices available to others.

Limited staff deployment at the DFKI-sites during the return to presence operations
The following deployment scheme for the management and A&D teams is to be organised with individual staffing or, exceptionally in case of very large offices, two staff members in shift operation. The locally specified maximum number of persons present must not be exceeded. A logistical difficulty with shift operation in the administration is that many people had to take their desktop and/or large screen to their home office, which would then have to be replaced at each shift change. This means that in these cases the shift change should be defined for longer time periods (1 or 2 weeks).

Kaiserslautern
Head A&D
- H.-J. Bürckert single office
A&D assistance, property management KL
- Si. Herzog, H. Riedel and D. Dias single offices
- C. Mota single office.
DWS:
- Y. Hu is not in the home office due to restrictions. Therefore, his office colleague A. Buhl would either have to stay in his home office or one of the two would have to switch to another office, e.g. that of A. Rubel in KL.
- K. Becker and B. Burckhard would have to coordinate their attendance.
- Hiwis would have to coordinate.
Finance:
- Su. Herzog single office
- J. Staufer and M. Anger coordinate.
- G. Hartmann und S. Kasper müssten alternate.
- D. Klein und U. Gensheimer coordinate.
- M.-L. Chan and H. Haas coordinate.
- C. Braun-Schilling and A. Behm coordinate. Braun-Schilling may use the BR-office.
- H. Kohl-Löb and C. Baur use single offices, coordination with Hiwis necessary.

Funding Administration (Controlling):
- V. Zimmer single office
- D. Pfaff and J. Haake coordinate.
- R. Fehler and S. Mohring coordinate.
- K. Leppla and N. Lackas-Bierz use single offices.

Travel-Management:
- O. Frisch and T. Malheiro coordinate.
- A. Phung shares the office with J. Schultz; but he is most oft he time in Osnabrück.
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CFO:
- W. Olthoff single office.

CFO-Office, Assistenz CFO:
- M. Haller and L.-M. Kaul share one office which offers enough space.
- S. Zinsmeister single office.

ISG-KL:
- N. Schwindt und C. Schulze coordinate.

UK-KL:
Problem: Although the office is spacious, its layout is not suitable for two people.

Personal:
- The two open-plan offices could also be used by two people, as a sufficiently large distance can be established here. However, the presence of hiwis/assistants must be taken into account when planning the deployment.

Recht:
- M. Rutz single office

Saarbrücken

A&D-Leitung
- H.-J. Bürckert single office

A&D-Assistenz, Hausverwaltung-SB:
- B. Hussung, K. Bürckert, St. Becker coordinate.
- A. Ryumin (janitor) needs to coordinate with his Hiwis.

DWS-SB:
- J. Diesinger, A. Martin, Th. Schmidt have to coordinate among themselves and with their hiwis, but can use the spacious office in pairs

Funding Administration SB:
- K. Schuck single office

CEO:
- A. Krüger single office.
Problem: Due to the conversion of the office, A. Krüger can only enter or leave his room through the anteroom, which means increased contact proximity.

Assistenz wiss-techn. GF
- R. Orsini single office
- I. Lambrecht and G. Kleiner coordinate

Recht SB:
- X. Kim and M. Polito coordinate.
- S. Herrmann shares an office with Rutz, who is most often he time in KL i.
Problem: S. Herrmann can only access her office via X. Kim and M. Polito, which means increased contact proximity.

Interne Revision:
- A. Rubel and S. Langlet have single offices.

ISB-SB:
- R. Wirth single office.
- M. Bolz, S. Timm, W. Bienossek coordinate; but the spacious office can be used by two people. In addition they could use office 0.03
- ISG-Hiwis coordinate.
R. Wirth, M. Bolz, S. Timm, W. Bienossek can indeed only leave their offices through the Hiwi office, but this is not critical because of the layout
UK-SB:
- R. Karger, C. Burgard, A. Ribeiro, H. Leonhard and the UK-Hiwi coordinate, but the office can be used by two people.

Bremen

Preliminary remark: GL-Office could also be used.

Head A&D
- M. Ronthaler single office.

BA-II management
- V. Briken single office.

Property management:
- D. Walter single office
- K. Vigulis and D. Pizzutilo (RIC) coordinate.

Emergency childcare:
- G. Lüdtke uses unused KiBe-rooms

ISG-HB:
- K. Anlauf und C. Sporleder coordinate.
- T. Husmann und T. Jacobs coordinate
- I. Pitters single office
  Problem: I. Pitters can only enter or leave his office through the office of T. Husmann and T. Jacobs, which means increased contact proximity.

UK-HB:
- F. Martin and A. Popp coordinate.
- Sw. Schmidt, J. Kückens and A. Fink coordinate.

Finance SB (Purchasing department):
- J. Bartsch und R. Klock coordinate
- St. Kühn parental leave

Funding Administration HB:
- J. Wronska-Groenewold single office.

Berlin

Preliminary remark: GL-Office could also be used.

UK-B:
- A. Schepers uses his office in Alt-Moabit 94 or the GL-office alone.

Sek-B:
- M. Hirschberg and L. Degirmency coordinate.
- K. Wünsch and N. Pietsch coordinate.

Niedersachsen
- There is only J. Schultz belonging to GL/A&D - single office.