

# COOPERATION AGREEMENT FOR AARHUS UNIVERSITY

## 1. Cooperation Agreement for Aarhus University

1.-(1) The Cooperation Agreement for Aarhus University describes the establishment of liaison committees and the focus of the committees' work at Aarhus University (AU). Liaison committees are established and carry out their activities in accordance with the Circular on the Agreement regarding Cooperation and Joint Consultation Committees in the State (the 'Cooperation Circular').

(2) Link to the Cooperation Circular.

## 2. Establishment of liaison committees at Aarhus University

2. A Main Liaison Committee (HSU) is established as the supreme liaison body at Aarhus University.

3.-(1) A Faculty Liaison Committee (FSU) is established at each of the four faculties – the Faculty of Arts, the Faculty of Science and Technology, the Faculty of Health and Aarhus Business and Social Sciences.

(2) A liaison committee known as the Administration's Liaison Committee (ASU) is established for the administration. The administration consists of the administrative centres and the central administration comprising the administrative divisions and the Rector's Office.

4. Local Liaison Committees (LSUs) are established at the departments (Aarhus BSS, ST, HE)/schools (Arts), department-like (Aarhus BSS, ST, HE)/school-like (Arts) centres which are not organised under a department (Aarhus BSS, ST, HE)/school (Arts) and at the administrative centres and units in the central administration.

5. In units with less than 25 staff members, liaison committee-related issues are discussed at ordinary staff meetings. The units can find inspiration in AU's 'Guidelines on cooperation under the Cooperation Circular when not establishing

liaison committees' (*Vejledning om samarbejde efter samarbejdscirkulæret, når der ikke skal oprettes samarbejdsudvalg*).

### **3. Tasks of the liaison committees**

6. The liaison committees at AU perform the tasks set out in the Cooperation Circular.

7.-(1) As the supreme liaison body at AU, the focus of the Main Liaison Committee is on issues of relevance to the whole university. The Main Liaison Committee may initiate the preparation of policies and guidelines applicable to the whole of AU. As part of this work, the Main Liaison Committee seeks to ensure that local views are taken into consideration, and that scope is allowed for local adaptation in connection with the implementation of such policies and guidelines.

(2) In connection with consultations, inclusive processes etc., the Main Liaison Committee must focus on the most expedient timing and way of involving the Faculty Liaison Committees/the Administration's Liaison Committee and the Local Liaison Committees, in each case deciding whether the Faculty Liaison Committees/the Administration's Liaison Committee should be involved in the consultation process. The aim is for individual staff members to be as closely involved as possible.

8.-(1) The Faculty Liaison Committees and the Administration's Liaison Committee are the supreme liaison bodies for the individual faculties and the administration. The Faculty Liaison Committees and the Administration's Liaison Committee focus on issues of faculty/administration-wide relevance. That is to say, the consideration of topics from the Cooperation Circular takes place from the perspective of the administration/faculty in question. The Faculty Liaison Committees/the Administration's Liaison Committee may initiate the preparation of policies and guidelines applicable at faculty/administration level. As part of this work, the Faculty Liaison Committees/the Administration's Liaison Committee seek to ensure that local views are taken into consideration, and that scope is allowed for local adaptation in connection with the implementation of such policies and guidelines.

(2) In connection with consultations, inclusive processes etc., the Faculty Liaison Committees/the Administration's Liaison Committee must focus on the most expedient timing and way of involving the Local Liaison Committees.

(3) The Faculty Liaison Committees/the Administration's Liaison Committee may suggest topics for general discussion by the Main Liaison Committee.

9.-(1) The Local Liaison Committees are the liaison bodies in the AU consultative structure which are closest to the employees. The Local Liaison Committees focus on concrete and operational issues. That is to say, the consideration of topics from the Cooperation Circular takes place from the perspective of the department (Aarhus BSS, ST, HE)/school (Arts)/centre and administrative unit in question. This means, for example, the concrete articulation and implementation of general policies and guidelines, local discussions of finances, targets and the like.

(2) The Local Liaison Committees may suggest topics for general discussion by the Faculty Liaison Committees/Administration's Liaison Committee/Main Liaison Committee.

#### **4. Composition of liaison committees**

10. The members and alternate members of the liaison committees are appointed for a two-year term at a time.

11.-(1) The Main Liaison Committee is composed of 14 representatives of the staff organisations entitled to take part in collective bargaining and up to seven management representatives.

(2) Efforts should be made to ensure that several of AU's places of employment are represented on the Main Liaison Committee on either the staff side or the management side.

12.-(1) The distribution of the 14 seats among the staff organisations is decided by agreement between the representatives of the staff organisations entitled to take part in collective bargaining at AU.

(2) The staff representatives and their alternates are appointed by the staff organisations entitled to take part in collective bargaining among the union representatives registered at AU.

(3) If a staff organisation entitled to take part in collective bargaining has not elected a union representative at AU, an employee representative who is not a union representative may be elected for the Main Liaison Committee.

(4) The rector appoints the management representatives as well as any alternate management representatives.

13. The Main Liaison Committee is chaired by the rector. One or two vice-chairs may be elected by and from among the staff representatives on the Main Liaison Committee.

14.-(1) The Faculty Liaison Committees are composed of up to 11 representatives of the staff organisations entitled to take part in collective bargaining and up to six management representatives.

(2) For faculties with staff working at different locations, efforts should be made to ensure that several of these places of employment are represented on the Faculty Liaison Committee on either the staff side or management side.

15.-(1) The distribution of the 11 seats among the staff organisations is decided by agreement between the representatives of the staff organisations entitled to take part in collective bargaining at the faculty.

(2) The staff representatives and their alternates are appointed by the staff organisations entitled to take part in collective bargaining among the union representatives registered at the faculty.

(3) If a staff organisation entitled to take part in collective bargaining has not elected a union representative at the faculty, an employee representative who is not a union representative may be elected for the Faculty Liaison Committee.

(4) The dean appoints the management representatives as well as any alternate management representatives.

16. The faculty liaison committee is chaired by the dean. The vice-chair is elected by and from among the staff representatives of the Faculty Liaison Committee.

17.-(1) The Administration's Liaison Committee is composed of up to ten representatives of the staff organisations entitled to take part in collective bargaining and up to five management representatives.

(2) If the administration has staff working at different locations, efforts should be made to ensure that several of these places of employment are represented on the Administration's Liaison Committee on either the staff side or management side.

18.-(1) The distribution of the ten seats among the staff organisations is decided by agreement between the representatives of the staff organisations entitled to take part in collective bargaining in the administration.

(2) The staff representatives and their alternates are appointed by the staff organisations entitled to take part in collective bargaining among the union representatives registered in the administration.

(3) If a staff organisation entitled to take part in collective bargaining has not elected a union representative in the administration, an employee representative who is not a union representative may be elected for the Administration's Liaison Committee.

(4) The university director appoints the management representatives as well as any alternate management representatives.

19. The Administration's Liaison Committee is chaired by the university director. The vice-chair is elected by and from among the staff representatives on the Administration's Liaison Committee.

20.-(1) The Local Liaison Committees are composed of up to ten representatives of the staff organisations entitled to take part in collective bargaining and up to five management representatives.

(2) If the department (Aarhus BSS, ST, HE)/school (Arts)/unit is geographically spread across the regions, this should, as far as possible, be reflected in the composition of the Local Liaison Committee.

21.-(1) The distribution of the ten seats among the staff organisations is decided by agreement between the representatives of the staff organisations entitled to take part in collective bargaining at the department (Aarhus BSS, ST, HE)/school (Arts)/unit.

(2) The staff representatives and their alternates are appointed by the staff organisations entitled to take part in collective bargaining among the union representatives registered at the department (Aarhus BSS, ST, HE)/school (Arts)/unit.

(3) If a staff organisation entitled to take part in collective bargaining has not elected a union representative at the department (Aarhus BSS, ST, HE)/school

(Arts)/unit, an employee representative who is not a union representative may be elected for the Local Liaison Committee.

(4) The head of the department (Aarhus BSS, ST, HE)/school (Arts)/unit appoints the management representatives and any alternate management representatives.

22. The Local Liaison Committee is chaired by the head of department (Aarhus BSS, ST, HE)/school (Arts)/unit. The vice-chair is elected by and from among the employee representatives of the Local Liaison Committee.

## **5. Working method of the liaison committees**

23. Each liaison committee establishes its working method in a set of rules of procedure.

## **6. Special tasks of the Main Liaison Committee**

24. The Main Liaison Committee prepares a rules of procedure template to serve as inspiration for the liaison committees' preparation of their own rules of procedure.

25. The Main Liaison Committee prepares an annual schedule of recurring annual tasks for the three liaison committee levels at AU. The annual schedule is intended to support the liaison committees' planning of the year's work as well as the preparation of their own annual schedule.

26. The Main Liaison Committee prepares and updates the 'Guide to ensure good conditions for cooperation in and between liaison committees' (*Guide til et godt SU-samarbejde*) as required. The guide is to support the work of the liaison committees and the development of their cooperation.

## **7. Validity of the agreement**

27.-(1) This Cooperation Agreement for Aarhus University enters into force upon the signing of the agreement.

(2) The agreement is terminable by either party giving three months' prior notice to expire on the first day of any month, but not until the agreement has been in force for at least two years.

(3) Subject to agreement by the Main Liaison Committee, adjustments to the agreement may be made at any time.

(4) The agreement will not be amended in the event of minor organisational changes at AU, for example on the establishment of a new unit, but the agreement applies also to any new units.

(5) In the event of changes to the Cooperation Circular, the Cooperation Agreement will be changed accordingly.

Adopted by the Main Liaison Committee at a meeting on 26 November 2015.

Aarhus, 4 December 2015.

Rector Brian Bech Nielsen  
Chair of the Main Liaison Committee

Aase Pedersen  
Vice-chair of the Main Liaison Committee

Per Dahl  
Vice-chair of the Main Liaison Committee

In the event of any inconsistency between the Danish and English language versions of the document, the Danish version prevails.