

RULES OF PROCEDURE OF THE MAIN LIAISON COMMITTEE AT AARHUS UNIVERSITY

1. Rules and regulations

1. The Main Liaison Committee at Aarhus University (AU) carries out its activities in accordance with the rules applicable from time to time as set out in the Circular on the Agreement regarding Cooperation and Joint Consultation Committees in the State (the 'Cooperation Circular').

2. Tasks of the Main Liaison Committee

2.-(1) The tasks of the Main Liaison Committee are set out in the Cooperation Circular and in the Cooperation Agreement for Aarhus University.

(2) [Link to Cooperation Circular and Cooperation Agreement for Aarhus University.](#)

3. Composition of the Main Liaison Committee

3.-(1) The Main Liaison Committee is composed of management representatives and staff representatives.

(2) The number of seats is subject to agreement between management and the representatives of the staff organisations entitled to take part in collective bargaining.

(3) The maximum number of members of the Main Liaison Committee is set out in the Cooperation Agreement for Aarhus University.

(4) It has been agreed that the Main Liaison Committee will be composed of 14 staff representatives and seven management representatives. The distribution of the 14 seats among the staff organisations is decided by agreement between the representatives of the organisations entitled to take part in collective bargaining at AU.

4.-(1) The rector chairs the Main Liaison Committee and appoints the other management representatives and any alternates.

(2) The employee representatives and their alternates are appointed by the staff organisations entitled to take part in collective bargaining, in so far as is possible

among the registered union representatives. The management must be notified in writing of the appointments.

5. The members and alternate members are appointed for a two-year term. The election period runs from 1 March in even years until 28/29 February in the following even year. Once the basis for an appointment no longer exists, it is terminated.

6.-(1) The Main Liaison Committee elects one or two vice-chair(s) from among the staff representatives to serve for a two-year term. The election period follows the term of office for members and alternate members. If a vice-chair is absent for more than three months, a new vice-chair must be appointed.

(2) At least 14 days prior to the first meeting after new elections, the staff representatives must announce the new vice-chair(s) elected.

4. Tasks and responsibilities of chair and vice-chair

7. The chair ensures that the necessary secretarial assistance is available to the committee.

8.-(1) The chair and vice-chairs are jointly responsible for ensuring that the main tasks of the Main Liaison Committee are clear to the committee members, including that the committee members are aware of the Cooperation Circular.

(2) Based on the Cooperation Circular, the chair and the vice-chairs are jointly responsible for planning and coordinating the Main Liaison Committee's work in the best possible way given the needs and activities of AU, and for ensuring, for example, the inclusion of input from staff members.

(3) Together with the members of the Main Liaison Committee, the chair and vice-chairs plan how to communicate about the committee's work.

5. Planning and preparation of meetings

9.-(1) The Main Liaison Committee holds four or five ordinary meetings a year. The scheduling of the meetings must be appropriate from the point of view of AU's budgeting process and financial follow-up, i.e. the meetings must be scheduled close to the board meetings at which the budget and finances are due to be considered.

The scheduling of the meetings must also be appropriate from the point of view of the meetings of the occupational health and safety organisation.

(2) Meeting dates for the coming year are fixed in Q4 at the latest, and the secretary ensures that the meetings are booked in the committee members' calendars.

(3) At the last meeting of the year, a plan is agreed for the work of the Main Liaison Committee in the coming year. The plan may be modified as required in the course of the year.

(4) The Main Liaison Committee prepares an annual schedule of recurring annual activities and tasks. The activities scheduled for the year must be coordinated with the relevant activities in other forums of cooperation.

10. The Main Liaison Committee is responsible for preparing 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.

11. The Main Liaison Committee meetings are held during normal working hours. The committee members must be allowed the necessary time to prepare and attend the Main Liaison Committee meetings.

12. Extraordinary meetings are held as and when this is deemed necessary by the chair or if the vice-chairs or at least half of the staff representatives on the Main Liaison Committee submit a request to this effect to the chair, stating the matter(s) to be addressed at such extraordinary meeting.

13. The Main Liaison Committee may hold a theme meeting every year or every other year to discuss relevant topics.

14. The Main Liaison Committee may suggest that a joint meeting be held for all liaison committee members at AU to discuss relevant topics.

15. The chair and vice-chairs are jointly responsible for preparing proposals for agendas for the meetings with the assistance of the secretary. The chair and vice-chairs invite items for the agendas from both the management and staff representatives. For each item, it is stated whether the item is submitted for information, discussion or decision. The items on the agenda must be worded in such a way as to give the members the best possible conditions for preparing for the meeting.

16.-(1) Preliminary meetings are held as required for the purpose of preparing for the meeting.

(2) A preliminary meeting is held by the chairs and vice-chairs about five weeks before the planned Main Liaison Committee meeting to agree on the agenda.

17.-(1) A contact committee is established. The contact committee provides guidance and advice to the staff representatives on the Main Liaison Committee.

(2) The contact committee is composed of the staff representatives on the Main Liaison Committee and one representative of each of the staff organisations not represented on the Main Liaison Committee. Furthermore, alternates may participate in contact committee meetings. The staff representatives will call a meeting with the contact committee prior to meetings in the Main Liaison Committee.

18.-(1) The agenda with appendices is sent out to the members and alternate members no later than seven days prior to the date of the meeting.

(2) If necessitated by particular circumstances, the chair may decide, subject to agreement with the vice-chairs, that the agenda or appendices be sent out at shorter notice.

(3) The agenda and any non-confidential appendices must be published on relevant electronic forums concurrently with being sent out to the committee members.

(4) The agenda is finally approved at the Main Liaison Committee meeting itself.

6. Holding of meetings and minutes

19.-(1) The meetings are chaired by the chair or, in his or her absence, by one of the vice-chairs. If both the chair and the vice-chairs are absent, the secretary cancels the meeting, and a new meeting must be scheduled.

(2) The chair must ensure that the agenda is followed, that all opinions are heard, and that conclusions are drawn based on the agenda items.

20.-(1) The secretary prepares minutes of the meetings and sends the minutes out to the members and any alternate members who attended the meeting subject to the

chair's prior approval as soon as possible, and normally within 14 days of the meeting.

(2) The members must submit any comments on the minutes within a deadline of seven weekdays.

(3) Changes to the wording of the minutes are made by the secretary, who clarifies any suggested changes to the content of the minutes with the chair. The finalised minutes are sent out to the members and alternate members of the Main Liaison Committee, and are published simultaneously on relevant electronic forums.

7. Appointment of subcommittees

21.-(1) The Main Liaison Committee may appoint ad hoc subcommittees composed of management representatives and staff representatives.

(2) Subcommittee members are appointed by the Main Liaison Committee.

(3) The Main Liaison Committee adopts the terms of reference of the subcommittees, describing their tasks and powers.

(4) The chair ensures that the necessary secretarial assistance is available to the subcommittee.

8. Cooperation with the occupational health and safety organisation

22.-(1) Efforts should be made to ensure that the chair of the Main Liaison Committee is also chair of the Main Occupational Health and Safety Committee.

(2) As necessary and subject to agreement, the two committees may arrange joint meetings or seminars on topics of relevance to both committees.

(3) Efforts should be made to coordinate the meeting schedules for the two committees, see section 5 of the rules of procedure.

9. Courses for liaison committee members and alternate members

23. Within the first six months of being appointed, members and alternate members of the Main Liaison Committee must be offered a course for liaison committee members. The expenses associated with such courses are covered by the place of

employment of the member in question.

10. Duty of confidentiality

24.-(1) Members of the Main Liaison Committee are subject to the duty of confidentiality which follows from the provisions of the Danish Public Administration Act, e.g. when information has been designated by law or other valid regulations as confidential, or when secrecy is otherwise required to safeguard significant considerations for the interests of the institution or private interests.

(2) Except in cases covered by the duty of confidentiality, members are obliged to contribute to providing information to other university staff members about the work of the Main Liaison Committee.

11. Disagreements

25. Either party may submit disagreements over the interpretation and alleged breaches of the provisions of the Cooperation Agreement to the Joint Consultation Board.

12. Evaluation of the work of the Main Liaison Committee

26.-(1) The Main Liaison Committee must conduct an evaluation of its work every other year.

(2) The evaluation may be conducted based on one of the tools prepared by the Cooperation Secretariat for this purpose, and/or based on AU's 'Guide to ensure good conditions for cooperation in and between liaison committees' (*Guide til et godt SU-samarbejde*).

(3) The evaluation is carried out at a meeting of the Main Liaison Committee. The evaluation can be made with the assistance of the committee's secretary or an employee from the HR department.

(4) A follow-up plan must be prepared after the evaluation.

13. Commencement, changes and termination

27.-(1) The rules of procedure enter into force immediately after the meeting at which they have been adopted by the Main Liaison Committee.

(2) Amendments to the rules of procedure may be made at any time when agreed by the Main Liaison Committee. Proposals for changes to the individual clauses must be submitted to the Main Liaison Committee no later than five weeks prior to the date of the meeting at which the changes are to be considered.

(3) In the event that amendments are made to the Cooperation Circular which have a bearing on the rules of procedure of the Main Liaison Committee, the rules of procedure are amended accordingly.

(4) Either party may terminate these rules of procedure by giving three months' prior notice to expire on the first day of any month provided that negotiations on a new set of procedures have taken place within this period.

(5) These rules of procedure replace the previously agreed rules of procedure dated 24 April 2012.

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.