

Guidelines on cooperation under the Cooperation Circular when not establishing liaison committees

Background information

The 'Circular on the Agreement regarding Cooperation and Joint Consultation Committees in State Sector Enterprises and Institutions' (*Cirkulære om aftale om samarbejde og samarbejdsudvalg i staten*) regulates cooperation at state sector workplaces.

If a unit has less than 25 staff members, a liaison committee is not established, but cooperation must still take place in line with the principles stated in the circular.

Currently, this applies to the following units at AU:

At Science and Technology:

The Danish Centre for Environment and Energy (DCE)

The Danish Centre for Food and Agriculture (DCA)

The International Centre for Research in Organic Food Systems (ICROFS)

The Bioinformatics Research Centre (BiRC)

The Science and Technology Learning Lab (STLL)

At Aarhus BSS:

The Centre for Teaching and Learning

and the Dean's Secretariats at the faculties.

This means that the managers of these units must ensure

- that staff meetings are held regularly.
- that matters which would have been discussed at local liaison committee meetings in accordance with the cooperation agreement are put on the staff meeting agenda when relevant.
- See examples in section 3(2) and section 4:
 - The latest workplace developments, the expected development of activities and the financial situation.
 - The workplace's current situation and the expected development in relation to structure and employment, especially in connection with structural changes and in situations where jobs are in jeopardy. Any planned and expected initiatives relating to this must also be addressed.
 - Other decisions which may lead to significant changes in the way the work is organised and the employees' terms and conditions of employment.
 - Tenders and outsourcing.

- Work- and staff-related matters.
 - Trust, cooperation and well-being.
 - Major Changes at work.
- In addition, it is relevant for the unit to assess whether and when it may be relevant to discuss the other topics included in the cooperation circular.

In practice

In order to establish the best dialogue in the unit about the topics in the circular, it is *proposed* that

- The unit's manager prepares a draft staff meeting agenda, preferably in cooperation with the staff.
- Minutes of the meetings are taken.
- The manager and the staff jointly agree on the meeting structure including duration, frequency, agenda structure and minutes.
- The unit's manager stays informed about the work in the Faculty Liaison Committee.
- The unit's manager receives information about local liaison committee consultations from the HR partner.
- In the same way as any local liaison committee, the unit may submit a request for specific topics to be discussed by the Faculty Liaison Committee and the Main Liaison Committee.