**TEMPLATE FOR RULES OF PROCEDURE OF LIAISON COMMITTEES AT AARHUS UNIVERSITY**

1. **Rules and regulations**

1. The XX Liaison Committee 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’).

1. **Tasks of XX Liaison Committee**

2.-(1) The tasks of the XX 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.

1. **Composition of XX Liaison Committee**

3.-(1) The XX 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 XX Liaison Committee is set out in the Cooperation Agreement for Aarhus University.   
  
(4) It has been agreed that the XX Liaison Committee will be composed of zz staff representatives and yy management representatives. The distribution of the zz seats among the staff organisations is decided by agreement between the representatives of the organisations entitled to take part in collective bargaining in [the unit].

4.-(1) The [head of NN] chairs the XX Liaison Committee and appoints the other management representatives as well as their alternates among staff members with managerial responsibilities.

(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 vice-chair of the XX Liaison Committee is elected by and 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 employee representatives must announce the new vice-chair(s) elected.

1. **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-chair are jointly responsible for ensuring that the main tasks of the XX 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-chair are jointly responsible for planning and coordinating the XX Liaison Committee’s work in the best possible way given the needs and activities of [the unit], and for ensuring, for example, the inclusion of input from [the unit]’s staff members.  
  
(3) Together with the members of the XX Liaison Committee, the chair and vice-chair plan how to communicate about the committee’s work.

1. **Planning and preparation of meetings**

9.-(1) The XX Liaison Committee holds yy ordinary meetings a year. The scheduling of the meetings must be appropriate from the point of view of Aarhus University’s (AU) and [the unit]’s budgeting process and financial follow-up, i.e. the meetings must be scheduled close to the board meetings or meetings in [the unit] 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 unit]’s occupational health and safety organisation and [the unit]’s other forums of cooperation.   
  
(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 XX Liaison Committee in the coming year. The plan may be modified as required in the course of the year.  
  
(4) The XX Liaison Committee prepares an annual schedule of recurring annual activities and tasks. The activities scheduled for the year must be coordinated with [the unit]’s 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 liaison committee meetings are held during normal working hours. The committee members must be allowed the necessary time to prepare and attend the XX Liaison Committee meetings.   
  
12. Extraordinary meetings are held as and when this is deemed necessary by the chair or if the vice-chair or at least half of the staff representatives on the XX Liaison Committee submit a request to this effect to the chair, stating the matter(s) to be addressed at such extraordinary meeting.  
  
13. The XX 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-chair are jointly responsible for preparing proposals for agendas for the meetings. The chair and vice-chair 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. Preliminary meetings are held as required for the purpose of preparing for the meeting.   
  
17.-(1) A contact committee may be established subject to agreement. The contact committee provides guidance and advice to the staff representatives on the XX Liaison Committee.   
  
(2) The contact committee is composed of the staff representatives on the XX Liaison Committee and one representative of each of the staff organisations not represented on the XX 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 XX Liaison Committee.  
  
18.-(1) The agenda with appendices is sent out to the members and alternate members no later than yy days prior to the date of the meeting.   
  
(2) If necessitated by particular circumstances, the chair may decide, subject to agreement with the vice-chair, 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 XX Liaison Committee meeting itself.

**6. Holding of meetings and minutes**

19.-(1) The meeting is chaired by the chair or, in his or her absence, by the vice-chair. If both the chair and the vice-chair 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 yy days of the meeting.

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

(3) After the incorporation of any corrections to the minutes, subject to agreement with the chair and vice-chair, the minutes in their final form are sent to the members and alternate members of the XX Liaison Committee concurrently with being published on relevant electronic forums.

1. **Appointment of subcommittees**

21.-(1) The XX Liaison Committee may appoint ad hoc subcommittees composed of management representatives and staff representatives.   
  
(2) Subcommittee members are appointed by the XX Liaison Committee.  
  
(3) The XX Liaison Committee adopts the terms of reference of the subcommittees, describing their tasks and powers.

1. **Cooperation with the occupational health and safety organisation**

22.-(1) Efforts should be made to ensure that the chair of the XX Liaison Committee is also chair of the XX 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.

1. **Courses for liaison committee members and alternate members**

23. Within the first six months of being appointed, members and alternate members of the XX Liaison Committee must be offered a course for liaison committee members. The expenses are covered by the place of employment of the members in question.

1. **Duty of confidentiality**

24.-(1) Members of the XX 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 XX Liaison Committee.

1. **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.

1. **Evaluation of the work of the XX Liaison Committee**

26.-(1) The XX 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 XX 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.

1. **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 XX Liaison Committee.

(2) Amendments to the rules of procedure may be made at any time when agreed by the XX Liaison Committee. Proposals for changes to the individual clauses must be submitted to the XX Liaison Committee no later than one month prior to the holding 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 XX 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.

Adopted by the XX Liaison Committee at a meeting on dd mm 20aa.

[Place], dd mm 20aa

Name chair Name vice-chair

Chair of the XX Liaison Committee Vice-chair of the XX Liaison Committee

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