**TEMPLATE FOR THE RULES OF PROCEDURE FOR LIAISON**

**COMMITTEES AT AARHUS UNIVERSITY**

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1. **Legal basis and tasks**

1. The XX liaison committee conducts its activities in accordance with the current rules in the Circular on cooperation and liaison committees in the state sector, in the following referred to as the circular on cooperation, and the cooperation agreement for Aarhus University, in the following referred to as the AU cooperation agreement.

1. **Composition of the XX liaison committee**

2. The XX liaison committee consists of a chair (the head of the unit), a vice-chair (elected by and from among the employee representatives on the committee) as well as (number) management representatives and (number) employee representatives. The management is informed in writing about which employee representatives have been appointed.

3. Members and their alternates are appointed for a two-year term. The election period runs from 1 March in even years to the 28/29 February in the following even year. An appointment ceases when the basis for the appointment is no longer present.

1. **Tasks and responsibilities of the chair and the vice-chair**

4. The chair is responsible for ensuring that secretarial support is provided for the committee.

5. The chair and the vice-chair are jointly responsible for ensuring that the tasks of the liaison committee are clear to the members of the committee, including that the committee is familiar with the circular on cooperation and the AU cooperation agreement.

(2) The chair and the vice-chair are jointly responsible for ensuring that the work of the liaison committee is planned and coordinated in the best possible way with respect to the unit's needs and activities.

(3) Together with the members of the liaison committee, the chair and the vice-chair prepare information about the work of the committee, including how the liaison committee involves the unit's employees. (Here, it may be relevant to specify in what way the committee has agreed to do so).

1. **Planning and preparation of meetings**

6.-(1) The liaison committee holds (number) ordinary meetings a year. The meetings are scheduled in a manner that is appropriate in relation to budget process, follow-up on finances, meetings of the occupational health and safety organisation and other cooperation forums in the unit.

(2) The liaison committee prepares an annual schedule for recurring tasks. The activities of the annual schedule should be coordinated with relevant activities in the unit's other cooperation forums and cooperation forums at other levels.

(3) At the last meeting of the year, a preliminary plan is made for the work of the committee in the year to come. The secretary enters the meetings in the committee members' calendar.

7.-(1) Extraordinary meetings are held when the chair deems them necessary, or if the vice-chair or at least half of the employee representatives on the liaison committee submit(s) a request about this to the chair, stating the case to be considered.

8.-(1) The chair and the vice-chair are jointly responsible for preparing proposals for the meeting agendas. The chair and the vice-chair make sure that proposals for items and any theme discussions for the agenda are obtained from managers and employee representatives. They note for each item whether the purpose of the item is to share information, discussion, or to make a decision. The agenda items must be worded such that members have good opportunity to prepare for the meeting.

9. The agenda and appendices must be sent to members and alternates by no later than (number) days before the meeting.

(2) If specific reasons so dictate, after agreement with the vice-chair, the chair may decide to distribute the agenda and/or appendices at a shorter notice.

(3) The agenda and non-confidential appendices are published in relevant electronic forums at the same time as distribution to the committee members (it may be relevant to add specific information about this here).

(4) The agenda is finally approved at the relevant meeting of the liaison committee.

10.-(1) Preliminary meetings are held as required (it may be relevant to add specific information about this here).

11.-(1) A contact committee may be established by agreement. The contact committee acts as a guide and an advisory body for the employee representatives on the liaison committee (it may be relevant to add specific information about this here).

(2) The contact committee consists of the liaison committee's employee representatives and one representative of each of the staff organisations not represented on the liaison committee. Alternates can also participate in the contact committee meetings. The employee representatives convene the contact committee prior to a meeting of the liaison committee.

1. **Meetings and minutes**

12.-(1) The meeting is chaired by the chair of the committee, and in the absence of the chair, by the vice-chair. If both the chair and the vice-chair are absent, the secretary will cancel the meeting and a new meeting will be scheduled.

(2) The chair of the meeting is responsible for ensuring compliance with the agenda, that all viewpoints are presented and that the items on the agenda are concluded.

13.-(1) As soon as possible, and usually by no later than (number) days after the meeting, the secretary prepares the minutes of the meeting, and following approval of the minutes by the chair of the committee, the secretary sends them to the members and the alternates who participated in the meeting.

(2) Within a deadline of (number) days, the members send any comments on the minutes.

(3) When corrections (possibly by agreement with the chair of the committee) have been incorporated into the minutes, the final version is sent to the members and alternates on the liaison committee and is published in relevant electronic forums at the same time.

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

14. Endeavours are made to ensure that the chair of the liaison committee is the same person as the chair of the occupational health and safety committee.

15. The two committees work together on tasks common to the committees, for example psychological work environment and workplace assessment.

(2) The meeting schedule and topics for the two committees should be coordinated.

1. **Duty of confidentiality**

16. The members of the liaison committee have a duty of confidentiality that follows from the rules of the Danish Public Administration Act, for example when information is referred to by law or other relevant provision as confidential, or when it is otherwise necessary to maintain confidentiality in order to safeguard the interests of the institution or private individuals. In addition, discussions and appendices may be subject to confidentiality for a specified period.

(2) Apart from the cases covered by the duty of confidentiality, the members contribute to ensuring that colleagues are informed about the work of the liaison committee.

1. **Evaluation of the work of the liaison committee**

17. The liaison committee evaluates its work every two years. This could be by using the tools made available by the liaison secretariat, or by using the AU "Guide to ensure good conditions for cooperation in and between liaison committees".

1. **Entry into force, changes and termination**

18.-(1) These rules of procedure will enter into force immediately after the meeting at which the liaison committee established them.

(2) Changes to the rules of procedure may be made once they have been agreed on by the liaison committee. Proposed changes must be sent to the liaison committee at least one month before the meeting at which the changes are to be discussed.

(3) In the event of changes to the circular on cooperation or to the AU cooperation agreement that are significant to the liaison committee’ rules of procedure, the rules of procedure are changed accordingly.

(4) Each of the parties is entitled to terminate the rules of procedure at three months' notice given before the first day of the following month, if negotiation on new rules of procedure has taken place within this period.

Adopted at the meeting of the XX liaison committee on (date and year).

(Date and signatures)

Chair Vice-chair