



## TEMPLATE FOR THE RULES OF PROCEDURE FOR LIAISON COMMITTEES AT AARHUS UNIVERSITY

Liaison committees can base their rules of procedure on this template. It can be used as a point of departure for the drafting of local rules of procedure tailored to the individual committee.

### Rules of procedure for xx liaison committee

#### 1. Legal basis and tasks

- 1.1. 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 agreement on cooperation, and the cooperation agreement for Aarhus University, in the following referred to as the AU cooperation agreement.

#### 2. Composition of the liaison committee

- 2.1. 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.
- 2.2. Members and alternates are appointed for 2-year terms. A two-year term 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.
- 2.3. In good time before the end of a member's term, the secretary should remind committee members that a new appointment must be made before 1 March.
- 2.4. The chair should inform management of which staff member representatives have been selected in writing.

#### 3. Tasks and responsibilities of the chair and vice-chair

- 3.1. The chair is responsible for ensuring that secretarial support is provided for the committee.
- 3.2. The chair and vice-chair are jointly responsible for ensuring that the tasks of the liaison committee are clear to the committee members, including that the committee is familiar with the 'Circular on the agreement on cooperation and liaison committees in the state sector' and the AU cooperation agreement.





- 3.3. 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.
- 3.4. Together with the other 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. (Describe how the committee has agreed to do this here.)

#### **4. Confidentiality**

- 4.1. 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.
- 4.2. Apart from the cases covered by the duty of confidentiality, the members have a duty to help ensure that colleagues are informed about the work of the liaison committee.

#### **5. Planning and preparation of meetings**

- 5.1. 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.
- 5.2. At the last meeting of the year, the committee should draft a preliminary plan for the work of the committee in the year to come. 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.
- 5.3. The secretary should book the year's series of meetings in the committee members' calendars.
- 5.4. 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.
- 5.5. The chair and vice-chair are jointly responsible for writing a draft agenda for the meetings. In this connection, the chair and the vice-chair must ensure that proposals for items and any theme discussions for the agenda are obtained from managers and employee representatives. For each item on the agenda, they should note whether the purpose of the item is information-sharing, discussion, or decision-making. The agenda items must be worded such that members have good opportunity to prepare for the meeting.



5.6. If an item and/or appendix is confidential, this must be noted in the agenda.

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

5.8. 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.

5.9. 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).

5.10. The agenda is finally approved at the relevant meeting of the liaison committee.

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

## **6. Meetings and minutes**

6.1. The meetings are chaired by the chair. If the chair is absent from a meeting, it must be chaired by another management representative on the committee. If both the chair and the vice-chair are absent, the secretary should cancel the meeting and re-schedule.

6.2. The chair of the meeting is responsible for ensuring that the agenda is followed, that all viewpoints are presented and that the items on the agenda are concluded.

6.3. Minutes must be taken of all items, including confidential items.

6.4. No later than (number of) days after the meeting, the secretary should send draft minutes to the members and alternates who attended the meeting for review. The draft minutes must be approved by the chair before they are sent to the members and alternates for review.

6.5. A deadline of (number of) days should be set for members to review and comment on the minutes.

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

6.7. If the confidentiality period for specific items extends beyond the date of publication of the minutes, publication should initially take place without the confidential item(s). The full minutes should be published when confidentiality has been lifted.



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

- 7.1. 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.
- 7.2. The two committees work together on tasks common to the committees, for example psychological work environment and workplace assessment.
- 7.3. The meeting schedule and topics for the two committees should be coordinated.

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

- 8.1. The liaison committee should evaluate its work every second year (specify more precisely when if necessary).

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

- 9.1. These rules of procedure will enter into force immediately after the meeting at which the liaison committee approves them.
- 9.2. Amendments to the rules of procedure may be made once they have been agreed on by the liaison committee. Proposed amendments must be sent to the liaison committee no later than two weeks before the meeting at which the proposed amendment is to be discussed.
- 9.3. In the event of changes to the circular on cooperation or to the AU cooperation agreement that have a bearing on the the liaison committee's rules of procedure, the rules of procedure must be amended accordingly.
- 9.4. Either party may terminate the rules of procedure with three months' notice to the first of a month. Negotiations on new rules of procedure must take place before the end of the notice period.

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

(Date and signatures)

Name chair

Name vice-chair