

AGREEMENT ON COOPERATION AND LIAISON COMMITTEES AT AARHUS UNIVERSITY

1. Cooperation agreement for Aarhus University's liaison committees

1. The agreement on cooperation and liaison committees at Aarhus University (AU cooperation agreement) describes the establishment of liaison committees and the committees' main tasks at Aarhus University (AU). The establishment of liaison committees and their tasks are in accordance with the current [Circular on cooperation and liaison committees in the state sector](#), in the following referred to as the circular on cooperation.

2. Establishment of liaison committees at Aarhus University

2. The structure for the establishment of liaison committees reflects the university's organisation. The Main Liaison Committee is the supreme liaison committee at Aarhus University and represents all of the university's core activities, fields of work and employees.

3. In addition, there is a Faculty Liaison Committee for each faculty and an Administration's Liaison Committee for the administration.

4. Furthermore, there are local liaison committees at schools/departments, at department-like centres which are not organisationally part of a department/school, at administrative centres, in administrative divisions, and in other organisational units with at least 25 employees.

5. Units with fewer than 25 employees handle liaison committee-related topics at unit staff meetings. Units can find inspiration for this in the liaison secretariat's leaflet '[Samarbejde på arbejdspladser med under 25 ansatte](#)' (cooperation in workplaces with fewer than 25 employees).

3. Composition of the liaison committees

6.-(1) Members and alternates are appointed for two years at a time. The appointment period runs from 1 March in even years to the end of February in the following even year. Members and alternates appointed are notified to the relevant management before a new appointment period begins.

(2) If the area covered by the liaison committee has several places of employment, this geography should be reflected in the composition of the committee as far as possible.

Composition of the Main Liaison Committee

7.-(1) The Main Liaison Committee is composed of 14 representatives of the union organisations and up to eight management representatives.

(2) The union organisations' representatives at AU agree on how the 14 seats are to be divided between the organisations.

- (3) Employee representatives and alternates on the Main Liaison Committee are appointed by the unions and by and from among the union representatives at AU.
- (4) If a union has not selected a union representative at AU, an employee representative who is not a union representative may be appointed to the Main Liaison Committee.
- (5) The rector is the chair of the Main Liaison Committee, and appoints management representatives and any alternates for these representatives.
- (6) The deputy director of HR is a permanent member of the Main Liaison Committee.
- (7) One or two vice-chairs are elected by and from among the employee representatives on the Main Liaison Committee.

Composition of the other liaison committees

- 8.-(1) The Faculty Liaison Committee is composed of up to 11 representatives of the union organisations' representatives at the faculty and up to six management representatives.
- (2) The Administration's Liaison Committee is composed of up to ten representatives of the union organisations' representatives in the administration and up to five management representatives.
- (3) The local liaison committee is also composed of up to ten representatives of the union organisations' representatives in the unit and up to five management representatives.
- (4) The union organisations' representatives at the faculty/in the administration/in the unit agree on how the seats are to be divided between the organisations.
- (5) Employee representatives and alternates are appointed by the unions from among the union representatives at the faculty/in the administration/in the unit.
- (6) If a union has not selected a union representative at the faculty/in the administration/in the unit, an employee representative may be appointed from among the other employees.
- (7) The dean is the chair of the Faculty Liaison Committee. The university director is the chair of the Administration's Liaison Committee. Similarly, the head of department or school/centre director/administrative centre manager/deputy director is the chair of the local liaison committee.
- (8) The chair of the liaison committee appoints management representatives and any alternates for these representatives.
- (9) One vice-chair is elected by and from among the employee representatives on the Faculty Liaison Committee/the Administration's Liaison Committee/the local liaison committee, respectively.

4. Tasks of the liaison committees

9. The liaison committees at AU perform the tasks stipulated in this AU cooperation agreement and in the circular on cooperation.

10.-(1) As the supreme liaison committee at AU, the Main Liaison Committee focuses on topics that affect the entire university. The Main Liaison Committee can initiate policies and guidelines that apply to all of AU. This work involves local viewpoints, and, where appropriate, there should be room for adaptation to local requirements in connection with implementation.

(2) In connection with consultations, the Main Liaison Committee assesses when and how the Faculty Liaison Committee/the Administration's Liaison Committee and/or the local liaison committees can most appropriately be included, and what the purpose of the consultation is.

11.-(1) The Faculty Liaison Committee and the Administration's Liaison Committee are the supreme liaison committees for the individual faculties and the administration, respectively. The Faculty Liaison Committee/the Administration's Liaison Committee focuses on cross-organisational matters at the faculty/in the administration, and may, for example, initiate policies and guidelines for the faculty/administration. This work involves local viewpoints, and, where appropriate, there should be room for adaptation to local requirements in connection with implementation.

(2) In connection with consultations, the Faculty Liaison Committee/the Administration's Liaison Committee assesses when and how the local liaison committee is most appropriately included, and what the purpose of the consultation is.

(3) The Faculty Liaison Committee/the Administration's Liaison Committee can raise topics for discussion in the Main Liaison Committee.

12.-(1) The local liaison committees focus on aspects at the department/school/centre or in the administrative unit. This work may include preparation of local guidelines, implementation of general policies and guidelines, local discussions on finances, goals, etc.

(2) The local liaison committees can raise topics for discussion by the Faculty Liaison Committee/the Administration's Liaison Committee and the Main Liaison Committee.

5. Special tasks of the Main Liaison Committee

13. The Main Liaison Committee prepares a template for the rules of procedure for use by the liaison committees as inspiration when establishing their rules of procedure.

14. The Main Liaison Committee prepares an annual schedule for recurring annual tasks performed by the Main Liaison Committee. This annual schedule can be used to support the liaison committees at other levels in their annual planning.

15. The Main Liaison Committee prepares and updates the "Guide to ensure good conditions for cooperation in and between liaison committees" as required. The guide supports the work of the liaison committees and development of cooperation.

6. Working methods of the liaison committees

16. Each liaison committee describes its composition and working methods in a set of rules of procedure. The template for the rules of procedure is available on the [website](#).

7. Period of validity of the agreement

17.-(1) This cooperation agreement for Aarhus University enters into force when the agreement is signed.

(2) The agreement may be terminated by either party at three months' notice given before the first day of the following month, however at the earliest after the agreement has been in force for two years.

(3) Any adjustments to the agreement may be made on an ongoing basis as required, and when this is agreed by the Main Liaison Committee.

(4) If changes are made to the circular on cooperation, this cooperation agreement will be changed accordingly.

Adopted at the meeting of the Main Liaison Committee on 29 April 2020.

Aarhus, [date]

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