Terms of reference for the Committee for Equality and Diversity

The Committee for Equality and Diversity has been appointed by Aalborg University's Executive Management. The committee is responsible for the strategic and long-term development of equality and diversity efforts at Aalborg University.

The committee deals with issues related to gender, age, ethnicity, nationality, sexual orientation, religion, physical and mental impairments, etc.

Members of the Committee for Equality and Diversity

- One member from the Executive Management (chair)
- One pro-dean
- One head of department
- The head of the HR Department
- One representative from the Faculty of Humanities
- One representative from the Faculty of Social Sciences
- One representative from the Technical Faculty of IT and Design
- One representative from the Faculty of Engineering and Science
- One representative from the Faculty of Medicine
- One representative from the technical and administrative staff

Objective

The Committee for Equality and Diversity aims to monitor and create the framework for equality efforts at Aalborg University with a view to creating equal opportunities for all.

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1 The member representing the Executive Management is appointed by the Rector.
2 The pro-dean is appointed by the pro-deans; however, the member representing the pro-dean must not be affiliated with the same faculty as the member representing the Executive Management.
3 The Rector will request the faculties to submit each their proposal for the member representing the heads of departments. The Rector will then appoint the member representing the heads of departments.
4 The representative from the Faculty of Humanities is appointed by and chosen from the members of the Academic Council.
5 The representative from the Faculty of Social Sciences is appointed by and chosen from the members of the Academic Council.
6 The representative from the Technical Faculty of IT and Design is appointed by and chosen from the members of the Academic Council.
7 The representative from the Faculty of Engineering and Science is appointed by and chosen from the members of the Academic Council.
8 The representative from the Faculty of Medicine is appointed by and chosen from the members of the Academic Council.
9 The representative from the technical and administrative staff is appointed by and chosen from the staff members of the Main Joint Consultation Committee.
Areas of responsibility

- Based on the ambitions of Aalborg University’s strategy (Knowledge for the World), the committee will prepare five-year plans for equality and diversity at Aalborg University (first term 2016-2021)
- Ad hoc analyses and initiatives within equality and diversity
- Internal and external communication on the University’s efforts within equality and diversity
- Preparing annual reports to the University Board, Executive Management, Main Joint Consultation Committee, academic councils, etc.
- Monitoring the University’s compliance with Danish legislation, Lov om ligestilling [act on equality], primarily in the context of the gender balance, and preparing drafts for The University’s annual reporting, cf. ministerial requirements
- Monitoring the University’s compliance with its own regulations (section 24(8)) and the Cooperation Agreement
- Monitoring the general development within the area of responsibility of the committee
- Developing and updating the University’s equality report (available in Qlikview)
- Preparing various reports to ministries, agencies, etc.

Relation to the Executive Management and other University bodies

The committee is advisory to the Executive Management and the University Board.

The chair is responsible for informing the Executive Management, the University Board and the Main Joint Consultation Committee of the committee’s activities. The chair is responsible for presenting proposals to the Executive Management for decision or approval.

Furthermore, the chair is obligated to be attentive to whether topics discussed in the committee are also discussed or related to topics discussed in other bodies.

Meetings and minutes

The chair is responsible for calling and chairing committee meetings.

Ordinary meetings are held approximately four times a year; one each quarter according to the annual cycle adopted by the committee.

Meetings are held during working hours in alternating locations/campuses. The reason for having meetings at alternating campuses is to ensure the committee’s visibility and to promote the opportunities available to local stakeholders (managers, union representatives, occupational health and safety representatives etc.) for interacting with committee members in terms of inspiration or knowledge sharing.

When necessary, the chair may arrange extraordinary meetings.

At the final meeting of each year, the committee will prepare the meeting schedule and revise and adopt the annual cycle for the next year. All members of the committee must dedicate sufficient time to undertake committee work.

Ten days before meetings, the secretariat will call the meeting and send out the meeting agenda. In special circumstances, the chair may call meetings in short notice.
The minutes of meetings in the Committee for Equality and Diversity comprise brief records of decisions indicating the main topics of discussion and the decisions reached. When committee members wish for views of individual parties or third parties to be included in the minutes, this must be clearly stated during the meeting.

The committee secretary is responsible for taking meeting minutes and for sending these to committee members no later than five work days after the meeting. Committee members may submit their comments to the minutes within five work days of receipt; after this deadline, the minutes will be approved and published in Danish on the AAU website (inside.aau.dk) and filed in AAU’s electronic case and document management system.

When necessary, the chair will be included in the process of adding any changes to the minutes before the final approval.

Case presentations

Any cases to be discussed by the committee must be submitted in writing (case presentation and appendices) one week before the agenda is sent to committee members. All cases must be submitted to the secretariat.

Any cases included in the agenda may be presented as: information, discussion or decision/approval and must be treated accordingly.

Confidentiality

As a general rule, committee discussions are open. However, in compliance with section 27 of the Danish Public Administration Act (Forvaltningsloven), committee members are bound by confidentiality, such as when information is considered confidential by law or when confidentiality is necessary in safeguarding the interests of the institution or private interests. When cases are treated as confidential, the reasons for this must be stated.

Budgets

The committee has its own budget for covering the expenses of organising events and meetings, including travel expenses. In addition, the budget must cover the expenses involved in carrying out qualitative and quantitative analyses of the equality efforts at AAU. The secretariat is responsible for applying annually for a fixed amount covering committee activities, and the budget belongs under the HR Department.

Administrative support

The HR Department provides administrative support to the committee.

Commencement, amendments and termination

On 13 October 2016, these terms of reference were discussed by the Committee for Equality and Diversity and subsequently submitted for the approval of the Executive Management.

If necessary, the Committee for Equality and Diversity may recommend changes to these terms of reference; these must be submitted to the Executive Management.

Approved by the Executive Management on 4 November 2016