



## The Collaboration Committee at Fróðskaparsetur Føroya

### Regulations

#### §1 Purpose

The collaboration committee works to secure good collaboration between management and employees at Fróðskaparsetrið.

#### § 2 The committee's activity

The collaboration committee must have insight in all issues relevant to the institution, and to all issues that according to the administrative law are accessible, except for personal files and personal matters.

The collaboration committee does not make decisions in any matters but gives recommendations to the management when a decision directly or indirectly will influence the working conditions for the employees.

#### §3 The collaboration committee especially deals with issues concerning:

- Goals, strategy, and activity plans
- Budget and material for the estimates of the budget
- Projects dealing with rationalisation and changes
- Staff policy
- Staff development
- Working conditions

#### §4 Arrangement and activities for the collaboration committee

The collaboration committee is composed of members representing the employees.

The employees appoint the representatives to the committee. The representatives are chosen among the largest profession groups

The rector is the permanent chairman while a staff representative is the deputy chairman in the committee.

The deputy chairman is chosen among one of the appointed staff representatives and is also chosen by the staff representatives in the committee.

**Act. 2** Meetings are to be held regularly at least 4 times a year. Meetings are also to be held if a member of the committee request so. The meeting is to be arranged in conciliation 7 days after the request.

**Act. 3** It is the chairman's responsibility to give the representatives notice about the meetings and to prepare the meetings.

The program for the meeting must include at least these topics:

1. Approval of agenda
2. Approval of the minutes from last meeting
3. Possible issues to discuss
4. Information from the management

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5. Information from the employees
6. Plans for the next meeting
7. Other issues

*Act. 4* Members in the collaboration committee can request an issue to be discussed at the collaboration committee.

*Act. 5* Members in the collaboration committee get five days to comment the minutes.

*Act. 6* The staff are to be informed about the date of the meetings as soon as the date is fixed.

*Act. 7* The staff must be informed about the minutes as soon as the minutes are approved by the meeting members.

### **§ 5 Confidentiality**

The rules of confidentiality for employees in the public sector also apply to members in the collaboration committee.

Fróðskaparsetur Føroya

22. januar 2020

Chik Collins

Rector