Framework agreement on the structure and functions of union representatives at Aalborg University

Objective

The objective of this framework agreement, in the following referred to as the agreement, is to ensure good, uniform and transparent conditions for union representatives at Aalborg University; this includes trying to establish a simple and transparent structure and a good organisational framework in which union representatives may serve.

“The union representative is the trade union’s workplace representative and the employees’ representative in relation to management. As the trade union’s representative, the person in question has special duties to act in accordance with the agreements in force and to promote positive and stable working conditions.

... As the employees’ representative, the union representative must facilitate cooperation between management and staff; thus, the union representative is usually a member of the consultation committee.” (Translated from Cirkulære om tillidsrepræsentanter i staten [Circular on union representatives in the state sector]).

Scope

The agreement is applicable to all union representatives at Aalborg University from trade unions with collective bargaining rights.

Legal basis

This framework agreement is a local agreement for Aalborg University (AAU) between the management and the union representatives at AAU. The collective agreement in force and the circulars in force will form the legal basis of this agreement. Thus, the contents of the agreement must not replace the circulars in force; instead, it must be regarded as a supplement to these.

Structure

Union representation, cf. the above description, requires a well-established and well-functioning system of cooperation throughout Aalborg University. Thus, the structure of union representation is established on the basis of this premise.

Throughout the organisation, the structure of union representation must be uniform and transparent; thus information on union representatives covering specific areas and their trade unions must be made available to all staff members, union representatives and members of the management.

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1 Cirkulære om tillidsrepræsentanter i staten mv. [Circular on union representatives in the state sector, etc.] and Cirkulære om aftale om samarbejde og samarbejdsudvalg i staten [the Circular on the agreement regarding cooperation and joint cooperation committees in the state sector].
The structure of union representation should correspond to the organisational structure of AAU which is manifested in its three managerial levels (1) the Rector and Pro-rector, (2) main areas and (3) departments/units.

The following, as defined in the circular “the main rule ... at any institution - in large institutions this applies to each department – one union representative may be elected for each staff group, if this union representative represents at least 5 staff members” will always be applicable. In order for union representatives to gain as much insight, experience and routine as possible for becoming equal partners to the management, AAU wishes for union representatives at AAU to serve as union representatives for a certain number of staff members. Therefore, union representatives should preferably represent a minimum of 25 staff members. Conversely, the union representation workload should not become the representatives’ primary work task; thus, union representatives are recommended to represent no more than 200 staff members each. The above numbers are recommendations which may be subject to negotiation between management and union representative.

In special circumstances, following negotiations between management and trade union, a union representative who does not necessarily comply with the above mentioned linear managerial structure may be elected.

Representation and election

In this framework agreement, the union representative has two types of representation tasks: (1) representation tasks due to their membership of a consultation committee, which include the potential of influencing the managerial authority (work tasks, organisation and staff requirements); hereafter referred to as ‘consultation committee representation’. (2) representation tasks due to their role as union representative, which include the right to negotiate (salary and conditions of employment); hereafter referred to as ‘union representation’.

Consultation committee representation involves representing all staff members in their department, unit, main area or the entire university (and not only the members of their trade union) in the consultation committee, cf. the circular on union representatives in the state sector:

“The staff representatives of the Committee must base their representation on the joint interests of the entire staff group regarding the workplace conditions” (translated from the Danish circular).

In this context, trade union association is only relevant when a new consultation committee is established. Once the consultation committee assume their duties, their focus will be on the joint interests of the workplace; and each union representative therefore represents all the staff members.

Union representation involves representing all staff members covered by a specific collective agreement. This also includes representing staff members who are not organised in a trade union.

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2 A staff group is a group of staff members with comparable job functions who are employed in a unit with separate management and covered by a specific collective agreement or trade union agreement. Thus, a staff group may comprise a department’s academic staff members or technical and administrative support staff or other group categories.
The election of union representatives, substitutes and joint union representatives is covered by the circular on union representatives in the state sector. This agreement, however, clarifies the following:

- To the extent possible, union representatives should represent groups of staff members similar to their own group, cf. the definition of a group of staff members.
- It is preferable that the joint union representative is the trade union’s overall representative at AAU for the relevant group of staff members.

**Description of roles and responsibilities**

**Union representative.**

The position as union representative at AAU involves a range of job functions which are largely similar to those of other union representatives; however, the scope of these is likely to be in proportion to the number of staff members represented by the union representative.

In general, union representatives are responsible for the following tasks:
- Assessing that salary classifications are in accordance with job contents by providing comments on job advertisements for new positions for academic staff or technical/administrative staff (or when significant changes are made to the job functions of re-advertised positions).
- Salary negotiations on appointment.
- Annual salary negotiations, including the initial discussions and continuous follow-up relating to this.
- Participating in or appointing representatives for the consultation committee.
- Supporting and engaging in dialogue with members of the local consultation committee.
- Negotiating individual agreements, such as senior staff schemes, duty schemes, etc.
- Negotiating local agreements, such as agreements on working hours, local salary agreements, the remuneration of programme management and duty schemes.
- Obligation to inform to all staff members, consultation committees, management and other union representatives.
- Providing information and guidance to members by email, at meetings, etc.
- Filing and updating information on members.
- Job satisfaction interviews.
- Sickness absence interviews.
- Acting as a companion in personnel cases.
- Communicating with the central trade union organisation, the main area union representative, if any such exists, and the joint union representative.
- Competence development and participation in courses for union representatives.
- Welcome (meetings) for new staff.

**The main area union representative.**

The union representative and the joint union representative positions are both described in the circular on union representatives in the state sector; however, the position of main area union representative has been specifically established by AAU in relation to this agreement.

Some main areas may require additional coordination and representation at main area level. The election of a main area union representative becomes relevant where several union representatives from one trade union are covering one main area.
As a rule, the election of main area union representatives is conducted as prescribed in the circular for joint union representatives; thus, main area union representatives are elected by and among the registered union representatives of the main area in question.

In general, main area union representatives are responsible for the following tasks:
- Representing the staff group of the main area.
- Membership of the faculty consultation committee and its subcommittees.
- Salary negotiations conducted at main area level (such as for academic staff employed at the Faculty of Engineering and Science).
- Acting as intermediaries between the management and staff members employed at main area level.
- Providing information to other union representatives and the management.

**Joint union representative**

In general, joint union representatives are responsible for the following tasks:
- Representing all members of their trade union throughout AAU.
- Membership of the Main Joint Consultation Committee and its subcommittees.
- Membership of the faculty consultation committee and its subcommittees (if no main area union representative has been elected).
- Providing information to other union representatives, management and trade unions.
- Acting as intermediary between the management and staff members employed at AAU.
- Assisting the other union representatives and providing mentoring support and guidance.
- Organising meetings and other job-related events under the auspices of the trade union.
- Participating in meetings, workshops, councils and committees in the trade union and on matters relating to national politics.

**Substitute to the union representative**

As a rule, the duties of the substitute to the union representative is to substitute for the union representative and act as union representative when the union representative is unavailable or unable to perform his or her duties as union representative. However, following negotiations between management and union representative, individual agreements on alternative settlements may be made.

When the union representative is unavailable, the substitute to the union representative will assume all duties and be given all rights and obligations of the union representative; this also applies to main area union representatives and joint union representatives.

**Remuneration for serving as union representative, main area union representative and joint union representative**

As a rule, serving as union representative must not impair the union representative’s career progression and salary development, because the union representative is of benefit to the operation and development of Aalborg University.
Function-based supplements are awarded for serving as union representative at AAU, cf. appendix 2. Function-based supplements are awarded on the basis of union representative’s the coordinating function, cf. the description of responsibilities above, and as compensation of the lack of career progression in comparison to the colleagues represented by the union representative. The amount awarded is based on the number of staff members represented by the union representative.

Function-based supplements are awarded for serving as main area representative or joint union representative at Aalborg University, cf. appendix 2. As a main rule, since union representative duties are expected to be equally distributed among main area union representatives and joint union representatives, the amount awarded to all main area union representatives and joint union representatives at AAU conducting similar duties is identical.

The function-based supplement awarded to main area representatives or joint union representatives is supplementary to the function-based supplement awarded for serving as union representative.

The rates of the function-based supplements will be determined by a separate agreement which will be applicable to AAU as a whole, appendix 2.

In the event of illness, maternity leave or equivalent, supplements must be awarded to individuals who substitute for the union representative for a minimum duration of three months. This applies to all function-based supplements awarded for serving as union representative. Such supplements are maintained during periods in which union representatives, main area union representatives and joint union representatives are off sick, on maternity leave or otherwise unable to serve as union representatives (as opposed to having temporarily resigned from serving as union representative).

**Time allocated to trade union duties**

“With regard to the workload of the workplace and the scope of their union related duties, union representatives may spend the time required for responsibly undertaking their duties as union representatives.

When a union representative is elected or re-elected or if any changes are made as regard the scope of a union representative’s duties, the workplace and the union representative are required to discuss the organisation of their work.”

(Translated from the Danish circular).

In relation to the organisation of work, trade union duties are equated with a staff member’s regular activities; thus, in general, trade union activities are undertaken during regular working hours to an extent corresponding to that specified in appendix 1. For technical and administrative staff members, this will call for a reduction in regular work activities. For academic staff members, this usually calls for a reduction in their teaching obligations.

In order to establish a good organisational framework for union representatives, main area union representatives and joint union representatives, central funding has been allocated for the internal distribution of compensation. Compensation is allocated to places of employment in which a staff member also serves as union representative in other places of employment and to places of employment in which a staff member serves as main area union representative or joint union representative; the compensation is
outlined in appendix 3. The establishment of this distribution of funds enables each place of employment to comply with the regulation stipulated in the circular on granting union representatives time off for responsibly undertaking their duties as union representatives.

**Calculating function-based supplements and compensation for the place of employment**

Function-based supplements and compensation for the place of employment are recorded and calculated annually as of 1 January; calculations are based on reportings from main area union representatives and joint union representatives.

**Termination**

On the termination of their position, the resigning union representative’s immediate superior and the union representative must discuss any relevant aspects related to work or pay, such as work structure and relevant work-related training.

**Validity and termination**

This agreement enters into force as of 1 October 2015. This agreement may be terminated by either party at three months’ notice. Prior to the termination of this agreement, a new agreement must be made to replace it.

Upon the request of one of the parties, the agreement must be evaluated; however, the agreement must be evaluated no later than two years after the conclusion of the agreement.

This agreement replaces agreement 1.31 of 9 July 2010 ‘Retningslinjer vedrørende funktionstillæg for varetagelse af hvert som tillidsrepræsentant for TAP-medarbejdere ved Aalborg Universitet’.

**APPENDICES**

1. Time off required for trade union duties
2. Function-based supplement for union representatives
3. Compensation to the place of employment
4. Union representative registration form

The agreement was approved at the meeting of the Main Joint Consultation Committee on 9 December 2015

The agreement was revised on 31 May 2016 after a decision in the Main Joint Consultation Committee and approved by its chairmanship. The translated version was revised in October 2017.
Appendix 1 to the framework agreement on the structure and functions of union representatives at Aalborg University

Time off required for trade union duties

“With regard to the workload of the workplace and the scope of their union related duties, union representatives may spend the time required for responsibly undertaking their duties as union representatives.

When a union representative is elected or re-elected or if any changes are made as regard the scope of a union representative’s duties, the workplace and the union representative are required to discuss the organisation of their work.”

(Translated from the Danish circular).

The term organisation of work refers to the discussion focusing on which types of work assignments must be completed within normal working hours.

At Aalborg University, the amount of time stipulated below is regarded as the average time usually required for undertaking trade union duties. However, since the volume of trade union duties may decrease in periods characterised by few or minor changes and may increase in periods characterised by major changes in the workplace, this does not replace the discussion on the organisation of work.

<table>
<thead>
<tr>
<th>Number of staff members represented by a union representative</th>
<th>Average annual time consumption (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Union representative</td>
</tr>
<tr>
<td>6 - 24</td>
<td>50</td>
</tr>
<tr>
<td>25 - 49</td>
<td>100</td>
</tr>
<tr>
<td>50 - 99</td>
<td>150</td>
</tr>
<tr>
<td>100 - 199</td>
<td>200</td>
</tr>
<tr>
<td>200+</td>
<td>300</td>
</tr>
</tbody>
</table>

Table 1. Average annual time consumption (hours) for undertaking trade union duties
Appendix 2 to the framework agreement on the structure and functions of union representatives at Aalborg University

Function-based supplement for union representatives

Union representatives are awarded a temporary, pensionable function-based supplement based on the number of staff members represented. A union representative may receive one function-based supplement per type of representative duties: for serving as an ordinary union representative, main area union representative and/or joint union representative.

The supplement runs for a fixed term of one year at a time. Every year in January, the size of the supplement will be decided on the basis of the number of staff members represented.

When staff members have served as union representatives for less than a year, the function-based supplement is calculated proportionally on the number of months during which the staff member has served as union representative; staff members having served as union representatives for less than three months, however, will not be eligible for function-based supplements.

Function-based supplements

<table>
<thead>
<tr>
<th>Union representative (ordinary duties)</th>
<th>Function-based supplements excluding pension as of March 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 - 49 staff members represented</td>
<td>9,300 DKK</td>
</tr>
<tr>
<td>50 - 99 staff members represented</td>
<td>12,700 DKK</td>
</tr>
<tr>
<td>100 - 199 staff members represented</td>
<td>16,000 DKK</td>
</tr>
<tr>
<td>200 or more staff members represented</td>
<td>19,400 DKK</td>
</tr>
<tr>
<td>Main area union representative</td>
<td>6,800 DKK</td>
</tr>
<tr>
<td>Joint union representative</td>
<td>10,100 DKK</td>
</tr>
</tbody>
</table>

Table 2. Amounts are listed as an annual basic amount (excluding pension).
### Function-based supplement including pension (15%) as of April 2016

<table>
<thead>
<tr>
<th>Role</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union representative (ordinary duties) 25 - 49 staff members represented</td>
<td>11,014.59 DKK</td>
</tr>
<tr>
<td>Union representative (ordinary duties) 50 - 99 staff members represented</td>
<td>15,041.43 DKK</td>
</tr>
<tr>
<td>Union representative (ordinary duties) 100 - 199 staff members represented</td>
<td>18,949.83 DKK</td>
</tr>
<tr>
<td>Union representative (ordinary duties) 200 or more staff members represented</td>
<td>22,976.67 DKK</td>
</tr>
<tr>
<td>Main area union representative</td>
<td>8,053.68 DKK</td>
</tr>
<tr>
<td>Joint union representative</td>
<td>11,962.08 DKK</td>
</tr>
</tbody>
</table>

Table 3. Amounts are listed as of April 2016 including a 15% pension contribution.

### Function-based supplement including pension (17.1%) as of April 2016

<table>
<thead>
<tr>
<th>Role</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union representative (ordinary duties) 25 - 49 staff members represented</td>
<td>11,215.72 DKK</td>
</tr>
<tr>
<td>Union representative (ordinary duties) 50 - 99 staff members represented</td>
<td>15,316.10 DKK</td>
</tr>
<tr>
<td>Union representative (ordinary duties) 100 - 199 staff members represented</td>
<td>19,295.87 DKK</td>
</tr>
<tr>
<td>Union representative (ordinary duties) 200 - 199 represented staff members</td>
<td>23,396.24 DKK</td>
</tr>
<tr>
<td>Main area union representative</td>
<td>8,200.74 DKK</td>
</tr>
<tr>
<td>Joint union representative</td>
<td>12,180.52 DKK</td>
</tr>
</tbody>
</table>

Table 4. Amounts are listed as of April 2016 including a 17.1% pension contribution.
Appendix 3 to the framework agreement on the structure and functions of union representatives at Aalborg University

Compensation to the place of employment

In order to establish a good organisational framework for union representatives, main area union representatives and joint union representatives, central funding has been allocated for the internal distribution of compensation. Compensation is allocated to places of employment in which a staff member also serves as union representative in other places of employment and to places of employment in which a staff member serves as main area union representative or joint union representative; the compensation is outlined in table 5. The establishment of this distribution of funds enables each place of employment to comply with the regulation stipulated in the circular on granting union representatives time off for responsibly undertaking their duties as union representatives.

When a staff member simultaneously serves as union representative, main area union representative and joint union representative, the staff member’s place of employment may be entitled to receive compensation for all three positions; correspondingly, a place of employment may be entitled to receive compensation for staff members serving as both union representative and main area union representative or for serving as union representative and joint union representative.

The amounts apply to one full year of serving as union representative. When staff members have served as union representatives for less than a year, the compensation is calculated proportionally on the number of months during which the staff member has served as union representative; when staff members have served as union representatives for less than three months, however, their place of employment will not be entitled to receive compensation.

<table>
<thead>
<tr>
<th>Union representative (ordinary duties)</th>
<th>amounts as of March 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 - 49 staff members represented</td>
<td>18,000 DKK</td>
</tr>
<tr>
<td>50 - 99 staff members represented</td>
<td>25,000 DKK</td>
</tr>
<tr>
<td>100 or more staff members represented</td>
<td>31,000 DKK</td>
</tr>
<tr>
<td>Main area union representative</td>
<td>12,000 DKK</td>
</tr>
<tr>
<td>Joint union representative</td>
<td>12,000 DKK</td>
</tr>
</tbody>
</table>

Table 5. Compensation to the place of employment
Appendix 4 to the framework agreement on the structure and functions of union representatives at Aalborg University

Appendix 4 is a guide to the intended structure for union representatives. The list below of union names and AAU departments and units is updated as of October 2017. If a union has no official English name, an explanatory translation is provided in square brackets.

**Union representative (ordinary duties):** name .................................................................

- The Union of Architects and Designers (FAOD)
- Danish Union of Librarians (BF)
- Danske Bioanalytikere (DBIO) [Danish Bioanalysts]
- The Danish Association of Building Experts, Managers and Surveyors (KF)
- Den Danske Landinspektørforening (DdL) [Danish Association of Chartered Surveyors]
- Djøf, Danish Association of Lawyers, Economists, Political and Social Scientists
- Danish Association of Masters and PhDs (DM)
- Dansk Metal (METAL) [Danish union of professionals within technology, mechanics and IT]
- Dansk Psykolog Forening (DPF) [the Danish Psychological Association]
- Danish Veterinary Association (DVA)
- 3F, United Federation of Danish Workers
- Pharmadanmark, the Association of Professionals in Pharmaceutical Sciences (PHARMA)
- PROSA, Association for IT Professionals in Denmark
- FFT [association of public servants]
- Lederne (LH) [association of managers]
- HK Privat
- HK Kontor
- HK LAB
- The Danish Society of Engineers (IDA)
- Jordbrugsakademikernes Forbund (JA), Academic Agronomists
- Danish Union of Journalists (DJ)
- Danish Chiropractors’ Association (DCA)
- Kommunikation og sprog (KS) [association for professionals in language and communication]
- Danish Association of Medical Specialists (FAS)
- Danish Association of Junior Hospital Doctors (Yngre Læger or YL)
- Maskinmestre Forening (MMF), Management and Technology
- Danish Diet & Nutrition Association (KOST)
- Serviceforbundet [service association]
- Danish Association of Social Workers (DS)
- Danish Nurses Organization (DNO)
- Foreningen af tekniske og administrative tjenestemænd (TAT) [association for technical and administrative public servants]
- Teknisk Landsforbund (TL), The Danish Association of Professional Technicians
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**Union representative (ordinary duties):** name ..............................................................

The union representative covers the duties stated in list A in the following departments and units (tick off the relevant boxes):

<table>
<thead>
<tr>
<th>Department or Unit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Faculty Office for the Faculty of Humanities</td>
<td></td>
</tr>
<tr>
<td>Department of Communication and Psychology</td>
<td></td>
</tr>
<tr>
<td>The Faculty Office for the Faculty of Social Sciences</td>
<td></td>
</tr>
<tr>
<td>Department of Sociology and Social Work</td>
<td></td>
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<tr>
<td>Department of Political Science</td>
<td></td>
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<tr>
<td>Department of Law</td>
<td></td>
</tr>
<tr>
<td>The Faculty Office for the Faculty of Engineering and Science and the Technical Faculty of IT and Design</td>
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</tr>
<tr>
<td>AAU Innovation</td>
<td></td>
</tr>
<tr>
<td>Department of Architecture, Design and Media Technology</td>
<td></td>
</tr>
<tr>
<td>Department of Electronic Systems</td>
<td></td>
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<tr>
<td>Department of Civil Engineering</td>
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<tr>
<td>Department of Computer Science</td>
<td></td>
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<tr>
<td>Department of Energy Technology</td>
<td></td>
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<tr>
<td>Department of Physics and Nanotechnology</td>
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<tr>
<td>Department of Chemistry and Bioscience</td>
<td></td>
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<tr>
<td>Department of Mathematical Sciences</td>
<td></td>
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<tr>
<td>Department of Materials and Production</td>
<td></td>
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<tr>
<td>Department of Planning</td>
<td></td>
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<tr>
<td>Admission Course</td>
<td></td>
</tr>
<tr>
<td>First Study Year</td>
<td></td>
</tr>
<tr>
<td>Department of Culture and Global Studies</td>
<td></td>
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<tr>
<td>Department of Learning and Philosophy</td>
<td></td>
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<tr>
<td>Department of Business and Management</td>
<td></td>
</tr>
<tr>
<td>Danish Building Research Institute</td>
<td></td>
</tr>
<tr>
<td>The Faculty Office of the Faculty of Medicine</td>
<td></td>
</tr>
<tr>
<td>Department of Health Science and Technology</td>
<td></td>
</tr>
<tr>
<td>Department of Clinical Medicine</td>
<td></td>
</tr>
<tr>
<td>Campus Services</td>
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<tr>
<td>HR</td>
<td></td>
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<tr>
<td>Rector’s Office</td>
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<tr>
<td>Aalborg University Library</td>
<td></td>
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<tr>
<td>IT Services</td>
<td></td>
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<tr>
<td>Study Service</td>
<td></td>
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<tr>
<td>AAU Communication</td>
<td></td>
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<tr>
<td>AAU Shared Services CPH</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 4 to the framework agreement on the structure and functions of union representatives at Aalborg University

Appendix 4 is a guide to the intended structure for union representatives. The list below of union names and AAU departments and units is updated as of October 2017. If a union has no official English name, an explanatory translation is provided in square brackets.

Union representative (ordinary duties): name .................................................................

The union representative represents the following personnel groups (tick off the relevant boxes):
- □ Academic staff (VIP)
- □ Technical/administrative staff (TAP)
- □ Academic officers (AC-TAP)

<table>
<thead>
<tr>
<th>Union Name</th>
<th>AAU Department</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
Appendix 4 to the framework agreement on the structure and functions of union representatives at Aalborg University

Appendix 4 is a guide to the intended structure for union representatives. The list below of union names and AAU departments and units is updated as of October 2017. If a union has no official English name, an explanatory translation is provided in square brackets.

**Main area union representative:** name ............................................................

The main area union representative represents the below union (tick off the relevant box):

- [ ] The Union of Architects and Designers (FAOD)
- [ ] Danish Union of Librarians (BF)
- [ ] Danske Bioanalytikere (DBIO) [Danish Bioanalysts]
- [ ] Konstruktorforeningen (KF), the Danish Association of Building Experts, Managers and Surveyors
- [ ] Den Danske Landinspektørforening (DdL) [Danish Association of Chartered Surveyors]
- [ ] Konstruktorforeningen (KF), the Danish Association of Building Experts, Managers and Surveyors.
- [ ] Danish Association of Masters and PhDs (DM)
- [ ] Dansk Metal (METAL) [Danish union of professionals within technology, mechanics and IT]
- [ ] Dansk Psykolog Forening (DPF) [the Danish Psychological Association]
- [ ] Danish Veterinary Association (DVA)
- [ ] 3F, United Federation of Danish Workers
- [ ] Pharmadanmark (PHARMA), the Association of Professionals in Pharmaceutical Sciences
- [ ] PROSA, Association for IT Professionals in Denmark
- [ ] FFT [association of public servants]
- [ ] Gartnerformænd (GF)
- [ ] HK Privat
- [ ] HK Kontor
- [ ] HK LAB
- [ ] The Danish Society of Engineers (IDA)
- [ ] Jordbrugsakademikernes Forbund (JA), Academic Agronomists
- [ ] Danish Union of Journalists (DJ)
- [ ] Danish Chiropractors’ Association (DCA)
- [ ] Kommunikation og sprog (KS) [association for professionals in language and communication]
- [ ] Danish Association of Medical Specialists (FAS)
- [ ] Danish Association of Junior Hospital Doctors (Yngre Læger or YL)
- [ ] Maskinmestrenes Forening (MMF), Management and Technology
- [ ] Danish Diet & Nutrition Association (KOST)
- [ ] Serviceforbundet [service association]
- [ ] Danish Association of Social Workers (DS)
- [ ] Danish Nurses Organization (DNO)
- [ ] The Dental Association (TF)
- [ ] Foreningen af tekniske og administrative tjenestemænd (TAT) [association for technical and administrative public servants]
- [ ] Teknisk Landsforbund (TL), The Danish Association of Professional Technicians
Appendix 4 to the framework agreement on the structure and functions of union representatives at Aalborg University

Appendix 4 is a guide to the intended structure for union representatives. The list below of union names and AAU departments and units is updated as of October 2017. If a union has no official English name, an explanatory translation is provided in square brackets.

Main area union representative: name ……………………………………………………………………

The main area union representative covers the duties stated in list B in the following departments and units (tick off the relevant boxes):
- □ Danish Building Research Institute
- □ The Faculty of Humanities
- □ The Faculty of Engineering and Science
- □ The Faculty of Social Sciences
- □ The Faculty of Medicine
- □ AAU Shared Services
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Main area union representative: name ...........................................................................................................

The main area union representative represents the following personnel groups (tick off the relevant boxes):
- □ Academic staff (VIP)
- □ Technical/administrative staff (TAP)
- □ Academic officers (AC-TAP)
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Joint union representative: name .........................................................................................................................

The joint union representative represents the below union (tick off the relevant box):

☐ The Union of Architects and Designers (FAOD)
☐ Danish Union of Librarians (BF)
☐ Danske Bioanalytikere (DBIO) [Danish Bioanalysts]
☐ Konstruktørforeningen (KF), the Danish Association of Building Experts, Managers and Surveyors
☐ Den Danske Landinspektørforening (DdL) [Danish Association of Chartered Surveyors]
☐ Konstruktørforeningen (KF), the Danish Association of Building Experts, Managers and Surveyors.
☐ Danish Association of Masters and PhDs (DM)
☐ Dansk Metal (METAL) [Danish union of professionals within technology, mechanics and IT]
☐ Dansk Psykolog Forening (DPF) [the Danish Psychological Association]
☐ Danish Veterinary Association (DVA)
☐ 3F, United Federation of Danish Workers
☐ Pharmadanmark (PHARMA), the Association of Professionals in Pharmaceutical Sciences
☐ PROSA, Association for IT Professionals in Denmark
☐ FFT [association of public servants]
☐ Gartnerformænd (GF)
☐ HK Privat
☐ HK Kontor
☐ HK LAB
☐ The Danish Society of Engineers (IDA)
☐ Jordbrugsakademikernes Forbund (JA), Academic Agronomists
☐ Danish Union of Journalists (DJ)
☐ Danish Chiropractors’ Association (DCA)
☐ Kommunikation og sprog (KS) [association for professionals in language and communication]
☐ Danish Association of Medical Specialists (FAS)
☐ Danish Association of Junior Hospital Doctors (Yngre Læger or YL)
☐ Maskinmestrenes Forening (MMF), Management and Technology
☐ Danish Diet & Nutrition Association (KOST)
☐ Serviceforbundet [service association]
☐ Danish Association of Social Workers (DS)
☐ Danish Nurses Organization (DNO)
☐ The Dental Association (TF)
☐ Foreningen af tekniske og administrative tjenestemænd (TAT) [association for technical and administrative public servants]
☐ Teknisk Landsforbund (TL), The Danish Association of Professional Technicians
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**Joint union representative:** name ..............................................................................................................

The joint union representative covers the duties stated in list C in the following departments and units (tick off the relevant boxes):

- [ ] Danish Building Research Institute
- [ ] The Faculty of Humanities
- [ ] The Faculty of Engineering and Science
- [ ] The Faculty of Social Sciences
- [ ] The Faculty of Medicine
- [ ] AAU Shared Services
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Joint union representative: name ..............................................................

The joint union representative represents the following personnel groups (tick off the relevant boxes):
- Academic staff (VIP)
- Technical/administrative staff (TAP)
- Academic officers (AC-TAP)