

Rules of Procedure for the Steering Committee of the Centre for AI in Health

1. Purpose

The Steering Committee of the Centre for AI in Health shall support the Centre's vision of strengthening research and innovation in artificial intelligence within healthcare and contribute to ensuring that Aalborg University, the Faculty of Medicine (SUND), maintains and further develops a leading position in this field. The Centre works to develop and implement usable, trustworthy and explainable AI-based solutions, with a particular focus on disease prevention, the AI-enabled hospital, and AI-supported transitions across healthcare sectors.

The Steering Committee serves as the Centre's strategic governing body in collaboration with the Centre Management and shall contribute to ensuring the Centre's academic development, financial sustainability and organisational anchoring.

2. Composition

Centre Management

- Martin Bøgsted, Professor, Department of Clinical Medicine, Head of Centre
- Lasse Riis Østergaard, Professor, Department of Health Science and Technology, Deputy Head of Centre

Steering Committee Members

- Palle Duun Rohde, Associate Professor, Department of Health Science and Technology
- Birthe Dinesen, Professor, Department of Health Science and Technology
- Kristian Hay Kragholm, Clinical Professor, Department of Clinical Medicine
- Morten Breinholt Søvsø, Clinical Associate Professor, Department of Clinical Medicine

3. Duties and Responsibilities

The Steering Committee supports the strategic development of the Centre and contributes to the achievement of its objectives and success criteria. The Steering Committee shall, among other things:

- establish and monitor the overall strategic direction of the Centre;
- monitor the Centre's activities, milestones and key performance indicators (KPIs);
- monitor progress within the three workstreams;
- contribute to the prioritisation of the Centre's resources and financial activities;
- support the establishment of interdisciplinary research activities and collaborations;
- identify strategic competency needs and contribute to recruitment initiatives;
- approve job advertisements and funding applications submitted in the name of the Centre;
- support the development of professional networks, talent environments and collaborations across departments and with external partners;
- support the Centre's contribution to skills development and talent development;
- promote awareness of the Centre's activities, results and opportunities across AAU, the healthcare sector and relevant external partners;
- contribute to anchoring, ownership and engagement in the Centre's initiatives among research environments, educational environments and collaboration partners;
- act as ambassadors for the Centre for AI in Health in relevant academic, organisational and external contexts; and
- serve as a strategic sparring partner to the Centre Management.

4. Responsibilities of the Centre Management

The Head of Centre and Deputy Head of Centre constitute the Centre Management and are responsible for the overall leadership and development of the Centre in collaboration with the Steering Committee.

The Head of Centre and Deputy Head of Centre are responsible for the day-to-day management of the Centre, supported administratively by the Centre Administrator. They are responsible for the ongoing monitoring of the Centre's activities, finances, staffing and strategic development.

The Head of Centre shall chair the meetings of the Steering Committee and ensure that the Steering Committee is regularly informed about the Centre's status, development, activities and financial position.

The Deputy Head of Centre shall act on behalf of the Head of Centre in the latter's absence and shall actively contribute to the Centre's strategic development, academic coordination

and daily operations. The Deputy Head of Centre also serves as a key sparring partner to the Head of Centre and helps ensure progress across the Centre's activities and workstreams.

The Head of Centre and Deputy Head of Centre shall hold regular management meetings and jointly make decisions regarding the operation, activities and development of the Centre within the framework established by the Steering Committee and the Faculty.

5. Meetings

The Steering Committee shall hold:

1. monthly meetings during the Centre's first year of operation; and
2. thereafter, a minimum of four ordinary meetings per year.

The Centre Director and Deputy Centre Director may convene extraordinary meetings whenever deemed necessary.

As a general principle, the meeting schedule shall be agreed one year at a time.

Agendas and relevant meeting materials shall normally be distributed no later than five working days before the meeting.

Meetings may be held in person, virtually or in a hybrid format. To support cross-disciplinary collaboration and ongoing strategic dialogue, in-person meetings shall be prioritised whenever possible.

6. Decision-making

The Steering Committee shall seek to make decisions by consensus.

In the event of disagreement among Steering Committee members, the Head of Centre and Deputy Head Centre shall jointly facilitate dialogue and academic discussion with the aim of reaching a shared solution.

Where consensus cannot be achieved, the decision-making process shall follow the model set out in the Centre description:

1. The Head of Centre and Deputy Head of Centre shall have final decision-making authority in the event of disagreement within the Steering Committee.
2. In the event of disagreement between the Head of Centre and the Deputy Head of Centre, the Head of Centre shall have final decision-making authority.
3. Any such decision shall be discussed with the Vice-Dean for Research, who may, if necessary, involve the Faculty Management in the further consideration of the matter.

7. Financial Oversight

The Steering Committee shall continuously monitor the Centre's finances and ensure that allocated funds are used in accordance with the Centre's purpose and strategic priorities.

Each quarter, the Steering Committee reviews:

1. the Centre's budget and expenditure;
2. the status of ongoing activities;
3. external research funding secured; and
4. anticipated financial commitments and investments.

Significant financial priorities and investments shall be discussed by the Steering Committee before implementation.

8. Minutes

Summary minutes documenting decisions shall be prepared for each meeting. As a minimum, the minutes shall include:

1. the date and time of the meeting;
2. attendees and any apologies for absence;
3. key discussions; and
4. decisions, action points and responsible persons.

The minutes shall be prepared by the Centre Administration and shall normally be circulated for approval no later than ten working days after the meeting.

Any comments on the minutes shall be submitted to the Centre Management within ten working days of their circulation. Thereafter, the minutes shall be considered approved.

9. Conflicts of Interest

Members of the Steering Committee shall at all times act independently and in the best interests of the Centre.

A member shall inform the Centre Management if circumstances arise that may give cause to question the member's impartiality in relation to a specific matter. Such circumstances may include, but are not limited to:

1. appointments or recruitment processes in which the member has a personal or professional interest;
2. assessment of grant applications or projects in which the member is personally involved;
3. matters relating to collaboration agreements or external partnerships; or
4. any other circumstances that may raise doubts regarding the member's impartiality.

Following discussion with the Steering Committee, the Centre Management shall determine whether the member has a conflict of interest in the matter concerned.

A member deemed to have a conflict of interest shall not participate in the consideration or decision-making relating to the matter in question.

Any conflicts of interest and withdrawals from proceedings shall be recorded in the minutes.

10. Confidentiality

Members of the Steering Committee shall be subject to confidentiality obligations concerning confidential information obtained through their work on the Steering Committee.

Such confidentiality obligations include, but are not limited to:

1. information relating to employees and job applicants;
2. unpublished research results and research ideas;
3. information relating to grant applications and collaboration agreements;
4. financial matters;
5. information concerning patients, health data or other sensitive information; and
6. other matters which, by their nature, must be regarded as confidential.

Confidential information must not be disclosed to third parties or used for personal gain or for the benefit of others.

Members of the Steering Committee shall handle information in accordance with Aalborg University's applicable policies on information security, data protection and good research practice.

The duty of confidentiality shall continue after a member leaves the Steering Committee.

11. Revision of the Rules of Procedure

The Rules of Procedure may be amended in accordance with the decision-making process set out in Section 6.

The Rules of Procedure shall be reviewed at least once a year to assess whether any updates or amendments are required.

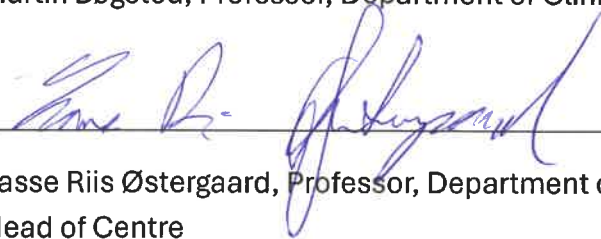
12. Entry into Force

These Rules of Procedure shall enter into force upon approval by the Steering Committee on 27 August 2026.

Approved by the Steering Committee of the Centre for AI in Health on 27 August 2026



Martin Bøgsteds, Professor, Department of Clinical Medicine, Head of Centre



Lasse Riis Østergaard, Professor, Department of Health Science and Technology, Deputy Head of Centre



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Morten Breinholt Søvsø, Head of Research and Clinical Associate Professor, Department of Clinical Medicine