

Terms of reference for the Committee on Equality and Diversity

The Committee on Equality and Diversity (ULD) has been established by the Executive Management of Aalborg University. The Committee is responsible for the strategic and long-term development of, and work with, the area of equality at Aalborg University.

Thematically, the Committee deals with issues related to gender, age, ethnicity, nationality, sexual orientation, religious observance, employees with physical and/or mental disabilities, etc.

Members of the Committee for Equality and Diversity

- One member of the Executive Management (Chair)¹
- One pro-dean²
- One head of department³
- Director of the HR Department
- Representative from the Faculty of Engineering and Science⁴
- Representative from the Technical Faculty of IT and Design⁵
- Representative from the Faculty of Medicine⁶
- Representative from the Faculty of Social Sciences and Humanities⁷
- One representative from the technical and administrative staff⁸

The faculty representatives are elected for a four-year term corresponding to the term of office in the Academic Council.

The representative from the technical and administrative staff is elected for a two-year term corresponding to the election period of the Main Cooperation Committee (HSU). Management representatives, including the Pro-dean and Head of Department, are appointed for a four-year term.

¹ The member representing the Executive Management is appointed by the Rector.

² The Pro-dean is appointed by the Executive Management from among the faculties who are not represented by a member of the Executive Management.

³ The Head of Department is appointed by the Executive Management.

⁴ The representative from the Faculty of Engineering and Science is chosen from and appointed by the members of the Academic Council.

⁵ The representative from the Technical Faculty of IT and Design is chosen from and appointed by the members of the Academic Council.

⁶ The representative from the Faculty of Medicine is chosen from and appointed by the members of the Academic Council.

⁷ The representative from the Faculty of Social Sciences and Humanities is chosen from and appointed by the members of the Academic Council.

⁸ The representative from the technical and administrative staff is chosen from and appointed by the members of the staff group of the Main Joint Consultation Committee.

Purpose

The Committee on Equality and Diversity aims to advise the Executive Management and the University Board on equality efforts at Aalborg University, with the goal of creating equal opportunities for all.

Tasks of the Committee

- Based on the ambitions of the University's strategy, to prepare action plans for equality and diversity at Aalborg University
- Conduct ad hoc analyses and actions within relevant areas of equality and diversity
- Communicate, both internally and externally, the University's equality and diversity initiatives
- Submit an annual report to the University Board, Executive Management, Main Cooperation Committee, Academic Councils, etc.
- Monitor and ensure that the University complies with the *Act on Gender Equality between Men and Women* and prepare drafts for the University's annual reports as required by law
- Monitor and ensure that the University complies with its own statutes (§ 23, subsection 3)
- Monitor and follow developments broadly within the Committee's area of work
- Develop and maintain the University's Diversity Report
- Prepare various reports for ministries, agencies, etc.

Relation to the Executive Management and other University bodies

The Committee acts as an advisory body to the Executive Management and the University Board.

The chair informs the Executive Management, the Board, and the Main Cooperation Committee about the Committee's activities.

The Chair submits the Committee's cases for consideration by the Executive Management.

The Chair also has a cross-cutting responsibility to consider whether matters discussed by the Committee are relevant to other university bodies.

Meetings and minutes

The Chair convenes and leads the Committee meetings.

Ordinary meetings are held four times a year – once per quarter – based on the annual cycle adopted by the Committee.



Meetings are held during working hours and preferably at alternating campuses. When visiting a campus, the Committee's presence should focus on visibility and engagement with local stakeholders (managers, staff, union representatives, occupational health and safety representatives, etc.) for interacting with committee members in terms of knowledge sharing and inspiration.

Extraordinary meetings are held when deemed necessary by the Chair.

At the final meeting of the year, the Committee agrees on the meeting schedule and revises and adopts the annual cycle for the coming year.

Members must have sufficient time allocated for committee work.

The Secretariat convenes meetings and sends out the agenda 10 days prior to the meeting.

In special cases, the Chair may convene meetings on short notice.

Minutes are concise records of decisions, indicating the main discussion points and conclusions. If members wish to have specific individual or party-related views included in the minutes, they must state this during the meeting.

The Secretary prepares minutes from each meeting and sends them to members no later than five working days after the meeting. Members then have five working days to comment; thereafter, the minutes are considered approved and are published on AAU's website and archived in AAU's electronic case and document management system. If necessary, the Chair may be involved in revisions before final approval.

Submission of cases

Matters to be discussed by the Committee must be submitted in writing (case presentation and any appendices) one week before the agenda is distributed. Cases should be submitted to the Secretariat.

Items included on the agenda may be presented as *information*, *discussion*, or *decision* items and are treated accordingly.

Confidentiality

Discussions in the Committee are generally open. However, members are bound by the duty of confidentiality as stipulated in § 27 of the Danish Public Administration Act – for example, when information is deemed confidential by law or regulation, or when confidentiality is necessary to protect significant institutional or private interests. Cases handled confidentially must include justification.

Budget

The Committee has its own budget, which must cover the financial expenses associated with events and meetings, including travel activities.

The budget must also allow for qualitative and quantitative analyses to monitor equality efforts at AAU.

The Secretariat receives an annual fixed amount for the Committee, anchored in the HR Department.

Secretariat

The Committee is serviced by the ULD Secretariat, which is anchored in the HR Department.

Amendments to the Terms of Reference

The Committee on Equality and Diversity may propose amendments to these Terms of Reference to the Executive Management, if deemed necessary.

Approved by the Executive Management on 29 October 2025.