

Appendix 2. Tasks of the local cooperation group

The task of the local cooperation group is to initiate and secure agreement for business matters with the employee organisations prior to decisions by the president in matters affecting personnel.

Listed below are matters that the head of department should take up in the cooperation group:

- The contents of the business plan. The business plan approved by the department each year is a document that describes the overall development of activities at the department. It contains details of activities to which priority should be given, the budget to be drawn up, the staffing levels required, what premises are needed etc.
- Reorganisation or important changes in activities, e.g. the abolition of an activity that may entail the reallocation of personnel, duties and resources. The establishment, reallocation or abolition of a position. Measures of this kind can affect the work situation in regard to the use of available resources and existing personnel.
- Financial matters of importance for the employees.
- Personnel questions insofar as they concern the working and employment conditions of individuals, with the exception of appointment-related matters. Advertising and recruitment and the setting of salaries for all personnel. Skills development plans. Duties as a director of studies and other remunerated duties, together with the amount of remuneration.
- Ongoing information about surveys at KI of relevance to personnel.
- Information about matters relating to premises, such as new buildings and programmes for premises, the hire of premises, proposed new building and the fitting out of premises.
- If the cooperation group is also a work environment group: the preparation of a work environment plan before the decision of the head of department.
- Questions of cooperation generally (see s.2 para. 1 of the agreement) affecting the individual department only.