

Cooperation and Working Environment Committee (SAMU) Yearly Cycle

Meeting date	Fixed items on the agenda
February	<ul style="list-style-type: none"> • News from SAMU members • Department economy (annual accounts) • Buildings • Hirings • Psychological and physical working environment • Environmental conditions • Strategy plan • SAMU appointment of members (next time in 2025) • AOB
May	<ul style="list-style-type: none"> • News from SAMU members • Department economy (re-budget and principles for the coming budget year) • Buildings • Hirings • Psychological and physical working environment (incl. yearly working environment survey) • Environmental conditions • Notification of holidays for the coming holiday year (info) • AOB
September	<ul style="list-style-type: none"> • News from SAMU members • Department economy (status and budget info) • Buildings • Hirings • Psychological and physical working environment • Environmental conditions • AOB
November	<ul style="list-style-type: none"> • Department economy (info about final budget) • Approval of meeting plan and yearly cycle for the coming year • AOB

The cooperation agreement ([Danish version](#), [English version](#)) states that:

"The committee shall deal with issues within working and personnel matters that are of importance to the workplace. It is up to the individual committee to assess which topics are particularly relevant in order to ensure that there is a strategic link between the work of the cooperation committee and the institution's objectives."

In addition, the cooperation committee also has a number of special tasks that must be dealt with, cf. section 5(2) of the cooperation agreement, which are included in the annual cycle.

Below you will find an explanation for each of the fixed items in the yearly cycle of the SAMU Committee at the Department of Computer Science. It is the the chairman together with the deputy chairman who prepares the agenda for each meeting.

Explanations	
News from SAMU members	Fixed item on the agenda. Members of SAMU inform about news.
Department economy	<p>SAMU is obliged to handle finances according to the cooperation agreement (2021) § 5 section 2. goals, strategy, and finances.</p> <ul style="list-style-type: none"> ▪ February: Annual accounts.

	<ul style="list-style-type: none"> ▪ May: Re-budget and principles for the coming year. ▪ September: Status and budget information. ▪ November: Information on the final budget.
Buildings	Fixed item on the agenda (renovation plans, location, etc.) that affects working and staff conditions.
Hirings	Fixed item on the agenda. Here, the departments positions, etc., are discussed.
Psychological and physical working environment	<p>Fixed item on the agenda as the department's work environment committee is part of SAMU.</p> <p>Here, issues concerning the psychological and physical work environment, which are significant for employees, are addressed.</p> <p>SAMU is also obliged to handle the psychological work environment according to the cooperation agreement §5 section 3, d, e, and f regarding employee satisfaction, work-related stress, and bullying, harassment, and violence.</p> <p>May: Working environment discussion (APV).</p>
Environmental considerations	<p>Fixed item on the agenda as the department's work environment committee is part of SAMU.</p> <p>Here, issues concerning environmental conditions, which are significant for employees, are addressed.</p>
AOB	Fixed item on the agenda for other relevant topics.
Notification of holidays (info)	<p>Notification of holidays is decided by the Head of Department and sent to all employees in September. According to the yearly cycle, SAMU is informed in May.</p> <p>Notification of special holidays occurs is done in January, but it is mentioned in the email in September.</p>
SAMU appointment of members (next time in 2025)	<p>Members of SAMU are appointed for a two-year period. Current members were appointed in 2023, and this must happen again in 2025 according to the election process.</p> <p>Work environment representatives are elected independently of SAMU.</p>
Strategy plan	February: The department's strategy plan is discussed.
Approval of meeting plan/yearly cycle	November: The meeting plan for the coming year is set, and the yearly cycle is approved.