

# Terms of reference for the Central GE-Committee at SDU (Det Centrale Ligestillingsudvalg CLiU)

May 2022

## 1. Overriding objectives

SDU's strategic Gender Equality (GE) efforts involve the entire organisation and strive to support long-term and sustainable development of SDU as a university, and study- and working environments based on an explicit focus on GE, diversity and inclusion. The Central GE Committee (CLiU) supports this agenda on behalf of SDU's executive board, and acts as SDU's coordinating and consultative body for overriding, strategic questions regarding GE, diversity and inclusion.

SDU's Central GE Committee's work takes SDU's GE vision statement as point of departure:

" SDU is a diverse organization, where inclusive and welcoming conduct is promoted and where there is room and respect for differences. We continuously strive to minimize bias in decision making as well as adverse effects of intersecting diversity parameters such as gender, race and social background. We actively, purposefully and continuously strive to be an organization free of sexism, unwanted sexual attention or other types of harassment"

[SDU's GE Vision Statement](#)

## 2. Tasks

The Committee's primary task is to strengthen SDU's general and strategic endeavours and activities regarding GE, diversity and inclusion.

In compliance with the GEP annual cycle, which is defined at the beginning of each calendar year, the Committee can recommend strategic topics to the executive board as a basis for the prioritization of GE-related endeavours and activities at SDU-level.

The GE Committee contributes to in-house and external hearings on GE-topics with implications for SDU.

The Committee follows up on SDU's GE quality assurance model, [SDU's GEP](#), including by

- Initiate the compilation of the annual SDU GE Action Plan. At the first annual meeting, the committee verifies an overarching process plan on the basis of a proposal from GET, which includes deadlines for the Faculty / Central Administration GE Action Plans, the committee's and the executive board's processing of the Action Plans as well as a matrix for the Critical Friend Visits of the year.
- Participate as Critical Friend to Faculties and Central Administration at their respective visits.
- Discuss and qualify SDU's GE Action Plan when it is presented by GET, in preparation of the executive board's discussion and approval.

Members of CLiU serve as ambassadors in their own milieus in relation to GE-related efforts and activities, news and other items, including events hosted by GET such as the annual GE symposia and other events featuring SDU's International Gender Advisory Board, IGAB.

Moreover, CLIU serves as steering group for GET. The CLIU chair serves as GET's leader and managerial anchor in SDU's executive board.

### **3. Members**

CLIU comprises ten (10) members appointed by SDU's executive board.

SDU's vice-chancellor appoints a chair among members of the executive board. The executive board has at least one representative in the committee.

In addition to the chair, each faculty and the central administration is represented by one member, who is also by default a member of the local GE committee. The faculty/administration representatives each have a substitute, who is deputy for the member in committee activities. Faculties and central administration recommend own members and substitutes for the approval by SDU's vice-chancellor.

Finally, the following entities are represented by one member each:

- Gender Equality Team (GET)
- The Central Liaison Committee (HSU) by a Union Representative recommended by HSU
- A student recommended by the student representatives of SDU's governing board.

CLIU strives for a balanced gender representation and comprises both academic (VIP) and technical-administrative (TAP) staff.

The term of the chair is defined by the executive board. The term of the student is for one year at a time. The term of all other members is for a period of three years.

The composition of the committee ensures that SDU's GE efforts are widely embedded in the organisation and that the committee has relevant academic and organizational know-how, as well as commitment and leadership support for the work.

### **4. Administrative support**

SDU HR provides secretarial support.

GET is tasked with the specific task of supporting the committee by providing timely qualification and contribution of relevant input. Moreover, GET provides strategic counsel and sparring concerning the tasks, commitments and operational mandate of the committee.

### **5. Meetings and activities**

CLIU has four to six ordinary meetings per year.

In addition to the ordinary meetings, chair can call extraordinary meetings based on need.

The dates for ordinary meetings are defined for the full coming calendar year, at the last annual meeting.

The agenda is compiled by chair in collaboration with GET and the committee secretary.

Members as well as SDU's vice-chancellor can request items for the agenda. Agenda items and material for ordinary meetings have to be forwarded to the secretary and chair at least 14 days prior to the meeting.

CLIU meetings are called in writing with agenda and material / enclosures at least one week prior to the meeting.

If unable to attend, members must give notice to the secretary before the meeting.

Chair presides over the meetings.

Minutes are taken for the meetings. Any member can demand that perceptions which deviate from decisions are noted in the minutes. The minutes must contain information about who were present at the beginning of the meeting and during the processing of the different items, as well as about decisions reached under each item.

Meeting minutes must be forwarded to members for approval no later than 14 days after the meeting. Comments must be forwarded to the secretary no later than a week upon receipt. After a week if there are no comments, the minutes are approved.

The approved minutes are forwarded to the members. Agendas and approved minutes of past meetings are available (for SDUs staff and students) on CLIU's website.

## **6. Quorum**

CLIU has met quorum when at least half of the committee is present. In the event that the committee does not meet quorum, chair can opt to hold the meeting as planned. Any conclusion and decision reached at the meeting must in this case be heard in written form by the remaining members – with a deadline of one week for comments and/or objections.

Consensus is strived for.

## **7. Competence to act and pledge of confidentiality**

Members are subject to rules regarding legal incapacity and confidentiality as stated in the Public Administration Act (Forvaltningsloven).

## **8. Approval and date of effect**

The terms of reference are proposed by CLIU for approval by the executive board.

The terms of reference take effect from April 1st, 2022.

**Proposed by SDU's Central GE Committee, CLIU, March 24<sup>th</sup>, 2022.**  
**Dean Ole Skøtt, Chair**

**Approved by SDU's executive board, April 7<sup>th</sup>, 2022**  
**Vice-Chancellor Jens Ringsmose**