**Standard form for Section 9 the cooperation meeting**

**Cooperation meeting between managers and union representatives**

The meeting was held in accordance with the Agreement between Finanssektorens Arbejdsgiverforening (FA) and Finansforbundet (Financial Services Union Denmark) on union work Section 9. Unless stated otherwise, references to Sections pertain to the Agreement on Union Work, which starts on page 121 in STOK 2020.

The meeting takes place once a year. For newly-elected union representatives, the first meeting must take place three months after the union representative election. In case of a change in management, a new meeting must take place no later than three months after the new manager starts work.

Date for the meeting:

Manager:

Union representative:

Section:

**Agenda**

1. **Cooperation relations and mutual expectations**

What is the goal of our cooperation for the next period, e.g.

* How can we stay abreast of situations/problems to make sure that they are resolved positively and constructively? (Section 2 (2-3) and Annex 1: Function Description (page 129))
* How is it possible to ensure the union representative’s role as a link between the employees and management? (Section 2 (5-6))
* How can we help each other in the best possible way?

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What are our mutual expectations towards each other, what do we appreciate in each other in our cooperation and what do we want more of?

* How do we experience confidentiality and trust in our cooperation?

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Resources to reach our goal:

* How often should we meet (manager and union representative)? (Section 2 (4))
* What information do we exchange and what information can we agree to discuss in particular? (Section 2 (4))
* Who provides information about what – and how can we help each other (e.g. implementation of new OK/local agreement, organisational change/staff news, news from the branch/Finansforbundet, etc.)? (Section 2 (2))
* Confidentiality and loyalty (dilemma in confidentiality for members and management. The union representative’s loyalty obligations towards the member/members)

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How has the cooperation between manager/management group and the union representative worked since the latest cooperation meeting – and what, if anything, is necessary to strengthen it?

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1. **Practice and agreements**

What are our procedures for cases – for example with respect to dissatisfaction, warnings and dismissals – when should the union representative and/or senior union representative be informed or involved? (Section 2 (2) and 3)

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Are there situations where it is appropriate that agreements are entered into in writing?

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Which duties and rights does the union representative have?

* Are there any agreed special practices or are there special customs apart from the Agreement on Union Work?

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1. **The tasks of the union representative**

For example:

* The duty to promote and maintain good, stable working conditions
* Create relationships characterised by mutual trust
* Mutual obligation to provide information
* Negotiate for the members
* Handle conflicts in the section
* Ensure compliance with legislation, collective agreements and agreements
* Is the branch’s and thus Finansforbundet’s representative
* Visibility towards all members in the area of the union representative – regardless of geographic location
* Recruit new members

(Note: The list is not exhaustive)

*In relation to the Tasks of the Union Representative, see also Annex 1 on page 136 in the STOK p. 136*

Expected time use for the work of the union representative – in relation to their own company, branch and Finansforbundet? (Section 14 (1) and possibly Section 14 (2))

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How can we agree on a reduction of the union representative’s other tasks, including adjusting the scope, requirements and any goals that the daily tasks/customer portfolios imply? (Section 14 (1-2))

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1. **Information between the union representative and the members**

How and when are the members informed (e.g. allotting time to morning meetings/department meetings)?

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1. **Union representative training** (Section 4 (1-2) and possibly Section 4 (5))

Newly-elected union representatives who have not previously undergone the basic training will generally have the right to time off with pay to carry out the basic training within the first 2 years.

Subsequently, the union representative has the right to course activity/training for supplementary purposes or to keep their training up to date.

Since the last cooperation meeting, the following has been performed:

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| Date: | Theme days/course: |
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We would like the following done during the next year:

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| Date: | Theme days/course: |
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1. **Conclusion**

Is there something that you, as a manager/union representative, would like to discuss which has not already been brought up?

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The next meeting will be held before: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Date:

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Signature manager Signature union representative

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| The date of this meeting will be notified to the senior union representative. It is agreed that the minutes/completed meeting form will be enclosed   * Yes * No |