

Regulations for Service Unit Councils at the University of Groningen

1. General provisions

Article 1.1 Definitions

In these regulations, the following terms shall have the following meanings:

- the Act, the WHW: the Higher Education and Research Act;
- the university: the University of Groningen;
- the Board of the University: the Board of the University of Groningen;
- university service(s): the central service(s) referred to in Section 9.50 of the Act, namely University Services (US), the Library of the University of Groningen (UB) and the Centre for Information Technology (CIT);
- Service Unit Council: the consultative body of a university service as referred to in Section 9.50 of the WHW;
- head of the service unit: the heads of the service units referred to in Article 3.7.1 of the Administration and Management Regulations;
- consultative meeting: the meeting at which the Service Unit Council and the head of the service unit consult with each other;
- Advisory Committee: the committee that advises the Board of the University on disputes between the head of the university service and the Service Unit Council that are submitted to the Board of the University.

Article 1.2. Other terms

The terms used in these regulations shall have the meaning assigned to them by law, if they also appear in the law.

Article 1.3. Relationship with the WHW

These are the regulations referred to in Section 9.50(5) of the Act. They apply to the university services referred to in Section 1.1.

Article 1.4. Positions

1. The Service Unit Council is authorised to discuss matters concerning the university service as a work organisation. The Service Unit Council is authorised to express its views on these matters to the head of the service unit.
2. a. The Service Unit Council may convene meetings with staff within the service concerned or part thereof for the purpose of discussing important matters.
b. The organisation of the meeting referred to in a. shall take place in consultation with the head of the service unit in order to ensure that the work of the service is disrupted as little as possible.

2. Size and term of office

Article 2.1. Size

1. The Service Unit Councils at the services shall have the following size:
at the Centre for Information Technology: 9 members;

- at the University Library: 7 members;
- at University Services: 12 members.
- 2. The members of the Service Unit Councils are elected in accordance with the University's Electoral Regulations.
- 3. The Service Unit Council elects a chair, a secretary and one or more deputies from among its members.
- 4. The head of the service unit appoints an administrative secretary to support the Service Unit Council.

Article 2.2. Term of office

- 1. The members of the Service Unit Councils are elected for a period of two years.
- 2. The term of office of the members of the Service Unit Council commences on 1 September of the year following the elections.

3. Powers

Article 3.1. Internal regulations

The Service Unit Council may adopt internal regulations for its working methods and the conduct of its meetings, which may not conflict with the law or these regulations. The regulations shall in any case contain rules on the manner in which the Service Unit Council meets, the agenda, the voting procedure, decision-making and record-keeping.

Article 3.2. Consultative meeting

- 1. The head of the service unit and the Service Unit Council shall meet at least six times a year in a consultative meeting, and furthermore if one of the parties so requests, stating reasons.
- 2. The consultative meeting shall discuss matters concerning the university service which either the head of the service unit or the Service Unit Council considers desirable to discuss, or which, pursuant to the provisions of or under the law, must be discussed between the head of the service unit and the Service Unit Council.
- 3. The consultative meeting shall be chaired alternately by the chair of the Service Unit Council and the head of the service unit.
- 4. The agenda of the consultative meeting shall include matters submitted to the administrative secretary by the head of the service unit or by the Service Unit Council.
- 5. Proposals submitted to the Service Unit Council for consent or advice must be sent to the Service Unit Council three weeks before the meeting at which they are to be discussed, unless otherwise agreed.
- 6. The chair of the Service Unit Council and the head of the service unit will decide together which experts/informants will attend the consultative meeting or a part thereof.
- 7. A consultative meeting shall be suspended by the chair if the head of the service unit or the Service Unit Council deems it desirable to deliberate separately on a particular matter.
- 8. Minutes shall be taken of each consultative meeting. The minutes shall be adopted during a consultative meeting by the head of the service unit and the Service Unit Council.

Article 3.3. Public nature of consultative meetings

- 1. Consultative meetings are open to the public, unless the nature of the matter precludes this in the opinion of the Service Unit Council or the head of the service unit. A decision to hold a closed meeting must be substantiated.
- 2. Confidential minutes shall be drawn up of the closed part of a meeting.

3. If the personal interests of one of the members of the Service Unit Council are at stake in a consultative meeting or part thereof, the Service Unit Council may decide that the member concerned shall not participate in that part of the meeting.
4. The chairperson shall determine, in consultation with the Service Unit Council, whether and, if so, in what terms the matters discussed in a closed part of a consultative meeting shall be made public.

Article 3.4. Right of initiative of the Service Unit Council

The Service Unit Council is authorised to make proposals to the head of the service unit with regard to the matters referred to in Article 3.5.

Article 3.5. Right of the Service Unit Council to give advice

1. The Service Unit Council shall be given timely opportunity by the head of the service unit to advise them and to consult on proposed measures relating to the matters referred to in Article 9.50(2) of the Act. This advice shall be given as soon as possible. The Service Unit Council shall notify the head of the service unit of any decision on a proposal, in writing and with reasons, as soon as possible, but no later than within one week, unless otherwise agreed.
2. If the head of the service unit wishes to deviate in whole or in part from the advice of the Service Unit Council, they shall notify the Service Unit Council thereof within two weeks.
3. The notification referred to in the previous subarticle shall be made in writing and shall state the reasons.
4. The Service Unit Council shall then inform the head of the service unit within two weeks whether, after reconsideration, it maintains its original advice. If the Service Unit Council finds no reason to deviate from its original advice, the head of the service unit shall state in their decision that they have deviated from the advice of the Service Unit Council.
5. The implementation of the decision shall be suspended by the head of the university service for four weeks, unless the Service Unit Council has no objections to the immediate implementation of the decision.
6. The Service Unit Council may refer the dispute to the Board of the University within four weeks of the decision being taken by the head of the service unit.

Article 3.6. Right of consent of the Service Unit Council

1. The head of the service unit requires the prior consent of the Service Unit Council for any measure they are authorised to take and on which the Service Unit Council has advised pursuant to Article 3.5.
2. The Service Unit Council shall decide as soon as possible, but in any case within six weeks of receiving the proposed measure, whether to consent or withhold its consent to a proposed measure by the head of the service unit that requires the consent of the Service Unit Council, unless a different period has been agreed in consultation between the Service Unit Council and the head of the service unit.
3. If the Service Unit Council has not reached a decision within the set period, the proposed measure shall be deemed to have been consented to by the Service Unit Council.

Article 3.7. Consultation after withholding consent

1. If a proposed measure by the head of the service unit does not receive the required consent from the Service Unit Council, the head of the service unit shall consult with the Service Unit Council again.
2. If the head of the service unit wishes to maintain the proposal, they shall declare that a dispute has arisen. The head of the service unit or the Service Unit Council shall report this dispute to the Board of the University.

3. If the Service Unit Council believes that the head of the service unit should have submitted a measure to the Service Unit Council for consent, it shall inform the head of the service unit of this, stating its reasons. If, after consultation with the Service Unit Council, the head of the service unit still does not submit the measure to the Service Unit Council for consent and the Service Unit Council maintains its position, the most appropriate party may refer the matter to the Board of the University.
4. The head of the service unit cannot take a final decision on the matter referred to the Board of the University before the Board of the University has issued its ruling.

4. The advisory committee for disputes with Service Unit Councils

Article 4.1. Advisory Committee

1. There is an Advisory Committee for disputes with Service Unit Councils. It consists of a chair and four members. A deputy chair and deputy members are also appointed.
2. The chair and members, as well as their deputies, are appointed and dismissed by the Board of the University. Before making an appointment, the Board of the University consults the Service Unit Councils on the appointments.
3. The Advisory Committee advises the Board of the University on disputes between the head of a service unit and the Service Unit Council that have been submitted to the Board of the University.
4. The Advisory Committee is authorised to obtain all information and data it deems necessary for the preparation of its advice and to hear the staff members it deems appropriate.
5. The Advisory Committee may, at the request of the head of the service unit or the Service Unit Council, hear other persons.
6. The Advisory Committee shall issue its advice within four weeks of the Board of the University requesting it.
7. If the urgent nature of the proposed measure or the relatively minor importance of the matter justifies it in its opinion, the chair may decide that the advice will be issued by them alone.

5. Rights and obligations

Article 5.1. Duty to provide information

1. The head of the service unit shall provide the Service Unit Council, whether requested or not, with all information that it reasonably requires for the performance of its duties in a timely manner.
2. To this end, the head of the service unit shall consult regularly with the chair of the Service Unit Council in order to ensure, as far as possible, the smooth progress of the decision-making process.
3. The information provided by the head of the service unit in accordance with the first subarticle shall be provided in writing, unless otherwise agreed.
4. The head of the service unit shall provide the information as soon as possible, but no later than three weeks after the request from the Service Unit Council has reached the head of the service unit.
5. Notwithstanding the provisions of the first subarticle, the Service Unit Council shall inform the head of the service unit in good time of its wish to receive additional information during or before the meeting.
6. If the Service Unit Council wishes to obtain internal or external advice on certain matters, the head of the service unit may decide that any costs incurred will be borne by them.

Article 5.2. Facilities

1. The head of the service unit shall enable the Service Unit Council and its members to perform the tasks referred to in the Act properly, within the framework of the resources, facilities and equipment allocated.
2. The head of the service unit shall lay down detailed rules concerning the facilities of the Service Unit Council, which shall include at least provisions regarding:
 - a. exemption from work;
 - b. reimbursement of expenses;
 - c. training;
 - d. support and meeting facilities;
 - e. a separate budget for the Service Unit Council, as included in the university's budget.

Article 5.3. Legal protection

1. The head of the service unit shall ensure that members of the Service Unit Council, including candidate members and former members, are not disadvantaged in their position with regard to the university on account of their membership of the Service Unit Council.
2. A member of the Service Unit Council who considers that they have been disadvantaged in their position with regard to the university on account of their membership shall submit a written statement of reasons to the head of the service unit.
3. The head of the service unit shall give the person concerned the opportunity to explain the complaint within two weeks of its receipt.
4. If no agreement is reached during the discussion, the head of the service unit shall submit the written notification, together with a report of the discussion, to the Board of the University.

Article 5.4. Confidentiality

1. The members of the Service Unit Council are obliged to maintain confidentiality regarding matters that come to their knowledge in their capacity, which the head of the service unit or the Service Unit Council has imposed confidentiality on, or whose confidential nature they must understand.
2. The person imposing the confidentiality obligation shall also indicate which written or oral information is covered by the confidentiality obligation and how long this shall apply, as well as whether there are any persons in respect of whom the confidentiality obligation does not need to be observed. When the reasons for confidentiality no longer apply, the person who imposed the confidentiality obligation shall inform the Service Unit Council or the head of the service unit accordingly.
3. If, in the opinion of the majority of the Service Unit Council, a member of the Service Unit Council has violated the confidentiality obligation imposed under the first subarticle of this article, or if the head of the service unit is of the opinion that a member has not complied with a confidentiality obligation imposed by the head of the university service, the chair of the Service Unit Council shall issue a warning to the person concerned. If the same member of the Service Unit Council is found to have breached the confidentiality obligation a second time, the person concerned shall be excluded for a period of three months from confidential parts of meetings and from the provision of information subject to confidentiality.
4. The duty of confidentiality shall not lapse upon termination of membership of the Service Unit Council or upon termination of the person's employment contract with the university.

6. Final provisions

Article 6.1 Unforeseen circumstances

In cases relating to the subjects covered by these regulations that are not provided for in these regulations or in the event that these regulations give rise to multiple interpretations, the Board of the University shall decide.

Article 6.2 Entry into force

These regulations shall enter into force one day after their adoption by the Board of the University, which shall have reached agreement with the relevant Service Unit Councils prior to adoption.

Thus adopted by the Board of the University at its meeting of 1 February 2000, discussed with the University Council on 2 March 2000, and most recently amended at the meeting of the Board of the University on 15 April 2025.