



## **Collective Agreement 2002**

### **COMPETENCE PACK**

Circulars regarding

**The Agreement Regarding Strategic and Systematic Competence Development in Government Institutions**

**The Agreement Regarding the Continuation of the Centre for Development of Human Resources and Quality Management**

**The Agreement Regarding the Change and Development Fund**

**The Agreement Regarding the Competence Fund**

**2002**

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This document is translated from Danish to English and is provided as a source of information to any interested parties. This document and the contents herein are by no means legally binding and are to be considered invalid in a court of law.



Circular regarding

**The Agreement Regarding Strategic and Systematic Competence Development in Government Institutions**

**2002**



# **Circular Regarding the Agreement Regarding Strategic and Systematic Competence Development in Government Institutions**

(To all ministries)

1. On the 20<sup>th</sup> of June 2002, an agreement regarding strategic and systematic competence development in government institutions was entered into by the Ministry of Finance and the Association of Danish State Employees' Organisations (StK), the Association of Public Servant Trade Unions (COII), the Confederation of Professional Associations (AC), the National Association of Publicly Employed Teachers (LC) and the Association of Contractually Employed (OC).

The agreement is attached as an appendix to the circular.

2. Competence enhancement of government employees and managers is a central area of focus in the coming years. An essential link to being an attractive workplace is that all employee groups develop their competencies. This agreement regarding strategic and systematic competence development has become more mutually binding for government workplaces. This agreement is the central component of the competence package and is supported by the other components of the pack.

The Competence Pack consists of the following agreements:

- The Agreement Regarding Strategic and Systematic Competence Development in Government Institutions.
- The Agreement Regarding the Continuation of the Centre for Development of Human Resources and Quality Management.
- The agreement regarding the Change and Development Fund.
- The agreement regarding the Competence Fund.

There are two areas of special attention relating to the agreement regarding Strategic and Systematic Competence Development in Government Institutions. These are:

- Increased efforts within personnel management.
- Increased efforts within the work environment area.

These two areas of attention are attached as an appendix to the circular regarding Strategic and Systematic Competence Development in Government Institutions:

3. In connection with this agreement the Danish State Employers' Authority and the Danish Central Federation of State Employees' Organisations (CFU) are to produce a set of common guidelines.

4. This circular takes effect from the 1<sup>st</sup> of April 2002. Consequently, the circular from the Ministry of Finance, dated June 25<sup>th</sup> 1999, regarding the agreement concerning systematic competence development in government institutions is hereby withdrawn.

The Ministry of Finance,  
The Danish State Employer's Authority

June 26<sup>th</sup> 2002

On behalf of the Minister.  
By authority.  
**Charlotte Kofoed**

# **The Agreement Regarding Strategic and Systematic Competence Development<sup>1</sup> in Government Institutions.**

## **Section 1. Introduction**

The continuous development of the government employees' competencies and qualifications is essential for both the effective carrying out of work tasks with a high intrinsic quality level and the ongoing development of the government sector.

*Subsection 2.* It is essential for the Ministry of Finance and the Danish Central Federation of State Employees' Organisations (CFU) that all employees within their respective institution have the opportunity to develop their competencies through both the carrying out of their daily tasks and through supplementary and further training. The means by which to obtain these objectives is by the establishment of both a common learning environment and well-organised, dynamic competence enhancement processes. This objective applies to both managers and their employees. The parties hereby agree upon the development of strategic enhancement goals for all employees.

## **Section 2. Area of application**

This agreement applies to civil servants and those with the equivalent status of civil servants. Furthermore, this agreement applies to employees included in agreements entered into on the one side of, or by the authority from the Ministry of Finance and on the other side, the Danish Central Federation of State Employees' Organisations (CFU).

## **Section 3. Intention**

The intention with the agreement is to obtain commitment from both managers and employees to the prioritising of a higher level of competence enhancement within the specific areas of supplementary and further training. Both managers and employees must take responsibility to ensure a strengthened development of competencies that guarantee the needs of the

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<sup>1</sup> Definition of competence development: competence development is the development of new knowledge, skills and/or attitudes with employees. Courses, specific knowledge and normal training are often confused with competence development, however competence development also occurs at the workplace in work situations. People develop themselves every time they do something new. When the opportunity to act expands for an employee, can one speak of competence development. Competence development therefore, is the increasing, supplementing or changing of the individual employees existing competencies.

institutions as well as the individual and professional enhancement of the employee.

#### **Section 4. Development goals**

Strategic based and systematic competence development takes place within the individual institution for all employees.

*Subsection 2.* Employee development interviews are held once yearly. The interview is to be used to organise and follow-up on definite, agreed upon and written enhancement goals for the individual employee.

*Subsection 3.* Training and other enhancement related activities normally take place within working hours. The expenses associated to participation in the training, according to Section 2 are to be covered by the employer.

*Subsection 4.* A mutual commitment from both parties is assumed in the practical expediency of the competence enhancement goals. The management is to ensure the necessary framework and conditions for competence development and the employee is expected to work towards the attainment of the specified competence development goals.

#### **Section 5. General qualifications**

Up-to-date basic school skills are assumed in order to be able to maintain and enhance the employees' professional qualifications. It is just as much the individual employee's responsibility as it is the institutions duty to ensure basic qualifications as being a part of the competence development program.

#### **Section 6. Joint committee's role**

The joint committee (SU/MIO), with starting point in the assessment of the work place's strategic goals and needs for strategic competence development are to:

- Lay down principles and guidelines for the accumulated competence development efforts in the institution. Included herein is the use of funds from the Competence Fund.
- Discuss the principles for the arrangement of a strategic and systematic development of competencies and the need for the instigation of further training activities for all employees.
- Lay down guidelines for the holding of employee competence development interviews.

*Subsection 2.* The joint committee (SU/MIO) (or another appointed committee) evaluate on a once yearly basis, the work place's efforts towards competence development.

*Subsection 3.* There is to be established a Competence Development Committee/Further Training Committee under the joint committee (SU/MIO) upon the request of one of the local parties.

#### **Section 7. Follow-up group**

A follow-up group with participation from The Danish State Employer's Authority and the Danish Central Federation of State Employers' Organisations (CFU) is to be established.

#### **Section 8. Commencement and cessation**

This agreement takes effect on the 1<sup>st</sup> of April 2002. The agreement can be terminated in writing with 3 months warning to March 31<sup>st</sup>, the 31<sup>st</sup> of March 2005 being the earliest possible date.

Copenhagen, the 20<sup>th</sup> of June 2002

The Association of Danish State  
Employees' Organisations (StK)  
**Peter Waldorff**

The Ministry of Finance  
On behalf of the Minister.  
By authority.  
**Jette Frederiksen**

The Association of Public Servant Trade Unions (COII)  
**Tommy Agerskov Thomsen**

The Confederation of Professional Associations (AC)  
**Svend M. Christensen**

The Association of Contractually Employed (OC)  
**Finn Busse Jensen**

The National Association of Publicly Employed Teachers (LC)  
**Stig Andersen**

## **Regarding Increased Efforts within the Management Area.**

Excellent personnel management is central for the development of an effective and attractive workplace in the government sector. It is necessary for a close dialogue between the manager and the employee regarding which tasks are to be completed as well as the framework that is necessary to complete the task. Therefore, the individual manager's competence as a personnel manager comes to play a significant role.

The concept of personnel management is understood here, as the manager's capacity to motivate, engage and develop the employees who the manager has personnel responsibility for.

Managers are understood in this connection as all who in their position are formally granted personnel management responsibility. For example, those having responsibility for the carrying out of employee enhancement interviews are considered to be managers.

There is a need to strengthen the institutions' efforts in the development of personnel management competence.

Personnel management is therefore to be made into a specific focus area within government institutions in the coming period.

This is to occur by the undertaking of various development and educational activities that focus on the manager's capacity to motivate, engage and develop their employees.

The activities have a common objective. That is to establish greater acceptance, by managers, as to the value of good personnel management.

Competence development and educational activities have the specific objective and aim of providing tools for better personnel management.

The following projects are agreed upon within the agreement period:

- A project illustrating how personnel management can be a part of the assessment and rewarding of managers in chosen government institutions.

- A project about how the organisation of work can contribute to the development of the individual employee's competencies by, for example, new work tasks, methods and working relations.

These activities are to be agreed upon between The Danish State Employer's Authority and The Danish Central Federation of State Employees' Organisations (CFU).

## **Regarding Increased efforts within the Work Environment Area.**

A good physical and psychological work environment are a decisive factor for the ensuring of the continuous development of attractive work places in the government sector.

The parties agree that, within the agreement period, an increased effort towards a better work environment is to occur.

Workplace evaluation is a central instrument in that connection.

The Danish State Employer's Authority and The Danish Central Federation of State Employees' Organisations (CFU) are to, within the agreement period, assess the effect of the existing instruments. With this as a basis, the instruments are to be improved upon with the intention of the prioritising, qualifying and improving of the workplace environment efforts within the individual place of work.

The Danish State Employers' Authority and The Danish Central Federation of State Employees' Organisations (CFU) are to, within the agreement period, prioritise the psychological work environment as a special area of attention.

The parties are to, within the agreement period, focus upon the quality and development in the individual work area. The starting point is the Framework Agreement Regarding the Organisation of Safety and Health Work within Government Institutions, the Framework Agreement Regarding Expanded Employee Influence in Government Institutions and the Work Environment Training.

The parties agree to the continued usage of funds from the Change and Development Fund for this work.

Circular from the 26<sup>th</sup> of June 2002

Perst. no. 023-02

PKAT no.

J.nr. 02-611-3

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Circular regarding the

**The Agreement Regarding the Continuation of  
the Centre for the Development of Human  
Resources and Quality Management (SCKK)**

**2002**



# **The Circular Regarding the Agreement Regarding the Continuation of the Centre for the Development of Human Resources and Quality Management (SCKK)**

(To all ministries)

1. On the 20<sup>th</sup> of June 2002, an Agreement Regarding the Continuation of the Centre for Development of Human Resources and Quality Management was entered into by the Ministry of Finance and the Association of Danish State Employees' Organisations (StK), the Association of Public Servant Trade Unions (COII), the Confederation of Professional Association (AC), the National Association of Publicly Employed Teachers (LC) and the Association of Contractually Employed (OC).

2. The agreement is attached as an appendix to the circular.

Together with this agreement is an appendix with the rules for the Centre for Development of Human Resources and Quality Management (SCKK).

3. This circular takes effect from the 1<sup>st</sup> of April 2002. The Ministry of Finance's circular from the 25<sup>th</sup> of June 1999, regarding the establishment of the Centre for Development of Human Resources and Quality Management (SCKK) is hereby withdrawn.

The Ministry of Finance,  
The Danish State Employers' Authority

June 26<sup>th</sup> 2002

On behalf of the Minister.

By authority.

**Charlotte Kofoed**



# **The Agreement Regarding the Continuation of the Centre for Development of Human Resources and Quality Management (SCKK)**

The Ministry of Finance and the Danish Central Federation of State Employees' Organisations (CFU) agree to the continuation of the Centre for Development of Human Resources and Quality Management (SCKK).

## **Section 1. Objective**

The objective of the centre is:

- To contribute to the creation of intrinsic quality and effectiveness in the competence and quality enhancement measures within the government sector.
- To support the use of the agreement regarding strategic and systematic competence enhancement in government institutions through the advice and guidance of these institutions (all institutions included in agreements between the Danish Central Federation of State Employees' Organisations (CFU) and the Ministry of Finance, and the various employee groups (AC, CO II, TOK, StK) of the government sector.
- To pass on knowledge about competence and quality development in government institutions.
- To act as secretariat for the Change and Development Fund, the evaluation panel for the Public Sector Quality Award, the Competence Fund, the Graduate Supplementary Training Committee (ELU) and the SCKK-AMU and if necessary other committees if the board so decides.

## **Section 2. Centre for Development of Human Resources and Quality Management (SCKK)**

The centre has an independent operating grant in the State Budget. The rules are attached to this agreement as an appendix.

The centre's internal and external body of consultants advise, guide and support government institutions in their work with competence and quality development. The centre's consultants support and assist in activities associated to the competence enhancement of employees in the government sector.

The Centre for Development of Human Resources and Quality Management (SCKK). The Ministry of Finance and the Danish Central Federation of State

Employees' Organisations (CFU) each select 5 members to the board. The board is responsible for all activities in the centre and has the capacity to identify special areas of attention as well as instigate projects in the centre.

The board has the capacity to delegate competence to committees comprising members of the various organisations.

### **Section 3. Possible changes to the agreement**

The parties agree to make and seek to agree upon the necessary changes in the agreement in the event of changes in the law, or the occurrence of other events superlative to the agreement, which the parties have not taken consideration to under the acceptance of the agreement.

### **Section 4. Commencement and determination**

This agreement comes into effect the 1<sup>st</sup> of April 2002. The agreement can be terminated in writing with 3 months warning to March 31<sup>st</sup>, the 31<sup>st</sup> of March 2005 being the earliest possible date.

Copenhagen, the 20<sup>th</sup> of June 2002

The Association of Danish State  
Employees' Organisations (StK)  
**Peter Waldorff**

The Ministry of Finance  
On behalf of the Minister.  
By authority.  
**Jette Frederiksen**

The Association of Public Servant Trade  
Unions (COII)  
**Tommy Agerskov Thomsen**

The Confederation of Professional Associations (AC)  
**Svend M. Christensen**

The Association of Contractually Employed (OC)  
**Finn Busse Jensen**

The National Association of Publicly Employed Teachers (LC)  
**Stig Andersen**

# **The Rules for The Centre for Development of Human Resources and Quality Management (SCKK)**

## **The Centre for Development of Human Resources and Quality Management (SCKK)**

### **Section 1**

*Subsection 1.* The Centre for Development of Human Resources and Quality Management (SCKK), is created by the Ministry of Finance and the Danish Central Federation of State Employees' Organisations (CFU) under the Collective Agreement 1999. The centre has its centre of operations in the district of Copenhagen.

*Subsection 2.* . The Centre for Development of Human Resources and Quality Management (SCKK) is listed in the State Budget with its own operating grant.

### **Objective**

### **Section 2**

*Subsection 1.* The Centre for Development of Human Resources and Quality Management (SCKK) objectives are:

- To contribute to the creation of quality effectiveness in the development of human resources and quality management within the government.
- To support the use of the agreement in connection with strategic and systematic competence development in government institutions through the advice and guidance of these institutions (institutions included in agreements between the Danish Central Federation of State Employees' Organisations (CFU) and the Ministry of Finance, and the various employee groups (AC, CO II, TOK, StK) in the government sector.
- To communicate knowledge about development of human resources and quality management in government institutions.
- To act as secretariat for the Change and Development Fund, the evaluation panel for the Public Sector Quality Award, the Competence

Fund, the Graduate Supplementary Training Committee (ELU) and the SCKK-AMU and if necessary other committees if the board so decides.

*Subsection 2.* It is permissible for SCKK to provide payable services to both public and private institutions where the centre has a natural predisposition to the services in question.

## **The Board's construction**

### **Section 3**

*Subsection 1.* SCKK is lead by a committee of 10 voting members. The Danish State Employers' Authority and the Danish Central Federation of State Employees' Organisations (CFU) appoint 5 members each.

*Subsection 2.* Employees from SCKK have 2 representatives without voting rights on the board. The representatives for the employees are to be permanently employed on a full time basis in SCKK. These members are protected against dismissal by the same rules that apply to union representatives within the area.

*Subsection 3.* SCKK's managing director is the secretary for the board and participates in board meetings without voting rights.

*Subsection 4.* Both The Danish State Employers' Authority and the Danish Central Federation of State Employees' Organisations (CFU) have the right to have an observer participate in the board meetings. The observers participate in board meetings without voting rights.

*Subsection 5.* The board members are appointed for a period of 2 years commencing the 1<sup>st</sup> of January every even year.

## **The Board's duties**

### **Section 4**

*Subsection 1.* The board has the overall responsibility for the management of SCKK and lays down in accordance to the managing director's yearly program for SCKK's activities. The board also approves budgets and finances.

*Subsection 2.* The board employs and dismisses the centre's managing director. The managing director employs and dismisses the centre's employees in accordance with guidelines from the board.

*Subsection 3.* The board establishes specific guidelines for the managing director's activities and can, in specific circumstances, give authority to the managing director to practice the same rights that have been appointed to the board.

*Subsection 4.* The board is responsible for all activities in the centre and has the right to define particular areas of attention as well as instigate projects in the centre.

*Subsection 5.* The board has the right to delegate competence to committees comprising members from the various employee groups.

### **Rules for the Board's activities.**

#### **Section 5**

*Subsection 1.* The board selects from those members with voting rights its Chairman and Vice-Chairman and establishes in the rules of procedure the specific guidelines regarding the carrying out of their function.

*Subsection 2.* The Chairman and Vice-Chairman are to be chosen from among their appointed groups.

*Subsection 3.* The Chairman invites to and chairs the board meetings. Normally, meetings are held 4 times a year. The meetings are to be held when 2 board members, as a minimum, indicate the need to hold the meetings.

*Subsection 4.* The board form a quorum when at least half of the board members are present. Decisions are voted upon by simple majority of votes. Where there is no majority of votes, the decision is to be taken up again in the next meeting. Furthermore, both appointed representatives are to be present for a decision to be valid.

*Subsection 5.* The centre's board members, managing director and other employees are bound by the rules specified in The Danish Public Administration Act, Section 8, regarding professional secrecy .

*Subsection 6.* The board's decisions are noted in an official protocol. The minutes from the board meetings are to be sent to the members named in Section 3, Subsection 1 and 2, as well as to the centre's managing director.

*Subsection 7.* The Danish law of torts applies to the board members.

*Subsection 8.* The board members' travel expenses and other expenses in connection with their function are to be paid by the centre in compliance with the rules applicable to public servants.

*Subsection 9.* Membership of the board is without payment.

## **The centre's daily management**

### **Section 6**

*Subsection 1.* The board employs a managing director who takes responsibility for the centre's activities within the guidelines laid down by the board.

*Subsection 2.* The managing director is, in respect to the board responsible for,

- that the centre works after the predefined objectives laid out in the rules.
- that SCKK's activities are carried out properly
- that the board's approved budget is met
- that SCKK's activities in general are in accordance with the board's decisions and guidelines.

*Subsection 3.* The managing director is to work toward:

- that SCKK's activities are carried out actively and user-oriented and enjoys the respect of the centre's interested parties, its founders and the governments workplaces,
- that the standard and quality of SCKK's services possess a high, acknowledged level,
- that SCKK's services, organisation and employees are under constant development,
- a level of internal co-operation between both employees and management as well as employee groups that is supportive to SCKK's activities and mode of operation, and
- the establishment of co-operative agreements with the relevant education committees.

*Subsection 4.* The managing director is to provide, on a once-yearly basis, a written account of SCKK's operations in the previous year.

*Subsection 5.* The board are to publish an Annual Report based upon the written account, specified in Subsection 4.

## **Accounts and auditing**

### **Section 7**

*Subsection 1.* The accounting year is the State Budget year.

*Subsection 2.* The General Auditor audits SCKK's accounts.

## **The changing of rules and dissolution**

### **Section 8**

*Subsection 1.* These rules replace the rules from the 25th of June 1999.

*Subsection 2.* The changing of the centre's rules requires agreement between the founders specified in Section 1, Subsection 1.

*Subsection 3.* The centre is to continue its activities unless the founders specified in Section 1, Subsection 1 terminate the agreement.

*Subsection 4.* If it is decided to close SCKK, then the board is obliged to follow that decision.

Circular of the 26<sup>th</sup> of June 2002

Perst. no. 024-02

PKAT no.

J.nr. 02-611-3

Enquiries regarding this circular can be made to:

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Circular regarding

## **The Agreement Regarding the Change and Development Fund**

**2002**



# **Circular Regarding the Agreement Regarding the Change and Development Fund**

(To all ministries)

**1.** On the 20<sup>th</sup> of June 2002, an Agreement Regarding the Change and Development Fund was entered into by the Ministry of Finance and the Association of Danish State Employees' Organisations (StK), the Association of Public Servant Trade Unions (COII), the Confederation of Professional Association (AC), the National Association of Publicly Employed Teachers (LC) and the Association of Contractually Employed (OC).

The agreement is attached as an appendix to the circular.

**2.** The secretarial administration of the Change and Development Fund is undertaken by the Centre for Development of Human Resources and Quality Management (SCKK).

Further information and guidelines are to be continually placed on SCKK's website.

**3.** This circular takes effect from the 1<sup>st</sup> of April 2002. Consequently, the Ministry of Finance's circular from the 28<sup>th</sup> of June 1999 regarding the Agreement Regarding the Change and Development Fund in Government Institutions here included the Continuation of the Change and Development Fund is replaced.

The Ministry of Finance,  
The Danish State Employers' Authority

June 26th 2002

On behalf of the Minister.  
By authority.  
**Lars Ørskov Christensen**



# The Agreement Regarding the Change and Development Fund

**Section 1.** There is the need for constant change and development within the businesses and institutions of the government sector. The government must be capable of reacting quickly to new requirements and despatch resources where there is the greatest need. Both managers and employees are to be able to complete their tasks with a high intrinsic level of quality and provide service to the governments users and co-operative partners. Therefore the Danish Central Federation of State Employee's Organisation (CFU) and The Danish State Employer's Authority agree to the continuation of the Change and Development Fund.

**Section 2.** There is allocated within the period 69.083 million DKK to the fund. The Danish State Employers' Authority and the Danish Central Federation of State Employee's Organisation (CFU) share the expenses on a 50/50 basis.

**Section 3.** The Change and Development Fund contributes to the financing of specific development and reorganisation projects, including projects that have the intention of increasing the individual institution's and employee's competence enhancement through new initiatives in personnel policy.

**Section 4.** The funding from the Fund can be used to finance specific development and reorganisation projects within the following categories:

1. Competence development
2. Digitalisation
3. Management
4. Quality and organisational development
5. Work environment
6. The institution's social responsibility
7. The whole employee
8. Projects associated to surplus employees

*Subsection 2.* The Change and Development Fund offers, over and above these categories, support to development projects commonly agreed and decided upon by the Danish Central Federation of State Employee's Organisation (CFU) and the Danish State Employer's Authority.

*Subsection 3.* The Change and Development Fund can support projects within particular areas of attention.

**Section 5.** The Fund does not offer support to normal post-education activities. The commencement of a development and change project must not replace a post-education program which otherwise should have been completed.

**Section 6.** All government institutions whose employees are incorporated by the Collective Agreement, the parties behind the agreement and committees under SCKK that the board decides to choose are eligible to seek funding from the Change and Development Fund.

*Subsection 2.* Funds from the Fund are granted based upon a decision by that committee of the SCKK appointed to dealing with the Change and Development Fund. The necessary funding is to be granted in accordance to the agreement between the parties in accordance to Section 4, Subsection 2 for projects commonly decided and agreed upon by the Danish Central Federation of State Employee's Organisation (CFU) and The Danish State Employer's Authority.

*Subsection 3.* The funds are to be granted as a non-recurring amount and are to be used in connection with specific projects.

**Section 7.** Guidelines and the like regarding questions in relation to this agreement are to be completed by SCKK in co-operation with the agreeing parties. SCKK are responsible for the secretarial administration of the Fund and are to ensure the transfer of knowledge to the government institutions about the Fund's projects.

*Subsection 2.* Government institutions are to lodge an application enquiry for funding from the Change and Development Fund.

*Subsection 3.* It is a condition for the granting of funding that the application enquiry is treated and approved in the joint committee and that the project is evaluated at a later stage. The relevant financing from the applying institution is also presupposed.

**Section 8.** This agreement comes into effect the 1<sup>st</sup> of April 2002 and expires on the 31<sup>st</sup> of March 2005.

Copenhagen, the 20<sup>th</sup> of June 2002

The Association of Danish State  
Employees' Organisations (StK)  
**Peter Waldorff**

The Ministry of Finance  
On behalf of the Minister.  
By authority.  
**Lone Retoft**

The Association of Public Servant Trade  
Unions (COII)  
**Tommy Agerskov Thomsen**

The Confederation of Professional Associations (AC)  
**Svend M. Christensen**

The Association of Contractually Employed (OC)  
**Finn Busse Jensen**

The National Association of Publicly Employed Teachers (LC)  
**Stig Andersen**

Circular of the 26th of June 2002

Perst. no. 025-02

PKAT no.

J.nr. 02-611-3

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Circular regarding

## **The Agreement Regarding the Competence Fund**

**2002**



# **The Circular Regarding the Agreement Regarding the Competence Fund**

(To all ministries)

**1.** On the 20<sup>th</sup> of June 2002, an Agreement Regarding the Competence Fund was entered into by the Ministry of Finance and the Association of Danish State Employees' Organisations (StK), the Association of Public Servant Trade Unions (COII), the Confederation of Professional Association (AC), the National Association of Publicly Employed Teachers (LC) and the Association of Contractually Employed (OC).

This agreement is attached as an appendix to the circular.

**2.** The secretarial administration of the Competence Fund is undertaken by The Centre for Development of Human Resources and Quality Management (SCKK).

Further information and guidelines are to be continually placed on SCKK's website.

**3.** This circular takes effect from the 1<sup>st</sup> of April 2002. Consequently, the Ministry of Finance's circular from the 9<sup>th</sup> of June 1999 regarding the agreement about the continuation of government-assisted educational leave is replaced.

The Ministry of Finance,  
The Danish State Employer's Authority

June 26<sup>th</sup> 2002

On behalf of the Minister.  
By authority.  
**Charlotte Kofoed**



## The Agreement Regarding the Competence Fund

**Section 1.** The government's institutions work with the strategic and systematic competence development of both employees and managers. If the government's institutions are to renew themselves, then it is necessary for the employees to have the opportunity to participate in longer, individual competence enhancement programmes.

Such a programme can contribute to the increase of the level of the individual employees' competencies and mobility. In the coming period, it is vitally essential that emphasis be placed upon the enhancement of the employees' broad competencies. This could for example be the employability of the employee within the labour market, the development of the individual employees' skills in connection with digitalisation or general competence development for senior employees.

There is allocated 40.691 million DKK each year to the Competence Fund.

The Competence Fund's objective is to support the individual employees' competence development.

**Section 2.** Funds from the Competence Fund can be used in connection with competence development programs of 1 week's duration as a minimum. This is to be agreed upon as a part of an individual competence development plan for the individual employee.

*Subsection 2.* Funds from the Competence Fund are allotted in the first agreement year to the ministerial departments in 20.000 DKK portions. The number of portions to each ministerial department are distributed proportionately based upon the amount of wage expenses.

*Subsection 3.* Each employee can, as a maximum, use 4 allotments, which is the equivalent of 80.000 DKK.

**Section 3.** Funds from the Competence Fund can be used broadly for the coverage of expenses in connection with the individual employees' competence development.

**Section 4.** It is a condition for the allocation of funds from the Competence Fund, that the joint committee within the individual institution have a definite strategy with associated principles and guidelines for the accumulated development efforts in the institution. This includes the usage of funds from the Competence fund.

**Section 5.** It is also prerequisite for the allocation of funds from the Competence Fund that the competence development program is integrated as a part of an individual development plan for the individual employee.

**Section 6.** The board of SCKK are to appoint a committee for the Competence Fund comprising of representatives for the Danish Central Federation of State Employee's Organisations (CFU) and the Danish State Employer's Authority who lay down the overall guidelines for the use of funds from the Competence Fund in the agreement's first year. The guidelines for the use of the funds are to ensure a smooth and simple administration of the agreement. The committee can adjust the guidelines depending on how the funds are to be used.

**Section 7.** The Competence Fund is to be closely monitored by both parties who have full access to the usage of the Competence Funds resources. If necessary, the parties can agree upon new rules and principles for the usage of funds from the Competence fund after the first year. This could occur, for example, as the result of changes within the labour market and/or the political situation.

*Subsection 2.* The Competence Fund is to be evaluated by the parties during the agreement period.

**Section 8.** The SCKK is responsible for the secretarial administration of the committee for the Competence Fund. The SCCK is responsible for the production of information material regarding the usage of the resources of the Fund.

**Section 9.** The agreement takes effect on the 1<sup>st</sup> of April 2002 and expires on the 31<sup>st</sup> of March 2005.

Copenhagen 20<sup>th</sup> of June 2002

The Association of Danish State  
Employees' Organisations (StK)  
**Peter Waldorff**

The Ministry of Finance  
On behalf of the Minister.  
By authority.  
**Jette Frederiksen**

The Association of Public Servant Trade  
Unions (COII)  
**Tommy Agerskov Thomsen**

The Confederation of Professional Associations (AC)  
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The Association of Contractually Employed (OC)  
**Finn Busse Jensen**

The National Association of Publicly Employed Teachers (LC)  
**Stig Andersen**

Circular of the 26<sup>th</sup> of June 2002

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