

## Terms Of Reference: AAU Digitalization Committee

The AAU Digitalization Committee is appointed by the Executive Board and aims to ensure a common framework for digitalization efforts and the operation of digitalization solutions at Aalborg University. The Digitalization Committee ensures a framework for the long-term strategic digitalization of AAU from a holistic perspective. The starting point is to support the realization of AAU's overall strategy and the derived implementation efforts that are driven locally.

In practice, the digitalization committee sets the framework for appointed digitalization portfolios respectively for research and innovation, education and administration.

### Composition of the AAU Digitalization Committee

The committee is composed of the senior management responsible respectively for research, education and administration; however, management responsibility may be delegated to another member of the executive board.

- The University Director (responsible for administration)
- The Pro-rector (responsible for education)
- The Dean with responsibility for digitalization for the research area at AAU (delegated by the rector)
- The IT Director (responsible for IT deliveries)

The Head of Digitalization participates in the meetings and is responsible for supporting the strategic work of the Digitalization Committee.

The Digitalization Committee reports to the Executive Board, which appoints the chairman of the committee.

Substitutes are not appointed in case of absence from meetings. Instead, members can submit written comments on agenda items prior to a meeting.

### Tasks and responsibilities of the AAU Digitalization Committee

The committee is responsible for ensuring the framework for the three digitalization portfolios for respectively research and innovation, education and administration, so that they can

- implement initiatives that support the realization of AAU's strategy, including local initiatives
- maintain digital solutions that are essential for the university's operations and for the continued strategic development of the university

The Digitalization Committee primarily ensures this through:

- Determining the scope of the three digitalization portfolios
- Prioritizing the total resource framework for the digitalization portfolios based on a long-term overall perspective across the entire university

- Ensuring joint funding for the individual digitalization portfolio for AAU-wide digitalization initiatives and AAU-wide digital solutions
- Ensuring a framework for handling jointly rooted solutions, including a framework for the location of and requirements for handling system ownership, process ownership and data ownership
- Ensuring a common framework for how locally driven digitalization efforts are implemented, including in particular the handling of initiatives that affect other parts of the organization
- Ensuring a common framework for how locally embedded solutions are procured, operated and managed, including requirements for handling locally embedded system ownership

The Digitalization Committee may also choose to assess the overall composition of digitalization efforts and/or digitalization solutions across the digitalization portfolios or for the individual digitalization portfolio, including possibly establishing criteria for prioritization.

### Mandate and commitment of the members

The AAU Digitalization Committee is an advisory body for the chairman and the Executive Board. The chairman makes decisions within the framework set out by the Executive Board and, based on input from and sparring with the committee members and digitalization portfolios, makes final decisions in the committee's cases. The other members of the committee are obliged to contribute with professional and strategic advice so that the chairman of the committee can make decisions within the framework of these terms of reference. The members are also obliged to help ensure that the committee's decisions are implemented in the organization through the established digitalization portfolios.

Members representing other strategic, transversal bodies (the Strategic Council for Research and Innovation, the Strategic Education Council and the Administrative Management Group) have a duty of transversal awareness and must ensure that issues discussed in the committee are raised in these bodies when appropriate.

If one or more members take on an interest in the committee by delegation, this must be done through delegation statements, job descriptions or in another way that ensures that the members have clear mandates.

### Relationship with the Executive Board and other university bodies

The AAU Digitalization Committee reports to the Executive Board at least once a year. In addition, the chairman informs the Executive Board about the committee's activities as needed.

The Executive Board establishes the framework for the AAU Digitalization Committee and the underlying digitalization portfolios by allocating the overall financial framework for digitalization efforts and operating finances for digitalization solutions.

The AAU Digitalization Committee carries out its work in consultation with the Rectorate and the Executive Board as well as through the Strategic Education Council, the Strategic Council

for Research and Innovation and the Administrative Management Group through representation.

The Chairman may at any time raise a matter for consideration by the Executive Board prior to making a decision. The chairman also has a duty of transversal attention, i.e. to consider whether issues discussed in the committee have connections to other bodies.

### Meetings and minutes

The AAU Digitalization Committee determines its own rules of procedure.

### Secretariat services

The AAU Digitalization Committee's secretariat is provided by ITS in collaboration with the Rector's Secretariat; this is ensured by the Head of Digitalization.

*The terms of reference were last approved by the Executive Board on June 19, 2023.*