



Administrative Procedure for drawing up and adopting JU-wide steering documents

	Activity	Provider	Recipient	Support for activity (Check list, template or other)	Requirement to be satisfied/steering document	Comments
1	Ensure need for steering document	Authorised decision-maker/commissioning body			• Regulations for steering documents at Jönköping University	
	1.1	Observe clauses B4:1-3 of 'Regulations for steering documents at JU'	Authorised decision-maker/commissioning body			
2	Determine assignment	Authorised decision-maker/commissioning body		Template for assignment, incl. matter log		
	2.1	Appoint an officer to deal with the matter and/or working group				
	2.2	Draw up the steering document's management plan and also appoint steering document manager and assign their responsibilities				
	2.3	Appoint consultation bodies, and always including: <ul style="list-style-type: none"> • Strategic Advisory Board for Education • Strategic Advisory Board for Research • Strategic Advisory Board for Support and Service • Legal body • Finance 				
	2.4	Draw up communication plan				<i>How will the steering document have an impact through dissemination and communication?</i>
	2.5	Draw up timetable with baselines				<i>In consultation with proposed officer dealing with the matter.</i>
	2.6	Clarify economic frameworks (who bears the cost of all of the work, incl. translation)				



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	2.7	Draw up assignment according to template (ensure that all of the assignment preconditions are clarified)				<ul style="list-style-type: none"> • Template for assignment, incl. matter log 	
	2.8	Determine assignment and enter in journal		Registrar and officer dealing with the matter			
3	Draw up draft steering document		Officer dealing with the matter and/or working group		Matter log	<ul style="list-style-type: none"> • Regulations for steering documents at Jönköping University • Assignment acc. to 2.8 	<i>Ongoing 'informal' contact with lawyer and/or other expert is recommended.</i>
	3.1	Observe clauses B4:1-5 of 'Regulations for steering documents at JU'					
	3.3	Draw up draft steering document according to template, prepared for formal consultation		Authorised decision-maker/commissioning body		<ul style="list-style-type: none"> • Assignment acc. to 2.8 • Template for steering document 	
4	Statement of opinion from authorised decision-maker/commissioning body and decision concerning formal consultation		Authorised decision-maker/commissioning body	Officer dealing with the matter	Regulations for steering documents at Jönköping University		<i>Poss. amendment of the assignment if, for example, a change in the need for control is found in the course of the work.</i>
5	Formal consultation		Authorised decision-maker/commissioning body	Consultation bodies		<ul style="list-style-type: none"> • Assignment acc. to 2.8 	<i>Officer dealing with the matter administers the formal consultation procedure, but the commissioning body is the sender</i>
	5.1	Submit views on supporting information	Consultation bodies	Officer dealing with the matter and/or working group	Regulations for steering documents at Jönköping University		
	5.2	Draw up summary of consultation responses in the matter log.	Officer dealing with the matter and/or working group	Authorised decision-maker/commissioning body			



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6	Decide about and record any amendments following formal consultation in the matter log.	Authorised decision-maker/commissioning body	Officer dealing with the matter	Matter log		
	6.1	New formal consultation if one is required (go back to item 3.3)				
	6.2	Employment (Co-determination in the Workplace) Act (if applicable)				
7	Complete document	Officer dealing with the matter and/or working group			<ul style="list-style-type: none"> Regulations for steering documents at Jönköping University 	
	7.1	Arrange for translation				
	7.2	Draw up according to template/model			<ul style="list-style-type: none"> Template for steering document 	
	7.3	Drawing up supporting information for decision		Authorised decision-maker/commissioning body	Matter log	<i>See, for example, Administrative Procedure for President's decision.</i>
8	Make decision about and enter steering document in journal together with assignment, incl. matter log	Authorised decision-maker	Registrar			<i>Steering document to be stored in the journal.</i>
9	Publish the steering document and inform those affected about its content and any implications.	Authorised decision-maker (document owner) and Registrar		In accordance with the communication plan (2.4) in the assignment (2.8)		<i>Registrar to arrange for publication on the Intranet.</i>