

*Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail.*

# SKH's key process

## Process description for operational plan

### Description of key processes at SKH

*The description of key processes is part of our systematic quality improvement activities. The purpose is to ensure the quality of education, research and academic support/administration by having clear processes that define the different steps and specify which functions and organisational units are involved in the process. Linked to the key processes are procedure descriptions that specify in more detail what, for example, a department, subject unit or administrative department should do in relation to the event in question. The procedure descriptions are developed by those involved in the process.*

*Each key process has an associated matrix. The purpose of the matrix is to clarify in general terms how a process is followed up and developed. The matrix states which process is covered, the objective of the process, the data used for follow-up, where the results of the follow-up are checked and analysed, and who is/are responsible for ensuring that measures are taken based on the follow-up carried out. The matrix also states the governing and support documents that can be linked to the process.*

## Process matrix

1.1.1 Process	1.1.2 Overall responsibility for action	1.1.3 Objective(s)	1.1.4 Governing and support documents	1.1.5 Verification and follow-up	1.1.6 Input for follow-up
Process description for operational plan	Vice-Chancellor Heads of Department (delegation from the Vice-Chancellor)	Achieve short- and long-term objectives and missions for the organisation.	SKH's strategic plan  SKH's rules of procedure including delegations  Operational plan template	Operational dialogues and in the Management team  Discussions and meetings at department level	SKH's operational plan  Departments' operational plans

## **Process description including procedures**

The process description describes the process for SKH's operational plan and the departments' operational plans. The overall process for SKH's operational planning includes SKH's operational plan, the departments' operational plans, the budget process and the educational planning process.

## **Functions and organisational units involved in the process**

University Board, Vice-Chancellor, Director of Administration, Heads of Department, Heads of Subject, Vice-Rector for Research, Head of Library, University Administration, Departments.

## **ESG/other national standards and guidelines**

Not applicable.

## **Governing documents**

SKH's strategic plan, SKH's rules of procedure (including delegations), budget documents, budget decisions.

## **Support documents**

Template for operational plan.

## **External parties**

Not applicable.

## **Support systems**

Not applicable.

## **Prerequisites and related processes and procedures**

Overall operational planning includes the SKH's operational plan, the departments' operational plans, the budget process and the educational planning process. In accordance with the Vice-Chancellor's delegation of tasks and decision-making powers, the heads of department must produce operational plans for the departments. Other operational managers and the Board of Education and Research (NUF) shall contribute to the operational plans of SKH and the departments. They can also produce operational plans/action plans for their

own activities. This process describes how SKH's operational plan and the departments' operational plans are prepared and decided. The preparation of the operational plans shall be based on SKH's strategic plan and also on the action plans for systematic work environment management (SAM plans), Equal terms, equal value (SKH's plan for active measures based on the areas of the Discrimination Act), the environmental action plan and overall measures that are captured in the systematic quality work. The operational plan template also includes a skills supply plan for the departments. In addition, risk analyses and proposals for measures must be presented. The template also contains a follow-up section for completed activities.

### **How social equality (incl. gender equality) is taken into account in the process**

Where appropriate and applicable, appropriate equality and gender equality aspects shall be taken into account in the content of the operational planning.

### **How sustainable development is taken into account in the process**

Where appropriate and applicable, appropriate sustainability aspects shall be taken into account in the content of the operational planning.

### **How student and doctoral student perspectives are taken into account in the process**

The students participate in the preparation by taking part in departmental meetings and in SKH's management team meetings. Decision documents are also sent to the student union for consultation, according to the regular procedure for Vice-Chancellor's decisions, before they are adopted.

### **Employment (Co-Determination in the Workplace) Act**

The employer is obliged to conduct negotiations with the employee organisations before decisions are made on major changes in the operation or if the working and employment conditions of one or more employees are changed. Continuous information is provided to the employee organisations on how the business is developing (in accordance with the MBL [Co-determination Act] and procedures for information and negotiation at SKH). SKH's operational plan and the departments' operational plans must be sent to MBL for negotiation.

## Events in the process based on governing and supporting documents and procedures of the functions and organisational units involved in the process.

### 1. Planning/preparation for the preparation of the operational plan

#### *Activities:*

- Initial discussion in the Management team in the spring term on operational planning, budget process and education planning for the following year.

*Preparation and decision of the operational plan according to the mandate and timetable from the Vice-Chancellor.*

### 2. Preparation of operational plan (departments)

#### *Activities:*

- The departments and, if necessary, other organisational units in the core activities prepare content. The Research Centre, Library and Archives, NUF, the administration's Management team and the administration's departments prepare activity plans/action plans with associated activities according to their own procedure.

*According to routines/instructions from the respective head of department/head of operations.*

### 3. Continued preparation and adoption of action plan(s)

#### *Activities:*

- The preparation of SKH's operational plan and the departments' operational plans takes place in continuous dialogue in the SKH Management team between September and November.
- Information, discussion and decisions on SKH's operational plan take place in the University Board. Decisions are made at the February meeting.
- After the University Board has decided on SKH's operational plan, the heads of department make decisions on the departments' operational plans.
- Prior to each decision, the operational plan(s) must be sent to the MBL for negotiation.

## Follow-up and development of the key process

### 4. Follow-up in the current year

*Activities:*

- Follow-up takes place through operational dialogues, the Management team and in the Management team of the Administration, in addition to this also locally within the organisational units.

### 5. Follow-up after the end of the year

*Activities:*

- Annual report
- Follow-up of activities is described in next year's operational plans

### 6. Evaluation of the annual operational planning

*Activities:*

- Evaluation of the completed process takes place in the Management team during the initial discussion for the next year's operational planning, in March

### 7. Actions for the upcoming operational planning process

*Activities:*

- Actions based on the evaluation carried out.

## Process arrow for the key process

