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- Chairpersons for the Schools
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- Operative Room Allocation
- Function Rooms of University Executive Board
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Rules on the Organisation of Committee Meetings

I. Principles

The Saxon Corona Protection Decree also applies to TU Dresden. The entire regulatory content of the Protection Decree is based on the principle that physical and social contact with others must be reduced to the absolute necessary minimum.

The conducting of necessary committee meetings on site at TU Dresden is therefore not subject to an outright ban. However, it is also subject to the principle of reducing contact to the absolute necessary minimum.


In its meeting of 25th May 2020, the Crisis Management Team, in light of the current development of the corona pandemic in the Free State of Saxony, the state capital and TU Dresden, discussed the possibility of holding on-site committee meetings and decided on the following stipulations:

II. Definitions

1. Committees described in this regulation are the central and decentralised bodies mentioned in the Act on the Autonomy of the Institutions of Higher Education in the Free State of Saxony, as

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well as *their respective commissions*. Other committees of the university shall also be subject to this regulation, provided that their list of participants is clearly defined.

These committees are - although not conclusively - the following:

- a. Extended Senate, Senate, University Executive Board, University Council,
 - b. Deans' Offices, Faculty Boards, Academic Affairs Committees, Examination Committees and Doctoral Committees, Examination Commissions including Doctoral and Habilitation Committees,
 - c. School Councils, School Committees,
 - d. Appointment Commissions,
 - e. Scientific Boards of Central Units shall be treated in the same way as Faculty Boards, provided that the institutions have rights equivalent to those of the Faculties.
2. Organs of the student body shall make independent arrangements in accordance with the following provisions.
3. The Personnel Representation Council decides independently but in accordance with the following provisions.

III.

Committee meetings that can be held on site

In principle, all committee meetings at TU Dresden should continue to be held in digital form as video or telephone conferences.

With **good reason**, committee meetings can be held on site, **provided that the following general rules are observed**.

Face-to-face meetings are to be kept to a minimum. The chairperson of the committee is responsible for checking and approving the content of each meeting separately and for ensuring that the general rules are met.

1. Content requirements

There must be a good reason for holding a committee meeting on site. A good reason is deemed to be, in particular:

- secret ballots that cannot be otherwise conducted. The possibility of secret voting in digital format should be carefully considered in advance of each case. The chairperson decides in each case.
- on the necessity of immediate communication. Such a necessity can be assumed if, in particular, presentations are to be made for appointment procedures. The chairperson shall decide in other cases.

The determination of good reasons shall be documented.

2. Necessary framework conditions

A safety concept shall be developed for every committee and set out in writing. The following points are particularly relevant in this context:

- a. The minimum distance of 1.5m between individuals must be maintained, e.g.:
 - when using large rooms,
 - with sufficient ventilation.
- b. If required, **adapt the meeting format** (e.g. **hybrid forms**, i.e. on-site attendance of individuals entitled to vote, individuals not entitled to vote or university public connected via video conference).
- c. Ensuring hand hygiene (washing facilities available in the vicinity and clearly labelled)
- d. If possible, rooms with separate entrances and exits should be used.
- e. Protective measures shall be observed, in particular
 - if necessary - wear a mask - provision to be ensured by the chairperson of the committee,
 - if necessary - shielding e.g. with perspex (to a limited extent, perspex can be made available centrally).
- f. In the concept, the routes in the buildings leading to the individual rooms from the entrance and exit shall be taken into account. In particular, minimum distances must be observed and intersections, where crowds may form, must be avoided (control system, D4 provides support).
- g. The chairpersons of the committees are responsible for deciding on prioritisation and security concepts.
- h. As a protective measure against the uncontrollable spread of infections, all participants including the guests and the university public attending the committee meetings must be registered for each date in a traceable manner (record of attendance). If registration is refused, participation is to be prohibited by the chairperson.
- i. The responsible individuals must be in the position to make the information on which committee meetings are affected, the records of attendance, and their safety concepts accessible to the University Executive Board and to Directorate 4 – Property Management, Technology and Security of TU Dresden at all times.

IV. Courses and examinations

For courses and examinations, the provisions of the Crisis Management Team of 27th April 2020 continue to apply, with validity as of 4th May 2020.

V. Period of validity

These provisions shall enter into force immediately and continue to be valid until further notice. They also apply to the Faculty of Medicine Carl Gustav Carus. It is envisaged that these provisions will be reviewed on the basis of the insights gained in the course of the next 14 days and that they will be adapted as necessary thereafter.

Any amendments shall be announced in the same way as these regulations.

Dresden, 25th May 2020

Rector's Office / Academic Committees