**Guidelines for taking minutes from consultation meeting — lay-offs:**

According to section 7-2 of the Basic Agreement, minutes shall be taken from the consultation meeting with shop stewards before giving notice of lay-offs. The template below can be used as a starting point for such minutes. Please note that this template must be adjusted to suit local conditions.

When employees who have been laid off go to claim unemployment benefits from NAV during the lay-off period, certain information is especially important. [The Regulations concerning Unemployment Benefit during Unemployment (Norwegian only)](https://lovdata.no/dokument/SF/forskrift/1998-09-16-890?q=permittering%20dagpenger#KAPITTEL_7) stipulates that a laid-off employee qualifies for unemployment benefits if it can be documented that the employee and employer agree that:

* There is a valid reason for the lay-off
* The lay-off is caused by a shortage of work or other circumstances beyond the employer’s control
* The employer has tried everything that can reasonably be expected of them to avoid lay-offs

It is therefore essential that the minutes from the consultation meeting expressly states that the parties are in agreement on these issues (provided that the parties are actually in agreement).

[...]

**Minutes**

On [date: day/month/year], a consultation meeting was held between [enterprise] and [trade union] in accordance with Section 7-2 of the Basic Agreement.

**Present:**

Representing the enterprise: [...]

Representing the trade union: [...]

The background for the meeting is that the enterprise is considering lay-offs.

The enterprise accounted for the reason they are considering lay-offs.

[*Give a brief description of the background for why lay-offs may be necessary, the scope of the lay-offs, and justifications for the measure. If the shorter period of notice (2 days) applies pursuant to § 7-3 subsection 2 of the Basic Agreement, a description of the reason why the shorter period of notice applies shall be included. Specify processes/discussions within management and which, if any, other measures have been implemented.*]

The union noted:

[...]

The parties discussed the scope of lay-offs, the period of notice and selection criteria. [*If it is relevant to limit lay-offs to a certain section or sections within the enterprise, this should be included in the discussion.*]

The parties agreed that there is a valid reason for the lay-offs, as the enterprise is unable to provide appropriate work for the employees, cf. Section 7-1 of the Basic Agreement. Other measures have been considered, including skills-upgrading measures, but were found to be insufficient to remedy the situation. [*If other measures have been implemented, include a description of these measures.*] The parties furthermore agree that the employer has tried everything that can be reasonably expected to avoid lay-offs.

The parties agreed that lay-offs are necessary, with the following scope: [*specify scope*] within [*specify parameters*].

[The parties agreed that laying-off is due to unforeseen events such as mentioned in § 7-3 subsection 2 of the Basic Agreement, cf. § 15 – 3 (10) of the Working Environment Act, and that terms to apply the shorter period of notice (2 days) are met.]

The parties agreed that the following criteria may be applied in the selection process: [*Specify criteria*]

[*If the parties cannot reach an agreement, specify the main positions of each of the parties.*]

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For the enterprise For the union