

Minutes of meeting on 01.09.17

The management group for the implementation of charter and code (C&C) at the University of Bergen UiB

Duration: 10.00–10.45.

Absentees: M Hagen and KE Skodvin.

I. Appointment of management group with representatives of the researchers' four career stages.

The management group is made up of:

- University Director Kjell Bernstrøm – chair
- Members:
 - o Pro-Rector Margareth Hagen
 - o Deputy Director General, HR, Sonja Dyrkorn
 - o Grants and Commissions Team Leader Beatriz Balino
 - o Faculty of Medicine: PhD Karl Erik Müller
 - o Faculty of Social Sciences: Postdoc Ingvild Agedal Skage
 - o Faculty of Law: Associate Professor Knut Einar Skodvin
 - o Faculty of Mathematics and Natural Sciences: Professor Pinar Heggernes

The management group reviewed its mandate and the timetable for the implementation process.

II. Information about recurring matters:

- Minutes of previous meeting

The minutes were approved.

The secretary will distribute draft minutes with a reply deadline before publishing them in English on the website.

- Planned meetings of the management group

A meeting schedule has been drawn up lasting until November. Further meetings will be scheduled 6 months in advance.

- Website

A draft website was presented to the management group, see item IV.

- Launch of survey group

The launch meeting was held on 23.08.2017.

The following members with scientific qualifications were appointed:

- HR: Jill Anette Opsahl
- Centre for the Study of the Sciences and the Humanities: Roger Strand
- Norwegian Citizen Panel: Erik Knudsen

- Launch of administrative project group for C&C

The launch meeting of the administrative project group was held on 23.06.2017.

The project group comprises the following members:

Directorate for Education and Training: Svein Åge Eilertsen

- HR: Kathrine Brosvik Thorsen
- Communication Division: Åshild Nylund
- Division of Research Administration: Espen Dahle
- Financial Services: Ernst Pedersen
- Faculty of Medicine: Ingvild Vandeskog Wallacher
- Faculty of Mathematics and Natural Sciences: Gunnar Larsen
- Faculty of Humanities: Susanne Ostendorf

A half-day seminar for the project group has been scheduled for 07.09.17.

III. Appointing working groups and preparing for workshops

The project group is to present the management group with instructions on appointing three working groups and preparing for workshops in line with EU recommendations.

IV. Communication on the implementation of C&C in various UiB fora

The management group addressed various issues surrounding communications.

The group should like the Communication Division to propose a communications plan to reflect the different phases of the implementation process. Pressing issues are the communications plan for the survey, the appointment of working groups and general information about the project. The website should be in English.

It is important to inform the deans about the C&C and the implementation procedure. The information should also be distributed to department managers so that it can be published in newsletters etc.