

# Minutes from the meeting on 04.03.19 of the Steering Group for the implementation of Charter and Code (C&C) at UiB

From: 14.00 to 15.30

Present:

Sonja Dyrkorn

Vibeke Irgan

Ingvild Skage

Camilla Bernt

Jan Arne Telle

Magdalena Keindl

Svein Åge Eilertsen (secretary)

## New members of the Steering Group for C&C

Substitutes have been appointed for three members of the Steering Group. Professor Jan Arne Telle (MAT/NAT) is a new member replacing Pinar Heggernes, Research Fellow Magdalena Keindl (MED) replaces PhD Anna Bjerkheim. Heggernes and Bjerkheim have resigned as members of the Steering Group. Postdoctoral fellow Ingvild Skage has given notice that she will be resigning in July 2019 and will be overlapped by a new member Postdoctoral Fellow Magnus Hoem Iversen (SV).

The new members were informed of UiB's process of affiliation to C&C.

## Work on the C & C website

The website serves as the information channel and database for UiB's C&C documentation. It is a requirement by the European Union that application documentation must be published on the website with English text. Large portions of UiB's documentation are available in English. The website is now being reedited so that the English version becomes the main page, with the URL: [www.uib.no/en/charterandcode](http://www.uib.no/en/charterandcode)

## Work with the Action Plan

Proposed measures in the Action Plan were discussed in the seminar for the Project Group. The action points related to career development and administrative support for research were illustrated with experience from career development for young researchers at Ugent and KULeuven.

Sonja Dyrkorn accounted for the input from the Rectorate- and Dean meeting:

- 1) The term "researcher" should be changed in Norwegian.

In C&C, "researcher" is defined as follows:

"The definition of research used in this recommendation is the internationally recognised Frascati definition. Consequently, researchers are described as "Specialists engaged in the development and creation of new knowledge, new products, processes, methods and systems, and in the management of projects in that regard". More specifically, this recommendation applies to all persons who, through their work, are involved in R & D, at any stage of their careers and regardless of how they are classified.

Based on this, the question was raised as to whether the term "researcher" in Norwegian text, can generally be replaced with "R&D employees/assignments/positions" and "HR for researchers" to "HR in research"? In English text the term "researcher" is retained. The view was presented In the Steering Group that "researcher" was likely to be perceived only as a position holder in HA's researcher categories and that "HR in research" was preferable to "HR for researchers".

- 2) Consider the possibilities of establishing an academic pilot project to test out new ways of attracting more applicants who do not have organized research training from UiB.
- 3) It is desirable that the Action Plan is submitted to the Rectorate-Dean meeting and the Research Committee prior to presentation to the University Board.

Proposed texts are being prepared for remedial measures in the Action Plan according to the project group seminar and input from the Rectorate- and Dean meeting.

Information was given on the requirements for the design of the proposed text for remedial measures, which was illustrated with examples of drafts for initiatives in "Career Development", "Supervisor Role" and "Recruitment".

## Control- and support apparatus in the implementation period after approval by the European Union

It was explained that Part 4 of the Action Plan sets requirements to a control- and support apparatus for the implementation period after approval by the European Union. It was stated that it will be necessary for the Steering Group to be given the task of monitoring that UiB's action plan is implemented according to its content. And that the group gives advice to the Director of Human Resources, who will have the administrative responsibility for the implementation process. A project tracking tool should be used as part of the control apparatus.

The project team should continue to act as the central support apparatus during the implementation period and it will be necessary to adapt the Project Group's mandate and composition accordingly. At the faculty level, the responsibility and support apparatus for implementation of measures should be included in normal operations. A communication plan should be designed for the implementation period to strengthen communication to internal and external target groups. In order to process input from R&D staff, other position groups and managers in the implementation phase, it was recommended as a trial arrangement to create a central "tool box" for the evaluation and adaptation of measures when the Action Plan is being revised.

## Timetable

The next meeting of the Steering Group is scheduled for 22.03.19 at 10:00-11:30.

The following events must be scheduled:

- 1) Submission of the Draft Action Plan to the Rectorate- and Dean meeting and the Research Committee.
- 2) Submission of UiB's application documents to the University Board. Processing deadlines:

<b>Meeting Date</b>	<b>Deadline for departments</b>	<b>Distribution to the University Board</b>
April 11	March 27	April 4
May 29	May 14	May 22

- 3) Submission of UiB's application documents via E-tool to the European Union Commission
- 4) Expected processing time in the European Union Commission – 2-3 months