

Protocol from the meeting on 05.03.18 of the Steering Group for the implementation of Charter and Code (C&C) at UiB

Duration: From 10.30 to 11.30.

Present:

Kjell Bernstrøm, Leader

Margareth Hagen

Ingvild Skage

Vibeke Irgan (new)

Anna Bjerkheim (new)

Secretary of the Steering Group Svein Åge Eilertsen

Information matters

New members of the Steering Group for C&C were presented.

Vibeke Irgan replaces B. Balino and Anna Bjerkheim replaces K.E. Muller.

The scheduling of meetings in the Steering Group was discussed. The Steering Group will participate in various meetings in connection with the planned workshops. In addition, meetings will be scheduled until the summer as needed.

Survey

The survey was conducted as planned in February. The survey was on the net for three weeks for academic staff at UiB, and was completed on 21 February. Rambøll has completed collecting the responses and sent out two reminders. The response rate is 32% and 2% have responded, but did not complete the survey.

The report from the survey was due to be presented to the steering group in today's meeting, but this has not been possible due to sickness absence.

The report will be submitted to the steering group's members as soon as it is available.

The composition of the three working groups for the workshops

An account was given of the follow-up to plan for the composition of the three working groups, and the feedback that has come from the faculties. Some clarifications are still outstanding, but the final composition will be submitted to the Steering Group.

The arrangement for the joint startup meeting for Working Group I-III

The preliminary programme for the meeting on 06.04.18 was presented. The meeting starts at 09:00 with UiB's Strategy for C&C, with introductory speakers from the University management. Then, post-doctoral fellow Ingvild Agedahl Skage outlined scientists' involvement in the C&C process. HR Director Sonja Dyrkorn described the further arrangement for information on:

- GAP Analysis and measures in the Action Plan
- Report from the Survey
- Arrangement for Workshop I-III

After the summary and comments, the startup meeting ended with lunch at 11:30.

The meeting is held at the Radisson Blu Royal Hotel, Bergen, with participants from:

- The University Management
- The Steering Group for C&C
- Appointed participants in Working Group I-III
- Introductory speakers in Workshop I-III
- The C&C Project Team
- Survey Group

The plan for the Workshops

Workshop I

To be held on 13.04.18 at 9-15 and will deal with the topics "Professional and ethical aspects" and "Training and development".

A plan has been prepared whereby the C&C principles are dealt with under the following section:

- "Professional and ethical aspects"
- Part 1: Academic introduction on the principles of: Research Freedom (1), Ethical Principles (2) and Academic Responsibility (3).
- Part 2: Administrative/academic introduction on topics pertaining to professional behaviour (4), contractual and legal obligations (5) and accountability (6), with possible extension to other principles. A group at the Division of Research Administration works especially with this section.

"Training and development"

- Part 3: Academic introduction on Relationship with supervisor (36), Supervisory and management tasks (37) and Counselling (40).

Workshop II

To be held on 03.05.18 from 9-15 and will cover the topic "Recruitment and Selection" .

This topic will be dealt with based on C&Cs rules on:

- Scientists' rights, recruitment procedure and suitability assessment of scientists.
- International recruitment and mobility in the labour market for scientists.
- Non-discrimination and gender balance

Workshop III

Will be held on 29.05.18 at 9-15 and will cover the topic "Working Conditions and the Social Security System.

This topic will be dealt with based on C&Cs rules on:

- Career development.
- Development of a stimulating research environment.
- "HR for Scientists" through attractive working conditions.

A further briefing was given about the preparation work in the C & C Project Team, the implementation plan for the workshops, introductions and background materials, etc.