

# Minutes from 06.06.17

## Management group meeting on the implementation of Charter and Code (C&C) at the University of Bergen (UiB)

Attendees: Kjell Bernstrøm – Chair  
Margareth Hagen – Dean of the Faculty of Humanities  
Sonja Dyrkorn – Deputy Director General, HR  
Beatriz Balino – Team Leader, Grants and Commissions (BOA)  
Svein Åge Eilertsen – Secretary

Duration: 11.00–12.40

### 1. Appointments

Reference was made to the letter of appointment dated 21.04.17.

Changes to the GAP analysis plans were suggested in that the survey should cover all C&C topics and for the topic “Ethical and Professional Aspects” to be addressed by the working group alongside the topic “Training and Development”.

The management group must be expanded with representatives of researchers at the following four career stages:

- R1: First Stage Researcher (up to the point of PhD),
- R2: Recognised Researcher (PhD holders or equivalent who are not yet fully independent),
- R3: Established Researcher (researchers who have developed a level of independence),
- R4: Leading Researcher (researchers leading their research area or field).

A decision was made to look into changing the management group’s mandate and make-up once representatives from R1–R4 have been appointed. The following distribution model was discussed:

- R1: PhD: Faculty of Medicine and Dentistry
- R2: Postdoc: Faculty of Social Sciences
- R3: Professor: Faculty of Mathematics and Natural Sciences

R4: Associate professor: Faculty of Law

A request with an associated deadline will be put to the deans of the relevant faculties.

## 2. Briefly about C&C and the EU's HRS4R accession procedure

Svein Åge Eilertsen gave a PowerPoint presentation on the procedure.

## 3. Information and evidence concerning the implementation of C&C

Sonja Dyrkorn gave a PowerPoint presentation on available information and evidence.

## 4. Issues for the management group to consider:

Background material on relevant issues was linked to the PowerPoint presentations.

### 4.1 Expanding the management group

See Section 1. Appointments.

### 4.2 Conduct GAP analysis

Consensus on conducting the GAP analysis as a survey and working groups / workshops.

The recommendation is to carry out the survey on all 4 C&C topics but for the 40 principles to be merged into 10 or so questions.

The survey must be prepared by scientific personnel at the UiB. As well as preparing the survey, the group will be asked to consider which categories of researchers the survey should cover and the number of respondents. The composition of the group was discussed.

HR and Rambøll have been liaising on the technical aspects of conducting the survey online. Contact between the two will be maintained and the issue clarified as and when.

Researcher working groups / workshops should use the results of the survey as their starting point. A proposal on the mandate, composition and schedule for the three working groups to be prepared by HR and put to the management group.

### 4.3 Establishing a project group

Sonja Dyrkorn called for administrative/technical support in the accession process. She suggested setting up a project group with representatives from HR, the Division of Research Administration, the Communication Division, the Division of Student Affairs and the faculties.

The management group agreed to set up a project group and that the group does not need to include scientific staff.

Potential group members were named. HR to approach the relevant units to recruit members to the project group. The plan is for the project group to meet before the summer holidays and set out a plan for its work.

The management group to be given an update at the next meeting.

#### 4.4 Creating a website for the accession process

Sonja Dyrkorn described the need and recommendations to set up a website for the accession process.

The management group agreed to create such a website. HR to work with the Communication Division and to update the management group on the creation of the website.

#### 4.5 Accession timetable

The following proposal for an accession timetable was made:

- Appoint management group : June 2017
- First meeting of management group : June 2017
- Create website : August 2017
- Conduct survey : September/October 2017
- Submit accession letter to the EU Commission : October/November 2017
- Report on survey : December 2017
- Conduct workshops : February/March 2018
- Draw up action plan : Summer 2018
- Last meeting of management group : Summer/autumn 2018
- Submit application to the EU Commission : Autumn 2018

The management group agreed to adopt the proposed timetable, but it may have to be amended subject to the survey results, amongst other things.

#### 4.6 Meeting schedule for the management group

Permission was given to use the members' Calendars for scheduling meetings of the management group. In the case of Kjell Bernstrøm, scheduling must also be discussed with his secretary.

The timetable must be adjusted to reflect the accession process. Museplassen 2, Room 208 was chosen as the venue for the meetings.

#### 4.7 Financing during the accession process

Svein Åge Eilertsen gave an update on Project Establishment Support (PES) allocated to HR in 2016. He also gave an account of the application for PES funding for 2017/18. Some of the funding is intended for the C&C accession process, but additional funds may be required.

A budget for the accession process will be drawn up by the project group.

### 5. Miscellaneous

No further items.