

# Protocol from the meeting on 09.10.18 of the Steering Group for the implementation of Charter and Code (C&C) at UiB

Duration: From 13.00 to 14.15.

## Present:

Sonja Dyrkorn

Margareth Hagen

Ingvild Skage

Vibeke Irgan

Anna Bjerkheim

Camilla Bernt (New)

Secretary of the Steering Group Svein Åge Eilertsen

Observer Even Sørland, HR Department

## 1. Updates from the previous meeting

Following the previous meeting of the Steering Group on 05.03.18, the C&C process at UiB has been conducted by holding a common startup meeting for the working groups and three separate workshops. The materials from the joint meeting and the workshops are published on the website;

<https://www.uib.no/udir/109790/prosjektet-bedre-hr-forskere-charter-code>

The material that emerged from the three workshops formed the basis for the preparation of reports from each workshop. These reports have been distributed to the workshop participants, and were submitted to the steering group on 03.07.18. The reports will now be published on the website.

Together with the previously conducted survey among all scientific position groups at UiB, the reports from the workshops comprise the background material for UiB's gap analysis. In May, the European Commission launched a new E-tool as the official platform for the HRS4R process. Special technical guidelines have been published for the use of the tool for institutions that are in the initial phase of the HRS4R process. Further work on the gap analysis at UiB is adapted to the requirements of the new guidelines. Similar adaptations have also been done for the preparation of UiB's OTM-R checklist and action plan.

## 2. Outline of UiB's gap analysis for C&C

Sonja Dyrkorn presented a draft of the UiB gap analysis for C&C based on the reports from the workshops and the survey, where UiB's practice relating to the individual C&C principles is divided into the following categories:

1. UiB complies in full with the C&C requirements (++)

- P1 - Research Freedom
- P2 - Ethical principles
- P4 - Professional attitude
- P5 - Contractual and legal obligations
- P6 - Accountability
- P7 - Good research practice
- P8 - Dissemination and exploitation of results
- P9 - Public participation
- P11 - Assessment systems
- P12 - Recruitment
- P13 - Recruitment (code)
- P16 - Suitability assessment (code)
- P18 - Recognition of mobility experiences (code)
- P19 - Approval of qualifications (code)
- P20 - Seniority (code)
- P21 - Postdoctoral positions (code)
- P22 - Professional recognition (code)
- P23 - Research environment
- P25 - Stable and long-term employment
- P29 - Value of mobility
- P31- Intellectual property rights
- P32 - Co-authorship
- P33 - Teaching
- P34 - Complaints
- P35 - Participation in decision-making bodies
- P36 - Relationship with supervisors
- P38 - Continuous professional development

2. UiB meets C & C requirements (++), but wants to develop their practice in the area beyond the requirements – (positive deviation)

- P3 - Academic responsibilities
- P10 and P17 - non-discrimination and variations in the chronological structure of CVs.
- P14 - Selection (code)
- P24 - Working conditions
- P26 - Financing and payroll
- P27 - Gender balance

3. UiB does not meet the C&C requirements in varying degrees (+/-,-/+ and--) - (negative deviation)

- +/- P15 - Transparency (code)
- -/+ P28 - Career development

- -/+ P30 - Access to career counselling
- +/-P37 - Supervision- and management tasks
- -/+ P39 - Access to research training and continuous professional development
- +/-P40 - Supervision

Sonja Dyrkorn reported that, on the basis of this outline, the Steering Group would be presented with a draft gap analysis and action plan with more detailed proposed remedial measures.

### 3. Briefing on work with the OTM-R Checklist

In conjunction with the new E-tool, the so-called OTM-R Checklist has been made a mandatory application document in line with the gap analysis form. This checklist consists of 23 questions about recruitment procedures related to the existing "OTM-R system" at UiB, as well as recruitment procedures in the following phases:

- the announcement and application phase
- the evaluation and selection phase
- the appointment phase.

The content of the OTM-R checklist is essentially of an administrative/technical nature, and the steering group therefore gave its approval for a draft checklist to be created by the HR department, in collaboration with representatives of the faculty administration managers.

### 4. Briefing on work with the Action Plan

It is a requirement that the actions in the Action Plan shall relate to deviations described in the gap analysis and the OTM-R checklist. Therefore, when preparing the action plan, it is important to have an easily recognizable and consistent text in all documents.

It is also important to reconcile the measures with UiB's strategic plans, so that they can be prioritised and implemented in the first two years of the implementation phase. This institutional perspective will first and foremost be formulated in the preparation of the action plan, but this should also be considered in the preparation of the gap analysis so as to avoid discrepancies.

The steering group was informed that, based on the work with the gap analysis, a preliminary draft text to Part 2 of the Action Plan has been prepared describing the strengths and weaknesses of UiB's current practice compared with the C&C principles.

### 5. Requirements for a system for a control and support apparatus in the implementation period after EU approval

In Part 4 of the Action Plan information is required about the planned structure for the implementation of C&C. This section must contain information about how HRS4R will be coordinated and embedded in the institution through working groups, adaptation to HR policies/internal mechanisms. Furthermore, there are more detailed requirements to the description of the follow-up of the implementation.

A proposal for the structure of UiB's implementation of C&C must be prepared and a detailed description of the follow-up in accordance with Part 4 of the Action Plan.

## 6. Meeting plan for the Steering Group

Meetings of the steering group are scheduled for 13.11.18 and 11.12.18, both at 12.30-14.00. A meeting plan must also be made for the Steering Group for the spring of 2019. For the time being, the aim is to present a case on C&C to the University Board at next year's February meeting.