

Protocol from the meeting on 11.12.18 of the Steering Group for the implementation of Charter and Code (C&C) at UiB

Duration: From 12.30 to 13.50.

Present:

Sonja Dyrkorn

Pinar Heggernes

Vibeke Irgan

Camilla Bernt

Secretary of the Steering Group Svein Åge Eilertsen

1. The formal initiation of UiB's HRS4R process

UiB renewed its endorsement letter to the EU's Principles for Researchers (Charter and Code) in a declaration signed by the Dean on 22.10.18. On 05.11.18 the European Commission approved the formal start-up of UiB's HRS4R process with case number: 2018NO350695. UiB was given a deadline of 05.11.19 to prepare application documents for the status of "HR EXCELLENCE IN RESEARCH". UiB has now been given access to the forms for the application documents through EU's E-tool for the application process.

2. Briefing on the Gap analysis

Reference was made to previous briefings on the preparation and submission of the two forms for the Gap analysis.

The process form contains information about those who have been involved in UiB's HRS4R process. How the Steering Group and the working groups were established, as well as how they were involved in the Gap analysis and have participated in the implementation of the HRS4R process.

The Gap analysis form about the relationship between C&C and UiB's practice is drawn up from a researcher's perspective, as it emerged from the survey and workshops. The descriptions of measures in the Gap analysis are formulated as proposals which, together with UiB's strategies and institutional perspectives, are incorporated as measures in the Action Plan.

The Steering Group endorsed the developed Gap analysis.

3. Draft OTM-R checklist

On 01.11.18, the HR department held Workshop IV on questions in the OTM-R checklist with representatives of administration managers in the faculties. In the workshop, issues related to the

three recruitment phases and the achievement of UiB's recruitment strategies were discussed. Views were given on general positive and negative deviations in UiB's recruitment practice, and as specific descriptions of popular trends/figures. A report has been prepared from the workshop where there is a more detailed account of the discussions.

The presented draft of UiB's OTM-R checklist is based on the views that emerged during Workshop IV, and is coordinated with the views that emerged on recruitment during Workshop I-III. As with the Gap analysis, the OTM-R checklist will be continued in the Action Plan's list of measures.

The Steering Group endorsed the developed Gap analysis.

4. Work with the Action Plan

An account was given of work on the four parts of the Action Plan.

Work on Part 1 on organizational information is pending so as to provide up-to-date information at the time of application. Following the implementation of the workshops, text has been prepared continuously for the proposed draft of Section 2, which provides an overview of the strengths and weaknesses of UiB's practices under the four topics in C&C.

The ongoing work on Section 3 on proposed remedial measures in the Action Plan is based on the Gap analysis, the OTM-R checklist and overriding UiB perspectives within the following priority areas:

- Career development-/counselling
- Recruitment
- Equal opportunities/diversity
- Supervisor role
- Administrative support for researchers.

The Steering Group agreed that proposed remedial measures should be prepared within the outlined priority areas.

Part 4 of the Action Plan will provide an overview of the expected implementation process. Consideration must be given as to which participants are necessary in a system for a control- and support apparatus. Furthermore, it must be considered what tools and procedures can be used for content follow-up in UiB's implementation process after EU approval. A proposed overview of such an implementation process will be prepared for completing Part 4 of the Action Plan.

A more detailed explanation of this work will be given in the next meeting of the Steering Group.

5. Schedule for the future work

It is intended to present the application for UiB status as "HR EXCELLENCE IN RESEARCH" to the University Board in its meeting on 11.04.19.

The next meeting of the Steering Group is scheduled for 14.01.19. The meeting scheduled for 23.01.19 will be held only if needed, or possibly postponed to mid-February. A new meeting is planned on 04.03.19 at 10.00-11.30, with a possible follow up in mid-March.