

Protocol from the meeting on 14.01.19 of the Steering Group for the implementation of Charter and Code (C&C) at UiB

Duration: From 13.00 to 14.15.

Present:

Kjell Bernstrøm, Leader

Sonja Dyrkorn

Vibeke Irgan

Ingvild Skage

Anna Bjerkheim

Camilla Bernt

1. Updates

The Steering Group was informed about the initiation of an arrangement for the translation of UiB's C&C documents by agreement with the Semantix company.

Member of the Steering Group (R4) Professor Pinar Heggernes requested to be released from his assignment at the end of the year due to other duties. Similarly, Steering Group members PhD Anna Bjerkheim (R1) and postdoctoral fellow Ingvild Skage (R3) have notified that they will be resigning in March and July 2019 respectively. It was decided to send the faculties a request to appoint substitutes for the outgoing Steering Group members.

2. Work on the draft remedial measures in the Action Plan

A briefing was given on the requirements the EU sets to completion of the text field for measures in Part 3 of the Action Plan. In the requirements, they ask that the list of individual measures must be made based on the weaknesses or strengths identified in the Gap analysis. The listed actions should be concise, but detailed enough for the assessors to be able to evaluate the level of ambition, involvement and the expected implementation process. The institution is requested to try to provide a detailed plan, not just an enumeration of actions. That is why work is being carried out to draft a simple "HRS4R strategy" based on P 24 and "HR for researchers." This is intended to be included as a document on the C&C website, on the same basis as reports, etc. linked to Part 3 of the Action Plan. The text is intended as a link between "HR for researchers", the priority areas and the description of the individual actions on the Action Plan form.

The Steering Group was presented with an overview showing measures systematized in the following overarching priority areas:

- Career development-/counselling
 - Career development younger researchers
 - Staff interviews with researchers
 - Career-counselling for research positions outside academia
 - Trial with the Reflex career development tool
- Recruitment
 - OTM-R policy acc. to EU's "OTM-R Package"
 - Handling of statistical material on recruitment
- Supervisor role

- Interdisciplinary work on various ethical, professional and personnel aspects of the researcher role.
- Institutional supervisor forum with annual meetings
- Equal opportunities/diversity
 - Annual promotion courses
 - Mentor scheme
 - Applicants with disabilities and "gaps" in their CV.
- Administrative support for researchers.
 - Guidelines and employment agreements for international positions and externally funded projects.
 - "Pay policy for researchers"
 - "Tool box" and training in measures related to "HR for researchers"

The Steering Group commented on the individual measures. Among other things, measures concerning the supervisor role were discussed in relation to deviation handling, as were measures related to disabilities and "gaps" in CVs. It was pointed out that measures related to administrative support should include a system for information to employees, for example, in relation to the contents of employment agreements. Sonja Dyrkorn informed on the planned briefing on C&C in management groups, etc.

3. The work with a draft system for a control and support apparatus for the implementation period

The Steering Group was briefed on the work with a system for a control and support apparatus for the implementation period. It would seem practical for the Steering Group for C&C to continue as an institutional control body to monitor implementation of the C&C process in the implementation period. Moreover, it is natural that the HR department continues as the administrative process manager. A project tracking tool should be established for the control and support apparatus for the implementation period.

The support apparatus for the implementation period can be established through a maintenance of the C&C Project Team. The project team will be able to continue as the case handling body for the Steering Group and point of contact for central administration departments and faculties. However, the mandate and composition of the Project Team should be established for the implementation period. At the faculty level, the responsibility and support apparatus for implementation of measures can be included in normal operations.

To ensure involvement, a communication plan should be prepared for the implementation period with researchers, management and administrative support apparatus as target group.

4. The next meeting of the Steering Group

The following meeting plan was established:

- 23.01.19 cancelled
- 04.03.19 postponed to 14.00-15.30
- 22.03.19 10.00-11.30 (new)