

Minutes of meeting 15 September 2017

Management group for execution of charter and code (C&C) at the University of Bergen

Duration: From 10.00 to 11.00.

Present:

- The entire management group with the exception of KE Skodvin.
- The HR Department represented by Jill Annette Opsahl was present during the progress report on the questionnaire

Minutes

A briefing was provided on the system established for management of minutes of meetings.

The minutes of the management group meetings dated 6 June 2017 and 1 September 2017 were presented in English.

The minutes were approved.

Issues for follow-up

Information was provided on the impending dates for management group meetings.

The requirement to quickly establish access and software for the Project Portal was discussed. Kjell Bernstrøm will follow up on this issue.

Progress report on the questionnaire

Jill Annette Opsahl provided information on the work performed by the questionnaire group, which is following the group's mandate. The group has discussed the methodology utilised for the questionnaire, and is currently working on background material for the questions to be asked.

The management group decided that the Communications Department (KA) must provide assistance with the compilation of an introductory text for the questionnaire, and with the project description and information for the website.

Kjell Bernstrøm will contact Ingar Myking.

Permission was granted to give gifts to the questionnaire participants, but that perhaps group gifts were preferable to individual gifts. This issue will be presented to the questionnaire group.

Work on the communications plan for the website

Information was provided on a sketch of the communications plan, in its early stages, and changes in follow-up by the Communications Department.

System for establishing working groups and workshops

Start-up meeting.

The management group discussed the arrangement for a joint start-up meeting for workshops I-III. Work must continue on organisation in relation to; time and duration of meeting, place for meeting, meeting material and meeting participants. There is an option to hold the start-up meeting as a “working lunch meeting”. It is important to ensure that the University management’s strategy and goals for implementation of C&C are the main items on the agenda for the start-up meeting.

The arrangements and programme for the start-up meeting will be discussed during a meeting of the Deans.

The composition of working groups

The management group discussed the following issues:

- Representation from R1-R4 in all the working groups?
- Participation of the management group?
- Researchers from Faculty and Department level?
- UiB researchers/external with specific expertise in the area?
- The number of participants in the working group?
- System for choice of persons?

Organisation of workshops

The management group discussed the organisation. The workshops must be organised so that they illustrate the positive and negative differences between the principles within C&C and UiB’s practice in the field. These differences must be expressed so that they allow for formulation of measures to be included in an action plan.

The management group asked the project group to compile a sketch for the organisation of the workshops.

The subsequent processing of the Action Plan within the Departments can be performed by the group of Deans.

The next meeting of the management group

The meeting is scheduled for 31 October 2017, 13.30-14.30.

The administrative support groups will carry out work in the period of time up to the next meeting. The management group requested information on this work by means of progress reports by email.