

Protocol from the meeting on 22.01.18

Steering Group for the implementation of Charter and C&Code (C&C) at UiB

Duration: From 10.30 to 11.25.

Present:

- The entire Steering Group with the exception of K.E. Skodvin and B.Balino.
- Secretary of the Steering Group Svein Åge Eilertsen
- The HR Department represented by Jill Annette Opsahl was present during the report on the survey.

Survey

The Survey Group represented by J.A. Opsahl had submitted a statement to the meeting and feedback on corrections made after the Steering Group's remarks to the pilot survey.

The Steering Group went through the updated survey with posts in the link to the survey. The Steering Group expressed general satisfaction with the revised survey and the green light was given for it to be conducted. On certain points, changes were made that must be corrected prior to launching the survey. The survey response time will be three weeks, with the end date by February 2018.

Schedule for C&C Spring 2018

The following schedule was presented and commented on:

- 1) Steering Group meeting at the end of January 2018
- 2) Conduct of survey: February 2018 – 3 weeks
- 3) Joint startup meeting: Primo April
- 4) Workshop 1: Mid-April
- 5) Workshop 2: April/May
- 6) Workshop 3: May/June

Schedules and orders will be made based on this schedule.

Information items

1. Replacements in the Steering Group

B. Balino and K.E. Muller have given notice of resignation from the Steering Group due to changes in their employment with UiB. The University management appoints a new representative for B. Balino, and K.E. Muller requests the Faculty of Medicine to find a replacement for him.

2. System for establishment of working groups

S.A. Eilertsen informed on the work with the establishment of working groups. The working groups will be composed in accordance with the Steering Group's guidelines, so that each working group will have representatives from:

- The Steering Group for C&C
- All faculties
- Academic-/administration managers
- Researchers R1-R4

Notification to the faculties on choice of persons will be submitted in the current month.

3. Arrangement for workshops

S.A. Eilertsen briefed on the project group's work on the programme for the joint startup meeting for the working groups and for the individual workshops.

The programme for Workshop I is planned to take place in collaboration with environments with expertise in ethical aspects, professional training and development. Workshop II on recruitment has been discussed in the project group and followed up in small groups. A seminar has been held in the project group for the programme for Workshop III on working conditions.

Proposals for the plan for the joint meeting of the working groups and workshops will be presented in the upcoming meetings of the Steering Group. These meetings will be planned in accordance with the schedule for C&C Spring 2018.

Budget C&C 2018

S. Dyrkorn informed that an application had been sent for money for the C&C process through the HR department and in an application to PES 2018. She accounted for expected expense items and the need for clarification due to running expenses.

The university management had signalled that funds would be made available for this, and that the necessary expenses could be incurred.