

Minutes from the meeting on 22.03.19 of the Steering Group for the implementation of Charter and Code (C&C) at UiB

From: 10.00 to 11.00 a.m.

Present:

Sonja Dyrkorn

Vibeke Irgan

Camilla Bernt

Odd André Karlsen

Magdalena Keindl

Margareth Hagen (via Skype)

Svein Åge Eilertsen (secretary)

Even O. Sørland

1. Appointment of new member to the Steering Group

Associate Professor Odd André Karlsen MAT/NAT was appointed in the place of Jan Arne Telle.

2. Review of the draft remedial measures in the Action Plan

Sonja Dyrkorn presented a draft of 10 actions in the Action Plan and requested the Steering Group's comments on each of the proposed measures. She specifically asked the Steering Group to assess whether there are areas in the gap analysis that are lacking in the proposed action list. It was stated that the text of the measures will be subject to continuous linguistic revision and assessment of their order during the further work.

The following measures were presented:

Action 1: Supervisor role

- *Gap analysis:*
 - (++) 3. Professional Responsibility
 - (+/-) 37. Supervision and managerial duties
 - (+/-) 40. Supervision

- The gap analysis has uncovered several circumstances that are related to supervision and the role of supervisor. There is a basis for strengthening the institutional system for supervision and the supervisor role, although several faculties have their own arrangements. In the workshops, proposals were made to establish arenas across the organisation to facilitate the exchange of experiences and also training of supervisors with the objective of strengthening this role at the institution. UiB will therefore establish an annual supervisor forum at the University, which offers skills development in the supervisor area, discussions about the supervisor role and dilemmas related to this, as well as creating a network arena that can prepare the basis for interdisciplinary work on various ethical, academic and HR-related aspects of the supervisor role.

Action 2: Career Development tools

- *Gap analysis:*
 - (+/-) 28. *Career development*
- There are several career development tools that have been developed for the sector. UiB wants to gain experience from the use of such tools as an element in taking a greater institutional grasp on career development. UiB will therefore initiate a pilot project to test out the Reflex career development tool. Reflex is a framework for career development based on the direct involvement of researchers, their employers and other relevant actors. Reflex is available to everyone and can be used for career development within and outside of academia. The career development tool needs to be incorporated into the new templates for performance assessment interviews for the pilot units.

Action 3: Guidelines and employment agreements for staff engaged in international conditions of work and externally funded projects

- *Gap analysis:*
 - (++) 21. *Postdoctoral Appointments (Code)*
 - (++) 24. *Working conditions*
- Although UiB fulfils the requirements of C&C for appointments, increasing participation in international networks and externally funded project work will require guidelines for employment agreements to be developed for employees engaged in international conditions of work and externally funded projects. The guidelines and employment agreements must be prepared in accordance with labour- and contractual regulations in the European Economic Area and international and national law. A working group is being established with legal and practical competence with the aim of firstly producing draft guidelines, and then templates for employment agreements that regulate UiB's international conditions of work and externally funded projects.

Action 4: Local wage policy

- *Gap analysis:*
 - (++) 26. *Funding and salaries*
- The local wage policy is stipulated by agreement between the parties to working life at UiB. It is a common platform for how the pay system should be used and what wage-related measures are necessary to achieve the objectives of the organisation. The wage policy is an

integral part of the organisation's personnel policy, and provides, among other things, the guidelines for wage determination on announcement and appointment, and criteria for assessing individual salaries for scientific positions. Although UiB thereby meets the C&C requirements in the area, it is desirable to develop the wage mechanisms used to stimulate quality in research and education and active dissemination of scientific activities. The University will revise the wage policy, including the remedies and practices established for the R&D positions.

Action 5: OTM-R-policy and measures

- *Gap analysis:*
 - (++) 12. Recruitment
 - (++) 14. Selection (Code)
- UiB has a recruitment system in accordance with national regulations. During the processing of the OTMR checklist, the need was uncovered to establish an OTM-R policy that is in line with the European Union's OTM-R package.
- In addition, UiB wants to further develop existing templates, procedures and training:
 - 1) Conduct an audit to establish a collective OTM-R policy
 - 2) Changes are made to templates and procedures used in connection with recruitment:
 - Develop common templates for announcement texts that include mention of professional development and career opportunities
 - Establish common procedures for feedback to candidates during the recruitment process, with a particular focus on practice related to feedback from interviews.
 - 3) Training initiatives are implemented for employees involved in recruitment processes:
 - Training for members of expert committees
 - Training related to interviews and reference interviews
 - Establish e-learning modules for recruitment processes
 - 4) Procedures are developed for statistical material related to recruitment through the further development of Paga, Paga Innsikt and Tableau

Action 6: Career development for younger researchers

- *Gap analysis:*
 - (++) 21. Postdoctoral Appointments (Code)
 - (+/-) 28. Career development
 - (+/-) 39. Access to research training and continuous development

- The gap analysis shows that UiB does not have sufficient institutional schemes for career development for younger researchers. Various initiatives have been taken by the individual faculties. In addition, a programme has recently been established for younger researchers at UiB - the Momentum programme. In order to develop an institutional career system, a working group has been created that is mandated to provide input to a career policy for younger researchers at UiB. Based on current regulations, the working group will develop guidelines for the use of the position categories of Post doctoral researcher, researcher and associate professor. Furthermore, the working group will develop proposals for career development initiatives for the position categories at both the institution level and the faculty level.

Action 7: Career paths outside academia

- *Gap analysis:*
 - (+/-) 30. Access to career advice
 - (+/-) 39. Access to research training and continuous development
- The gap analysis shows that the University mainly provides counselling on career opportunities within academia, but to a lesser extent on the opportunities available outside of academia. A great proportion of the research fellow group will in practice not have a further career path in academia and this group is therefore the main focus of this measure:
 - 1) UiB wants to develop services for the research fellows that can help to visualise career opportunities outside of academia, and also highlight the competence that PhD candidates possess to business and industry . During the implementation period, UiB will establish a career counselling service for research fellows.
 - 2) Each faculty will arrange career days that are aimed at research fellows and Postdoctoral Fellows.
 - 3) Each PhD programme will offer courses in transferable skills

Action 8: Performance assessment interviews

- *Gap analysis:*
 - (+/-) 30. Access to career advice
- The gap analysis has revealed that there is a need to review procedures for performance assessment interviews. UiB will, therefore, renew the performance assessment interview as a tool. Work is underway to develop templates tailored to the R&D positions, to design information material and offer training courses for managers who conduct performance assessment interviews. The obligation of managers to conduct performance assessment interviews must be clarified, as well as providing knowledge of what a performance assessment interview is and should be used for. Training must be given in both the interview situation and in the action/support system that can be used.

Action 9: Gender equality, diversity and inclusion

- *Gap analysis:*
 - (++) 10. Non-discrimination

- (++) 17. *Variations in the chronological order of CVs (Code)*
- (++) 27. *Gender balance*
- For many years, UiB has had its focus on equal opportunity and has action plans for gender equality, diversity and inclusion. The University wants to have more women in scientific top positions and will develop the pilot project for the promotion course into a permanent scheme. As part of the establishment of joint standards for recruitment processes, there will also be focus on the recognition of the value of cross-sectoral background and that variations in a CV's chronological construction should not disqualify applicants.

Action 10: Teaching

- *Gap analysis:*
 - (++) 24. *Working conditions*
 - (+/-) 28. *Career development*
- In the survey, it emerged that there are shared opinions on how teaching assignments are adapted to the scientific positions. UiB will establish a pilot project where employees get to use part of their teaching time for R&D work related to their teaching and to establish support schemes for mobility arrangements associated with this.

During the review of the measures, the Steering Group had comments and questions related to the further procedure for the preparation of measures, the content of the measures and language usage. Among other things, it was pointed out that the measures must be presented to the Research Committee and relevant management forums to secure their acceptance. Sonja Dyrkorn stated that the measures would be presented by her in these meetings, and that it was set on the agenda for the Research Committee's meeting on 02.05.19. The content of the measures will be assessed according to the input that is received.

It was taken up that several of the measures are already included in other action plans. It has been the intention to build on already existing initiatives at UiB so as to ensure continuity. This will not limit ambitions/effort, but rather contribute to the coordination of the effort. As a result of the strategy revision, the University will review its action plans. This plan must be seen in the light of this. It should rather be designated as "action plan" or something else.

Furthermore, the Steering Group had specific comments to the wording in the draft version of certain measures. In relation to the follow-up areas mentioned in the gap analysis, reference was made to an earlier discussion of measures for strengthening the BOA team. Sonja Dyrkorn replied that this would be mentioned under part 4 of the Action Plan, as part of the support apparatus during the implementation period.

The Steering Group expressed satisfaction with the review of draft measures in the Action Plan, and that the measures constituted a representative sample of circumstances dealt with in UiB's gap analysis.

3. UiB's C&C-website

It was stated that the English version of UiB's C&C website is now prepared as the official main page acc. to the European Union's requirements for publication.

The address for website is; <https://www.uib.no/en/udir/109791/hr-excellence-research-charter-code>

4. Timetable

The next meeting of the Steering Group was scheduled for 07.05.19 after lunch.

Draft measures will be presented to the Research Committee on 02.05.19.

Sonja Dyrkorn coordinates acceptance of the measures by the University's various leadership forums.

Documentation related to UiB's application for affiliation to C&C will be submitted for approval by the University Board at its meeting on 29.05.19.