

# Protocol from the meeting on 31.10.17

## Steering Group for the implementation of charter and code (C&C) at UiB

Duration: From 13.30 to 14.35.

Present:

- The entire Steering Group with the exception of M. Hagen and B. Balino.
- The HR Department represented by Jill Annette Opsahl was present during the report on the pilot survey.

Updating matters:

- Protocol from the meeting on 15.09.17 was discussed.
- The schedule for meetings of the Steering Group was agreed.
- The communication plan for C&C is under preparation with assistance from the Communications Department (KA).

### Survey - pilot

J.A. Opsahl briefed the Steering Group on the completed pilot survey and reporting. She referred to the prepared preliminary introductory text to the survey, and requested UiB's official introductory text and mention on the web page. It was stated that these texts are being prepared with the assistance of KA. She asked the Steering Group to decide who should participate in the survey, and the timing of the implementation.

The Steering Group discussed how the questions in the pilot should be designed, etc. based on Opsahl's orientation. It was decided that the background material for the pilot should be sent to the Steering Group for further review, with a deadline of one week for the members to make additional comments and suggestions.

### System for establishing working groups

The Steering Group discussed the composition of the working groups with:

- Representation from the Steering Group in each group
- Representation from all faculties in each group
- Representation from academic/administrative managers
- Representation R1-R4 in each group

The HR Department prepares a schematic overview of the composition of working groups based on this representation. Proposal for persons to participate in the working groups is discussed with academic and administrative managers in the faculties, and submitted to the Steering Group.

The composition of the working groups should be clarified before the end of 2017/beginning of 2018, with consideration to the scheduling of the joint startup meeting and the workshops.

## Plan for the Workshops

The Steering Group discussed the plan for the workshops

The joint startup meeting is organised as a "lunch meeting", preferably in January/February 2018 with an estimated duration of up to 3 hours, including mealtime. The meeting venue could arrange the lunch and make a meeting room available for 30-40 participants.

For practical reasons, the workshops will probably need to be conducted over a period of 1-2 months after the joint startup meeting.

The Project Group must continue its work with the proposed mandate for the working group, and the timing and agenda for the workshops.