

To the employee (letter via ePhorte)

NOTIFICATION OF MEETING - BRIEFING FOR EMPLOYEES IN EXTERNALLY FUNDED POSITION 12 MONTHS PRIOR TO EXPIRY OF FUNDING

We refer to the letter and employment agreement in connection with your appointment to the position of as in connection with the externally funded project

Furthermore, we refer to calls and meetings with you.....

The project you are connected to/funding for your position will, as you know, expire on(date)

You are a permanent employee of UiB, and in this situation it is important for the university as an employer to do what we can to find other duties/projects/positions that you may take on. You are also obliged to participate in these efforts and accept any offers made.

In connection with this, we wish to invite you and (project manager) to a meeting (time and place) for a conversation.

You may be accompanied by your employee representative/adviser

if you wish. The topic of the meeting will be:

- Opportunities for the extension of the current research project, applications and plans for further external funding.
- Briefing on how UiB works to find new positions when external funding expires.
- Planning of further work to clarify the situation.

We would also like to hear about your own career ambitions and plans. Please bring an up-to-date CV and brief description of your experience and research.

If it is not possible to secure further funding or to find another suitable position, we will have to assess whether to terminate your employment. If this should happen, you will receive separate notification of this.

At the meeting, we will also provide a further briefing on UiB's procedures for redundancies and other regulations, including the rules relating to internal and external preferential rights.

If you have any questions prior to the meeting, you can contact ...

Yours sincerely,

Head of Department

Head of Administration / HR Employee

CC: Faculty