CIH staff meeting Monday 24th June 2019 1300-1400 In the Assembly area
CIH, ODH, 5th floor

Present: Bente, Ingvild, Cathrine, Anne Berit (minutes).

Agenda:

- **Status for Undervisningsregnskapet 2018**
  The deadline for reporting teaching actives in 2018 was 24th of May. The results shows that all scientific staff, both at CIH and at IGS in general, exceed the recommended number of teaching hours in 2018. A normal working year is 1695 hours. Maximum half of this should be teaching hours, 843 hours (100 %)

  Although everyone exceeds number of recommended hours, the additional workload is evenly distributed. How to distribute teaching activities better will be discussed at staff meeting this coming fall. Please note that all PhDs with teaching duties must be given teaching activities.

- **Holiday and delegation**
  [This link](https://cihblog.w.uib.no/) contains an overview of when managers at IGS and the faculty are on holiday. The faculty management signs when Siri and Guri are on holiday.

- **Information blog**
  We remind everyone of CIH's information blog! [https://cihblog.w.uib.no/](https://cihblog.w.uib.no/). Important to pay attention to information posted there. One example of such information is this year's call from [CMI and UiB Collaboration Funds 2019](https://cihblog.w.uib.no/)

AOB