

## Minutes - CIH staff meeting Monday 27<sup>th</sup> of April 2020, 1300-1400, Online - Zoom.

**Present:** Bente, Gunhild, Karen Marie, Elinor, Filiz, Solfrid, Linda, Thorkild, Bernt, Ane J., Marte, Ana Lorena, Daniel, Ingvild S., Cathrine, Sven Gudmund, Maia, Anne H., Halvor, Graziella, Astrid, Anne Berit (minutes).

### Agenda:

1. **Minutes from last time.** Our last meeting was 20. April, please find the minutes here: <https://www.uib.no/en/cih/72009/staff-meetings#2020>
2. NORHED II proposal - joint budget policy from CIH. Professor Bernt Lindtjørn attended. Salary vs scholarships: Important to avoid double payment.

***NB! Here we have found answers to some questions and put them in this text***

The Budget Guidelines (<http://vedlegg.uib.no/?id=660b40e92263c21c246d4ca790a24ac2> )

outlines how to handle payment to university staff in South. As regular staff, see 1.1 and Scholarships to master and PhD, see 1.3.

- The text does not give clear guidance on how to calculate individual salary compensations. It can be calculated differently depending on the nature of the project. CIH should nevertheless try to keep a joint policy for projects coordinated from CIH:

-Norad underlines: *The **compensation for personnel at the Norwegian higher education institution, that will be the applicant organization ( "Grant Recipient")**; the total salary compensation for personnel (faculty and administration) is up to one FTF (full time equivalent) per year. This means that for a six years project up to a total of six FTFs and for a three year project up to a total of three FTFs.*

This year with salary can be used for scientific personnel as well as administrative (not only project leader). CIH needs to put in salary here for administrative personnel as well as scientific personnel. All projects at CIH should do so. *The max admin compensation of 3 months is included in this 1 year salary compensation.*

Administration: (section 1.2 In budget guidelines) *"Administrative work including project coordination, accounting, reporting, procurement, logistics etc. can be compensated with up to three months' work for the Grant Recipient and from one to three months' work per project partner, depending on roles and responsibilities in the project. These 3 months are supposed to be a part of the 1 year salary compensation mentioned above (are not in addition!)."*

-Regarding **compensation salary for regular staff in the partner institution in South** - how to calculate salary level? If scientists at CIH have partners in the same institution, ensure that we operate with the same rate for local salary compensation in South. Economists at CIH need to help with coordination of these sums.

-CIH should have joint routines on how to handle **payments for PhD and Masters**. We must make sure the definition of scholarship is clear. We must make sure that these expenses is paid as compensation to the institution and in according with local regulations, not directly to the individuals, and we must make sure we know what the funding is used for. We must avoid double payment of salaries (ordinary salary and project).

Per diem: From the Guidelines: Local/domestic travels shall follow the home institution's regulations for per-diem and accommodation. Important to avoid double payment and paying Per diem for partners internal meetings. Local regulation may vary and give unexpected high costs, must be clarified in the budget process.

Follow-up: Bente has spoken with Signe Marie in Norad for clarification, and Filiz contacted Robert Clarke at UiB /Norad. The answers are put in the text above.

3. **Status for Hawassa PhD candidates, in general. Is a delay expected due to the corona situation?** Bernt gave an orientation. Progress runs well, some expected delays. Everyone has access to internet. Everyone mostly writes, working on their thesis. Funds have been set aside to carry out dissemination but until January 2021. All the formalities like diploma etc. are in place.
4. **Education** Teaching this autumn might be held on campus. UiB is still asking everyone to prepare digital teaching for the fall semester but will allow groups of 30 students to be taught together on campus. Hopefully, this will apply to our master students that normally is a group of 25. Digitalisation is time consuming and needs a lot of work to become sustainable. The working group for digital revision is: Karen Marie, Sven Gudmund, Thorkild, Bjarne and Bente.  
**No elective global health for medical students 2020.** Global Health Theory is still an option for the students but the field work is cancelled in 2020.
5. **AOB**  
**A second Postdoc Development Programme** will run at the Faculty of Medicine, launching in September 2020. For more information: <https://www.uib.no/en/med/117696/med-postdoc-training-programme>  
**Status regarding moving back to ODH.** Still no news regarding moving back, we still have to wait for more information from UiB. Employees and staff: Before you will be granted access to campus Please take the e-learning course in infection prevention here.  
<https://www.uib.no/en/corona/135336/e-learning-course-infection-prevention>  
**New PhD Defenses: Wakisa Mulwafu** will defend his PhD thesis 29 April 2020 1215 You are all welcome to join in online by asking Daniel for a link.  
Regular lessons held in the use of Teams, Zoom and Kaltura. Some of the lessons are available in English. Please see information about the individual courses for details, on <https://www.uib.no/en/foremployees/calendar>