

Minutes - CIH staff meeting Monday 8th of June 2020, 0830-0900, Assembly area at CIH, ODH, 5th floor – and in addition, on Zoom

Present: Bente, Gunhild, Asela, Theogene, Elinor, Thorkild, Ingunn, Marte, Ingvild S., Hanne, Catherine, Sven Gudmud, Solfrid, Anne H., Karen Marie, Graziella, Ane J., Elisabeth, Filiz, Astrid, Tore, Vilde, David Sam, Anne Berit (minutes).

Minutes from 8/6. Please find the minutes here: <https://www.uib.no/en/cih/72009/staff-meetings#2020>

Agenda:

1. Information sharing.

The Norwegian government has decided to open up the universities completely from June 15th. This is very good! <https://www.uib.no/en/corona/136583/university-reopens> To allow us some time to reshuffle, the following applies to **all employees at the faculty from June 16th**:

1. All employees not in a risk group for contracting covid19 are expected to be back at work at the university (Exception: employees at IGS working at Kalfarveien 31 shall organize their work as is most convenient until they move to Alrek Health Cluster in August)
2. Employees in a risk group or living together with someone in a risk group shall contact his or her leader to organize his/he work from home.
3. Travelling to work you should still avoid public transport if possible. If not possible, try to avoid the rush hour.
4. Social distancing of 1 m and other protective measures still apply when at work.
5. All employees returning to the university are requested to have attended the E-learning course in Protective Measures: <https://www.uib.no/korona/135333/e-læringskurs-i-smittevern-ansatte-og-studenter>
6. If you get airway symptoms, you stay at home and notify your leader, and contact your GP for testing consideration.
7. If you should contract covid 19 infection, you are to notify the university here: <https://www.uib.no/korona/135332/registrering-av-p%C3%A5vist-smitte-ansatte-og-studenter-som-har-tilgang-til-uibs-bygg>

2. The Norhed applications discussion, bring your Q&A

Question: If there are cooperating partners in the project, briefly describe the partnership model, the system for selecting partners, and the routines for following up partners. Should we have common text on "the routines for following up partners"

Reply from BOA NORHED-Team:

Not easy to make a common text since projects may vary a lot. The projects will be quite different in terms of number of partners, type of partners and how follow-up in the projects will take place.

But one might think of a two-model system for partnership cooperation (which may be formulated in a short text in English):

1. An agreement between the partners for the project itself (Project Agreement), which includes the partners' responsibilities and routines for implementation and follow-up of the collaborative activities in the project, including those concerning reporting and annual meetings / regular meetings of the project.

2. A more general agreement on academic cooperation between the partner institutions in the project (type of Agreement of Cooperation or Memorandum of Understanding) which is more of an "institutional" nature (signed / signed at the institute or faculty). The agreement may be time-limited (eg 5 years) and specify that the partnership cooperation should be evaluated after 3 years (review) and 5 years (evaluation) before the partners make a decision on the possible extension (or not) of the cooperation agreement for a new contract period.

Action from CIH: Anne Berit, Filiz and Bente will try to make a general text on how we at CIH want to follow up partners.

On page 3 under the heading "Other grants or funding" - state any funding that has been allocated or applied for from Norad, the Ministry of Foreign Affairs (incl. Embassies), the Climate and Environment Department, or Norec (what was previously called the Peace Corps). This is not clear in the answers below:

Reply 1 from BOA NORHED-Team:

You should check for 'yes' and provide the requested information if the applicant has received or is applying for funding from the four named sources of funding. But there must be funding for projects that are close in time and of relevance to the Norhed II application. Again, I would like to point out to Norad's intention to request this information: Norad wants to avoid double funding of projects from these four sources of funding that are overlapping.

Reply 2 from BOA NORHED-Team:

This point should be understood as the applicant as a person / institution (subunit), and not UiB as an institution. The point reflects that Norad wants information on any existing externally funded projects and collaborations that may have an impact on / interface with the NORHED II project. This is to ensure that funding for a collaborative activity in the NORHED II project is not already funded through another project (ie avoid double funding). On the other hand, it is perfectly ok (and even desirable) if another project complements a NORHED II project. That is, two projects create synergy / added value for each other, but each project finances different things.

Bente har kontaktet Breivik i Norad i dag, og svaret er ikke klart. Bente har etter råd fra henne skrevet spørsmål til en i Norad-2-komiteen (Anette Løken), for å finne dette ut skikkelig.

On page 7 under the question "Is the application for additional funding for a project that is already receiving or has received a grant?" the applicant must answer yes or no to whether this project application for Norhed II is based on a previous project (especially a Norhed I project).

Reply from BOA NORHED-Team: Norad primarily wants to know if this Norhed II project application is based on a previous Norhed I project or not.

At CIH all applicants should press NO, and give information about NOREHD1 founding under Baseline.

Are there any good examples or important points to include under the heading Cross-cutting issues

Reply from BOA NORHED-Team: Each project's contents, aims, activities, mixture of partners and participant nationalities vary considerably, so it is not so easy to write standard texts to use. I am sending some potential input / advice that can be including as **cross-cutting issue**

material in the applications. This is based on the information Norad has included on pages 4-5 in the attached Application Guidelines for Norhed II applicants.

Human rights.

- It is particularly important to think about and to describe mechanisms that the project will use to avoid discrimination based on gender, religion, (physical) handicaps (functionality???) particularly with respect to admission procedures for Master / PhD students, career development opportunities, researcher participants etc. Any risk assessment of this will vary from project to project, especially in situations where conflicts relating to ethnicity, religion, particular social groups, legal status etc.
- I recommend that applicants refer directly to the relevant UN SDGs (including, for example 3, 4, 5, 10, 16)

Women's rights and gender equality.

- Women's rights and access to education, health care, employment and participation in working life, etc. and the safeguarding of equal rights, and equality between genders is of tremendous concern to Norad. This is something that every project must use time to think through and include in their application. This must not only be included in the cross-cutting issue part, but throughout most of the activity categories in the whole application. Projects must describe how they endeavour to ensure gender balance as well as managing any need for special measures in their recruitment and admission of students and PhD candidates, as well as researchers, leaders and coordinators.
- Here again, refer to the UN SDGs that are relevant, particularly SDG 5 Gender equality.
- Environment and climate change.
- It is also important here to undertake an evaluation and risk assessment of any possible positive and/or negative effects that the project may have on the environment and climate both locally and globally. Something that should be evaluated is how much of the teaching, supervising, seminars and meetings can be conducted digitally. Also include any plans the project has for developing and offering things such as MOOCs, for example.
- Remember to refer to any relevant SDGs – many are relevant.

Anti-corruption.

- This is another area that is tremendously important for Norad. Projects need to think through and describe whatever institutional systems all partners have put into place to counter-act corruption and bribery. This is particularly important between participant organisation's central administration and the local project activity. Describe details such as legal responsibility, approval and authorisation, management, accountability, reporting, auditing etc., of any external funding. It is also important to clarify how project leaders at UiB will follow-up project activity. Good 2-way routines for follow-up, oversight and reporting are often the best tools to fight corruption.
- It is also important to describe the recruiting and admission systems the project will use. Keeping these transparent is the best way to combat bribery and nepotism.

PhDs, can students take their PhD degree at any university in the region (not partner) The answer is Yes, just remember to state how this will benefit your partner institution.

Letter of Commitment from UiB

Siri Smith will sign on behalf of the institute.

The letter must be sent to Siri as soon as possible. Siri return it to you. And you must forward it to UiB's NORWED team, maria.dolve@uib.no who will then coordinate signature from The Division of Research and Innovation Director.

Important deadlines:

When signed at the departmental level, a scanned version must be forwarded by email to maria.dolve@uib.no no later than Monday, June 22, 1 PM. The Division of Research and Innovation Director, Benedicte Løseth, will sign on behalf of the University of Bergen. The UiB NORHED team will return the fully signed letter of commitment to the Principal Investigator by June 24, for uploading to the NORHED the application portal.

Suggestions for joint actions regarding the budget:

Salary compensation –new in NORHEDII. A NORHED project demands a lot of reporting and other typical administrative work. IGS want all applicants to plan for a minimum of 3 months administrative support each year. Important to explain to all partners the benefits of prioritizing administrative support. Left with 9 months but not recommended to spend all in Bergen. Recommended to plan for 10-20 % salary compensation for scientific personnel to create a joint scientific position at CIH. Salary compensation from scientific personnel can vary between years.

Regarding budgeting. We recommend everyone to read the budget guidelines thoroughly.

<https://www.uib.no/boa/134835/norhed-ii>

Calculate budget in foreign currency before converting to NOK.

Regarding overhead: From the guidelines we have: Indirect costs are included in the lump sum for salary compensation only. Overhead will not be added to the total budget as this is not permitted. The lump sum for one annual full-time equivalent position at South-based partner institutions shall be calculated in accordance with the institutional salary compensation scale at Assistant Professor level with an additional 45 % to cover social costs, indirect costs and general running costs at the institution. For more information see budget guidelines.

Regarding “Frikjøp” of scientific staff employed at UiB: Scientific staff divide their UiB time 50/50 research and teaching. When calculation the need for “frikjøp” from any given activity in a research project the total can not extend that 50 % UiB research time without applying to the institute leadership. Important to distribute project activities in such a way that nobody employed at UiB is engaged more than they have at their disposal for research. “Frikjøp” in research cannot be compensated by minimizing teaching obligations at UiB.

Sharing texts/ ideas is a good thing! Important to help out and make each other's applications as good as possible. We don't compete with each other but with other scientific communities in Norway.

Degrees in Bergen? NORHED's focus is to build competence in the south. Joint degrees or to establish degrees in partner countries is preferable.

Risk factors – important to write a good section on risk factors - examples:

National/international

-War, conflicts in the participating countries

- Weather disasters/ environmental problems, e.g. flooding, earthquakes, fires interfering with people in the project and/or infrastructure (road blocks)
- Pandemics or more local epidemics – affecting hospitals/recruitment of participants in studies as well as people running the project
- Flight problems/ destruction of airports
- Transport/travel restrictions
- Currency/economic issues
- Internet down/blocked
- Bank/trade problems
- Protectionism (Brexit)
- Strikes

Institutional

- Local conflicts
- Bureaucracy – administrative delays
- Gender equality issues /legislation (or lack of) – e.g. no routines for pregnant workers
- Recruitment problems – few candidates, lack of motivation
- Corruption

Project group

- Diseases/accidents/family problems among people in management group, pregnancy and maternity leave (important gender issue to be addressed in the budget)
- Conflicts
- Leadership problems
- Lost equipment (burglary)
- Problems related to specific individuals (corruption, thefts, lack of compliance to plans)
- Ethical application

Project -specific for each project.....

- Cultural problems, language
- Recruitment of participants /students /patients
- Inadequate funding
- Lost, destroyed samples
- Safety of participants

Other important NORHED2 documents

Evaluation process and Evaluation grid

<https://norad.no/globalassets/filer-2019/norhed-ii/norhed-ii-evaluation-process-and-evaluation-grid.pdf>

Guidelines to standard indicators and menu of optional indicators

<https://norad.no/contentassets/163d724399094df89683f649dd3b72e2/norhed-ii-programme-document-annex-2-indicator-menu-and-guidelines.pdf>

Thematic Sub-Programmes

<https://norad.no/contentassets/163d724399094df89683f649dd3b72e2/norhed-ii---sub-programmes---annex-1-to-programme-document.pdf>

Evaluation

In step 2 of the evaluation, Norad will send applications to Embassies in the partner countries. Lobbying from our side might be useful. Norad tells today 16/6 (to Bente) that the evaluation committee in Norad will make the procedure for this later on, but that most Embassies might be contacted – maybe just for short questions – not likely for reading whole applications.

AOB

Next staff meeting (next Monday) will be the last before the summer. See you there!

Graduation day for Master's 26/6 at 1500 online, scientific personnel is encouraged to join. Outlook invitation will be sent out to everybody.