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| **Charter and Code - External Evaluation**  Programme for site visit at NTNU, 18 June 2014  Place: Gløshaugen Østre (small house East of NTNU Main Building)  **Evaluation team:**  Claudia Schober, Personalentwicklung, Medizinische Universität Graz  Isabelle Halleux, R&D Director, Université de Liège  Iona Galleron, Faculté de Lettres, Université de Bretagne-Sud | | | Picture of Østre Gløshaugen |
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| 08.00-09.00 | **Institutional Actors Responsible  for Charter and Code at NTNU** | Kari Melby, Pro-Rector for Research  Ida Munkeby, Director for Organization  Arne Hestnes, Director of HR Division  Ragnhild Lofthus, Senior Adviser Rector’s Office for Research  Kristin Wergeland Brekke, Senior Adviser Rector’s Office | |
| 09.15-10.45 | **PhD-education and**  **Working conditions for young researchers** | Vice-Deans for Research:   * Bjørn Gustafsson, Vice Dean for Research, DMF * Britt Andersen, Vice Dean for Research, HF   PhD Programme Coordinators/Head of Department:   * Harald Øverby, Head of Department, IME * Hans Petter Ulleberg, Head of Department, SVT   PhD/HR administrativ staff at Faculty level:   * Astrid Vigtil, Head of Research Section, IVT * Bjørn Steinar Tanem, Head of Research Section, NT * Merete Thorsvik, HES coordinator, Working Environment, SVT   Ragnhild Lofthus, Senior Adviser, Rector’s Office for Research | |
| 11.00 | **Competence and**  **Career Development** | Dean/Vice-Dean for Research:   * Marit Reitan, Dean, SVT * Bjarne E. Helvik, Vice Dean for Research, IME   Head of Department:   * Edd Blekkan, Head of Department, NT * Sarah Paulson, Head of Department, HF * Siri Merethe Bakken, Head of Department, AB   Kari Rueslåtten, Management Development Programme, HR Division  Svandis Benediktsdottir, Gender Equality Adviser, Rector’s Office | |

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| 12.00 | **Lunch** | Evaluation team  Trond Singsaas, member of EU team of HRS4R evaluators  Kristin Wergeland Brekke, Rector’s office for Organization |
| 13.00 | **Recruitment and**  **Researcher Mobility** | Dean:   * Anne Borg, Dean NT   Head of Department:   * Harald Ellingsen, Head of Department, IVT * Pål Richard Romundstad, Deputy Head of Department, DMF * Magne Arve Flaten, Head of Department, SVT * Tor Arne Johansen, Deputy Head of Department, IME   Head of HR Section at Faculty:   * Cathrine Haugan Grønvik, Head of HR-Section, IME   Arne Hestnes, Director of HR Division |
| 14.15 | **User perspective:**  **Researchers and Academic staff** | PhD research fellows, Researcher/Postdoc   * Clara Good, PhD research fellow, AB (PhD interest organization) * Øyvind Storesund Hetland, PhD research fellow, NT * Guro Busterud, postdoc, HF (incoming member of University Board)   Associate Professor/Professor   * Gunhild Setten, professor, SVT (member of Faculty Board) * Yngvar Olsen, professor, NT * Jens Oluf Andersen, professor, NT (Forskerforbundet - Norwegian Association of Researchers) * Øystein Risa, manager of laboratory, DMF (Tekna - The Norwegian Society of Graduate Technical and Scientific Professionals) |
| 16.00-17.00 | **Evaluation team opportunity to clarify open questions** | Arne Hestnes, Director of HR Division  Kristin Wergeland Brekke, Senior Adviser Rector’s Office |

**BACKGROUND INFORMATION FOR MEETING PARTICIPANTS**

The evaluation will focus on the **implementation** of the NTNU Action Plan (HR Strategy for Researchers, HRS4R). The evaluation team will ask questions about the **coherence** between the NTNU Action Plan measures and the actual implementation, as well as about the **effectiveness** of the actions taken (see figure below).

Quite some focus will be on the implementation **process** itself: How were actions developed and challenges identified? How do we follow-up actions to monitor development and effectiveness? If actions are not implemented or postponed; why is this the case, and have mitigating actions been taken? We may hopefully also discuss current challenges, and what we intend to do in the coming years. Some answers are found in the NTNU self-assessment report. Representing management and staff across NTNU, your experience and reflections will be a most valuable contribution and supplement to the institutional self-assessment.

Before the evaluation meeting, you should have a look at the following documents:

* The **NTNU memo to the Commission 15 May 2014**
  + See page 3 for an overview of progress made on the action plan measures.
  + See page 5 about topics we expect to cover at the thematic meetings.
* The **NTNU self-assessment report 2014** (select the most relevant topics for your meeting)
* The **NTNU Action plan** which includes a summary of the Charter and Code principles and a description of NTNU status (select the chapters most relevant for your meeting)

**Figure 1: Evaluation questions**   


The Commission’s confirmation on the acknowledgement will be based on the following criterion: the **coherence** between the institutional HRS4R/Action Plan and the concrete actions implemented by the institution to this direction. The aim is indeed to identify whether the institutions are still in the continuous improvement process as acknowledged after the publication of the institutional HR strategy implementing principles of the Charter and the Code.

The dimension of **effectiveness** will be key during the discussion with the peer reviewers but not for the confirmation of the acknowledgement. In other words, no institutions could be blamed if they have not reached their objectives. It is indeed preferable that an institution knows exactly where they are in the progress (even if it is not far) and where it has to be, than an institution that does not know. The discussion between the peer reviewers and the visited institutions on the effectiveness of the strategy will be highly valuable for both parties.  
(Source: Deloitte instructions to participating institutions, page 8)