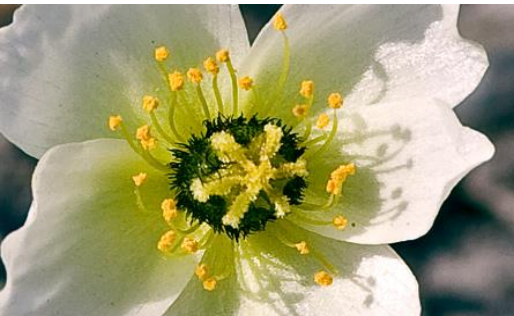


The institute for Biology, NTNU

Møte utvidet ledergruppe

22.03.2021



Topics of the day

BL-sak 01-21 Reallokering av arealer i Realfagbygget

BL-sak 02-21 Status korona

BL-sak 03-21 Overgang til ny lederperiode 08-2021

• • • • •

Orienteringssaker:

- HMS-status
- Status for fremtiden til Marin aktivitet (TBS og Sealab)
 - Status stillinger (faste vit/tekn/adm)
- BOTT ØL – nye administrative systemer
 - IBI dager 14. -16. juni 2021

Eventuelt



Space Reorganization Department for Biology

Utvidet ledermøte, 22.03.2021

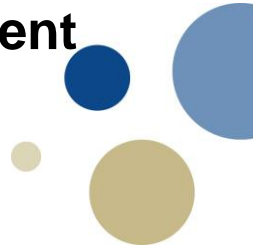


Background



- Department of Biology (IBI) at NTNU is growing.
- The number of employees, postgraduate students and postdoctoral researchers are increasing.
- The main reason for the current growth is the approval of several, large research projects in the last few years.
- These research projects will generate more PhD's as well as increased activity to the different sections.
- At the same time, IBI is going through a generational change, where a number of scientific employees are retiring, and new ones are being hired.
- Our strategy and plans will require additional growth in both activity and personnel in the future.

Personnel situation at IBI in the academic year 2020/2021 (current as of January 2021)



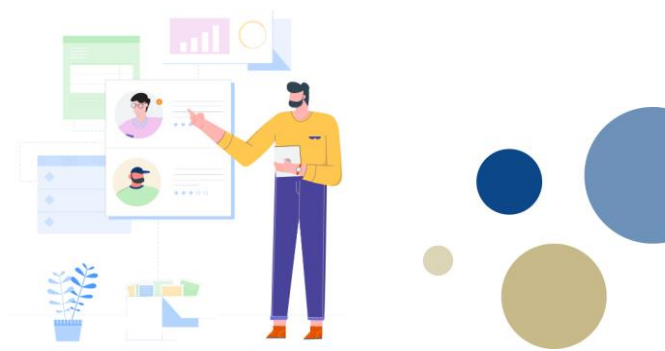
		Nationality	Section	Start date
Debora Goedert	Postdoc	Italy	CBD	Sep-20
Paul Acker	Postdoc	France	CBD	Sep-20
Stephen Grant	Postdoc	Ireland	CBD	Sep-20
Gunhild Kvisten	Study consult.	Norway	Admin Section	Jan-21
Tereza Tichá	Postdoc	Czech Republic / Olomuc	MSB	Apr-21
Luis Alonso	Postdoc	Mexiko / Freiburg	MSB	Apr-21
Hanna Lee	Assoc Prof.	South Korea / Bergen	MSB	Apr-21
Daniela Sueldo	Assoc Prof.	Argentina / Birmingham	MSB	Apr-21
Gesche Blume-Werry	Assoc Prof.	Germany / Greifswald	MSB	May-21
Marine ecology	Assoc Prof.	???	Marine	Summer 21
Animal Physiology 1	Assoc Prof.	???	Animal Phys.	Autumn 21
Animal Physiology 2	Assoc Prof.	???	Animal Phys.	Autumn 21

Background (continued)



- The campus building project did not take into consideration future need for more space. Therefore, we must utilize our current space to fit the different needs of IBI in the best possible way.
- IBI has started a task to investigate the possibilities for an improved co-localization for each section. In addition, we need to better utilize our laboratory facilities in accordance with the number of users.
- We will present a status of the current space organization as well as 3 different alternative scenarios for space utilization. There are different pros & cons to all scenarios.
- Hopefully we will reach an agreement and conclude on one of the described options.

Process



- An overview over who is occupying which rooms at the time being at Realfagbygget has been generated (Nov/Dec 2020)
- At Allmøte (general meeting) in January 2021, everyone was informed that departmental space needs to be reorganized to address changing needs
- Section meetings and on-site inspections (week 9)
- After inputs: 3 different scenarios
- Final decision about the scenarios will be taken in the extended leader group meeting on the 22nd of March
- The changes in office spaces will be initiated from week 12 and the changes in lab space will be initiated during June 2021. The chosen scenario will be evaluated after 6 months.

Number of positions in 4 sections at IBI



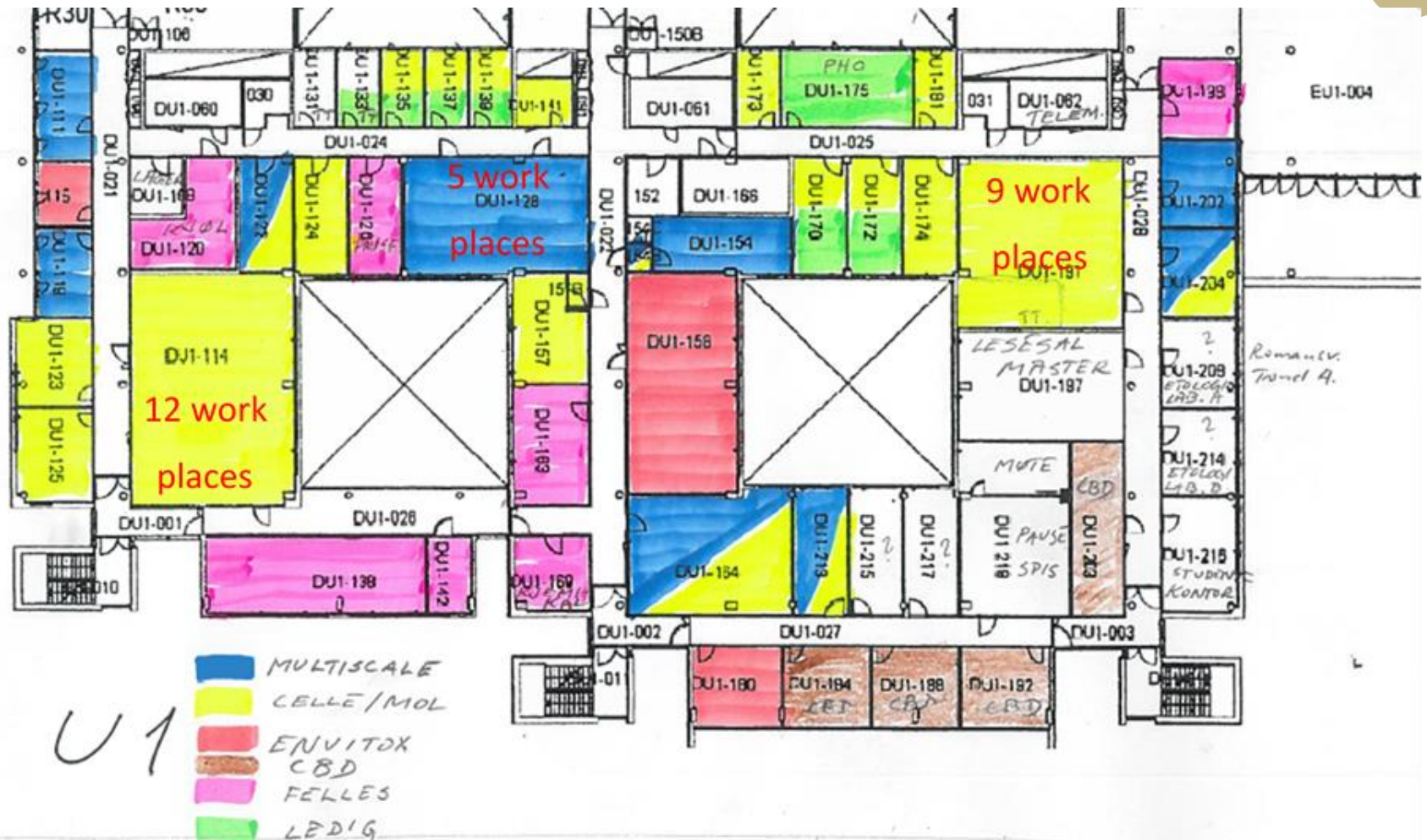
	Animal Physiology	Multiscale Biology	Molecular Cell Biology	Toxicology
Assoc./Full professors	4	8	3	5
Assoc. Prof. II/Forsker / Postdocs	3	5	5	4
PhD students	8	11	8	11
Engineers		4	3	4
Total	12	28	19	24
(positions counted are based on funded people in place or funding secured)				

Principles underlying room allocation/access to research infrastructure at IBI

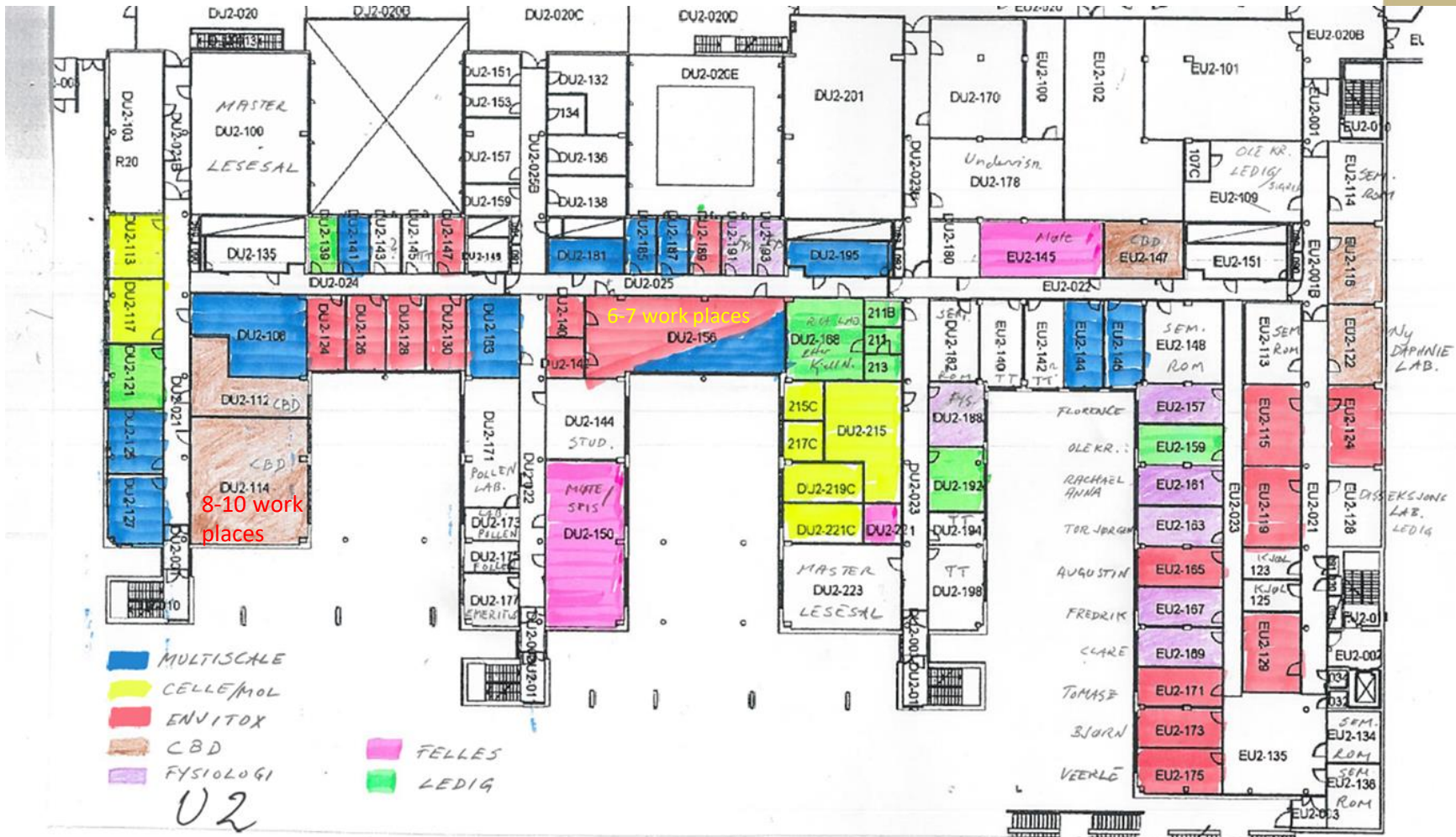


- Enable sections to do research they want/need to do in as simple/efficient manner as possible
- Space is allocated based on people in place/funding secured
- Provide adequate space capacity to expand in the future
- Support integration/cohesiveness of individual sections by allocating connected/jointly used space/facilities to build robust sections
- Office space allocation is influenced by standard government rules (m² per person) and type of position (permanent vs. fixed term position vs. MSc student)

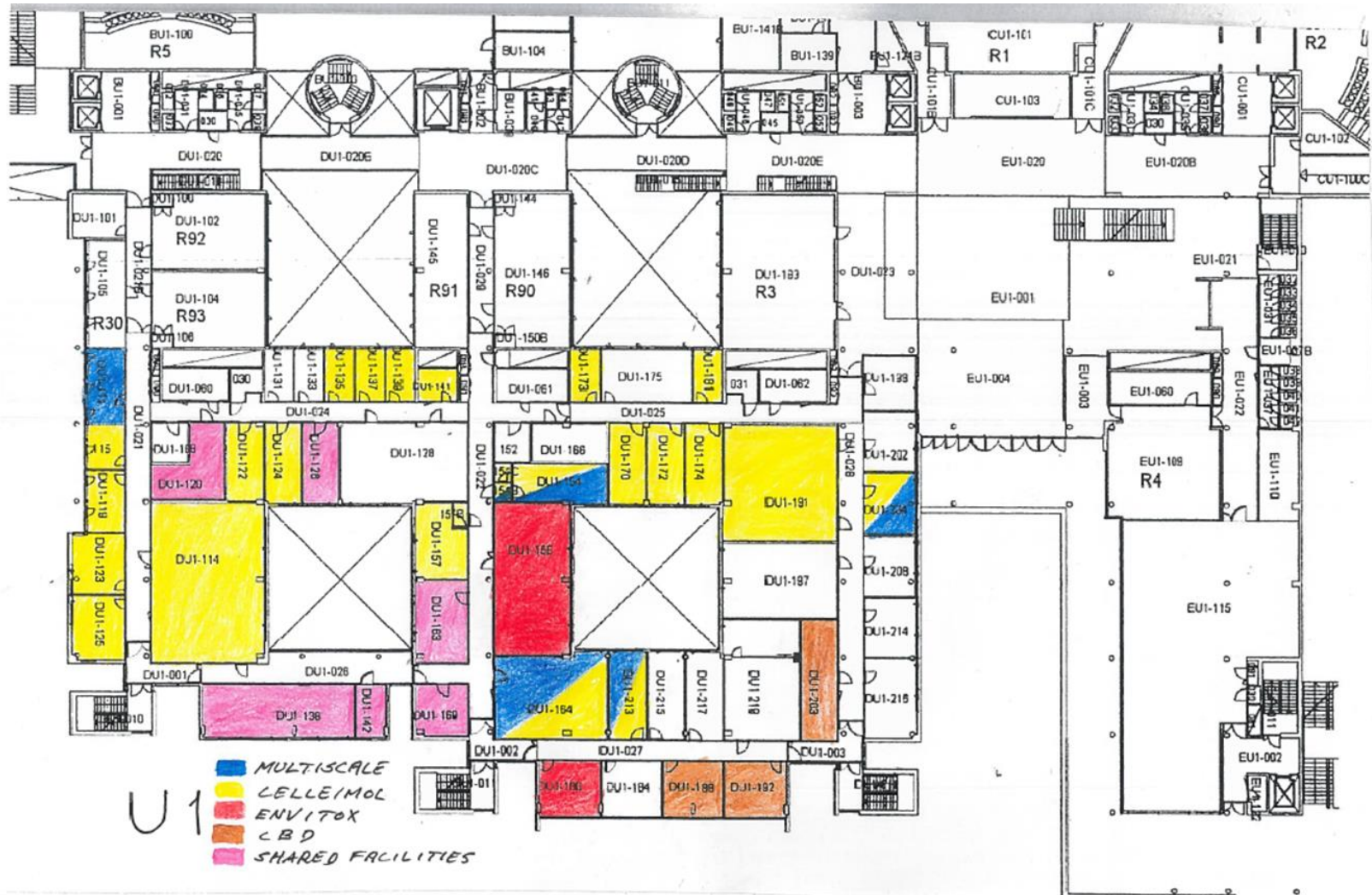
Current situation, DU1



Current situation, DU2/EU2



Scenario 1, DU1



Scenario 1



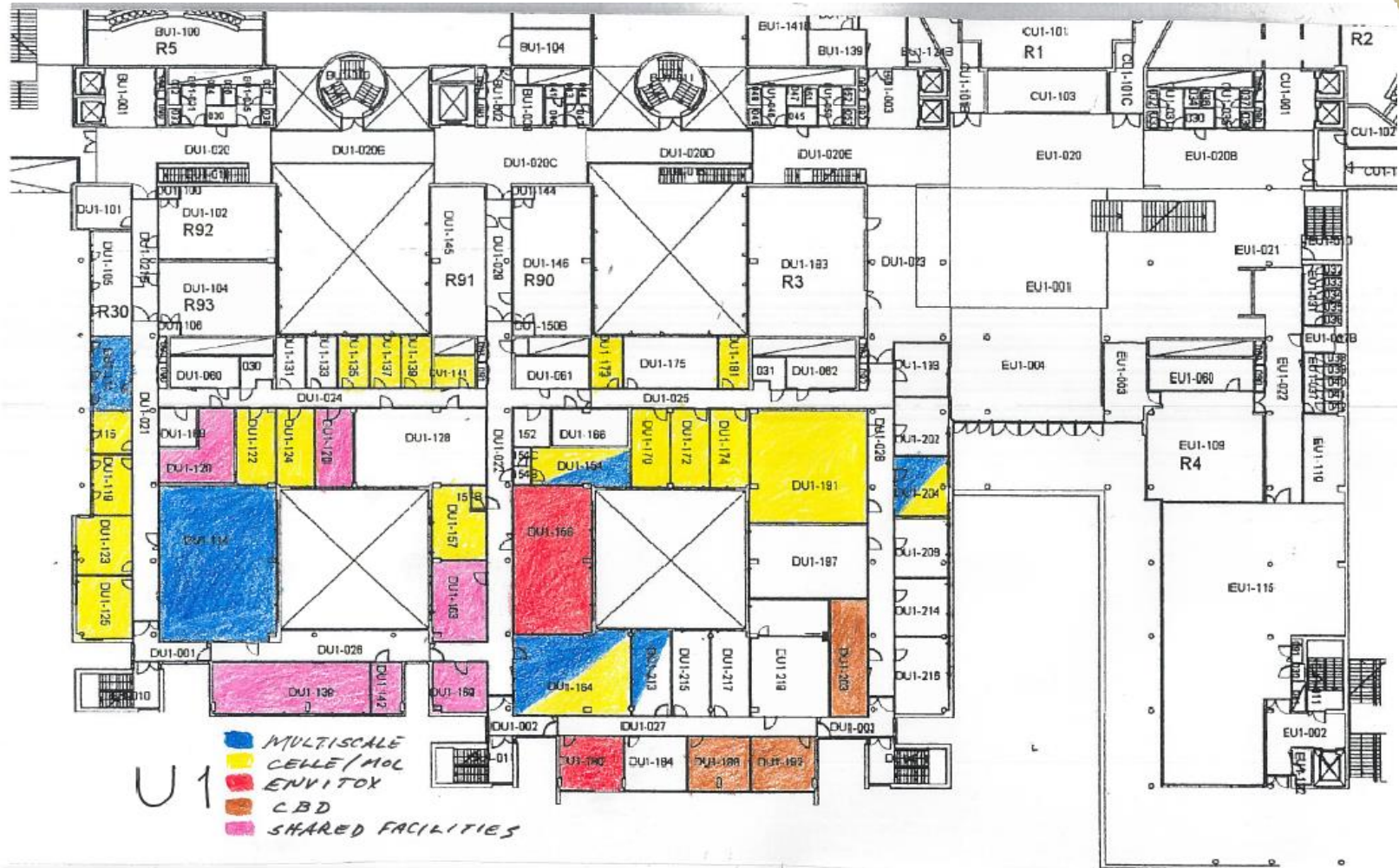
Arguments Pro:

- No change in lab activity for Cell and Molecular Biology.
- Proximity of lab space to office space for multiscale biology group.
- DU1-128 can function as overflow lab.

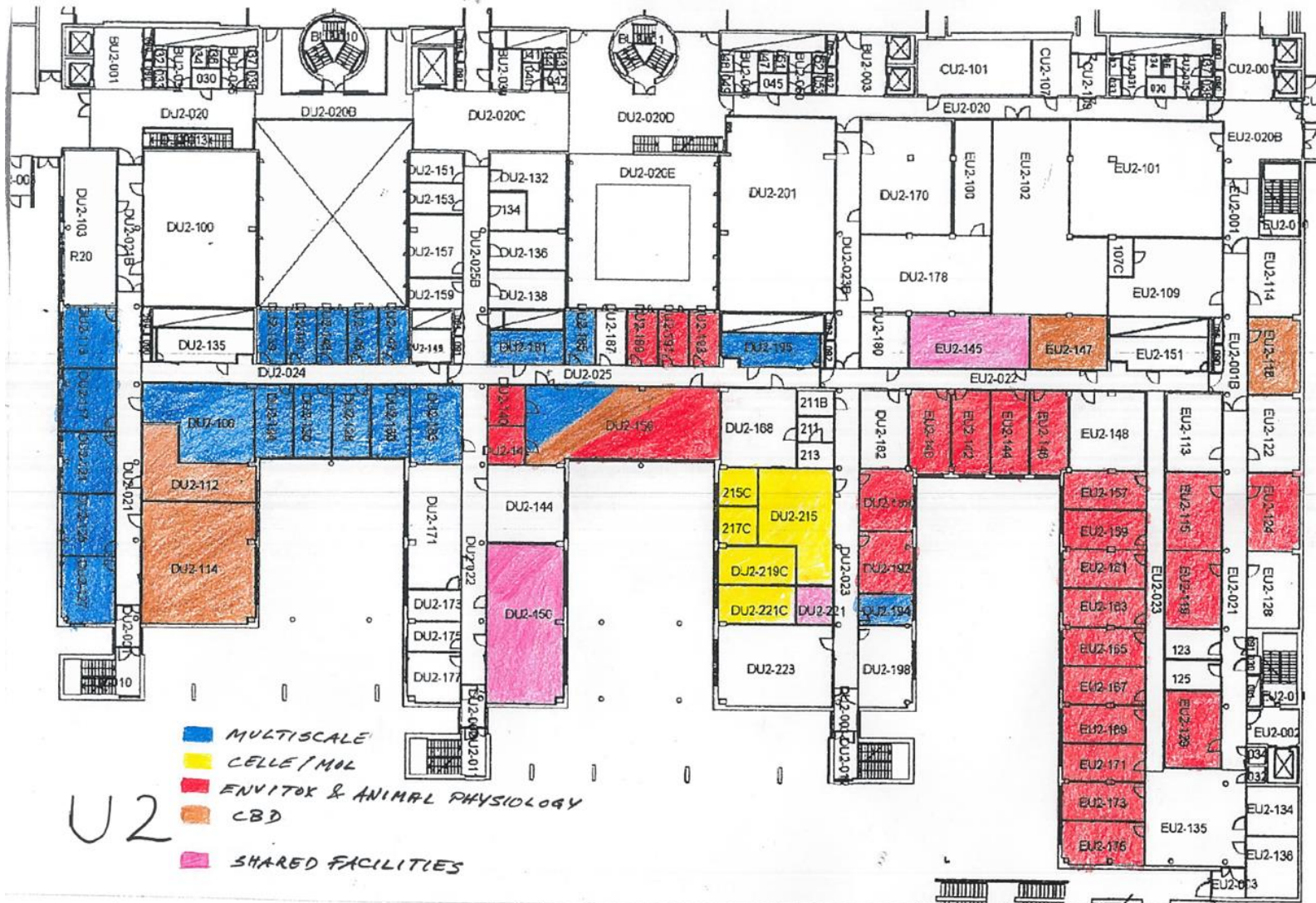
Arguments Con:

- Limited space for molecular biology activity in multiscale group in one lab (DU2-114).
- Limited options for growth with respect to mol biology activity in DU2 (would require modifications of existing labs).
- Distance to plant growth and general molecular biology facilities in DU1 regularly used by multiscale biology group members.

Scenario 2, DU1



Scenario 2, DU2/EU2



Scenario 2



Arguments Pro:

- Proximity of lab space to both office space (on DU2) and to plant growth/general molecular biology facilities in DU1 regularly used by multiscale biology group members and molecular biology group.
- Relocation of CBD equipment to DU2-156 is not necessary.
- No refurbishment of DU1-191 is required (at the moment) to increase lab space available.
- DU1-128 can function as overflow/teaching lab. (in case additional space is required for molecular biology activities).
- This scenario provides space for future expansion for both molecular biology and multiscale biology sections without the need to use the overflow lab.

Arguments Con:

- Cell and Molecular Biology needs to relocate to DU1-191.

Scenario 3 *(a hybrid between scenario 1 and 2)*

There are no design sketches for this scenario, which is based on input from Cell and Molecular Biology Group. The input can be summarized as:

- No change in use for DU2-114: CBD continues to use the space and the rest of the space remains available to IBI members.
- Sections of multiscale biology relocate to/start working in DU1-191.
- No change in use for DU1-114. Cell and Molecular Biology stays.
- General equipment is being relocated to DU1-128 from DU1-191. The lab is supposed to function as general facility/teaching lab/surplus lab space (in case additional space is required for molecular biology activities). As in scenario 2.

Scenario 3 *(pros and cons)*



Arguments Pro:

- Proximity of lab space to plant growth/general molecular biology facilities in DU1 regularly used by multiscale biology group members.
- If DU1-191 is refurbished then lab space is adequate to support growth of molecular biology activities in the multiscale biology group.
- Relocation of CBD equipment to DU2-156 is not necessary.
- Cell and Molecular Biology group doesn't have to relocate.
- DU1-128 can function as overflow lab for teaching purposes and in case additional research space is required.

Arguments Con:

- Refurbishment of DU1-191 is required to ensure adequate lab space available with an obvious cost implication.
- Increased distance between office and lab space for multiscale biology group.

Scenario 4: Deviation from Scenario 1 - possible solution from the leader group?

There are no design sketches for this suggestion, which is based on recent discussions in part of the leader group. The input can be summarized as:

- No change in use for DU1-114. Cell and Molecular Biology stays
- Multiscale biology will use DU1-191 (now FUGE-lab)
 - Refurbishing necessary
 - Too small to include near future growth, additional space probably necessary
- Equipment in FUGE-lab (DU1-191) is moved to DU1-128
 - Still possible as teaching lab/surplus lab space??
- Further evaluation of the use of DU2-114 and DU2-156 between Multiscale - CBD – Envitox ++?

- => Main labs are intact
- => Labs are close to office space
- => Scope for growth is considered

What to do today?

- Office space is sthe same in all scenarios
- Not problematic, fulfills our main principles
- Lab reorganisation
 - suggestion: develop scenario 4



BL-sak 02-21 Status korona: global perspective

NRK

Nyheter Sport Kultur Humor Distrikt Mer ▾

Urix Nyhetsbrev Urix forklarer Korrespondentbrevet Podcast: Krig og fred Urix på NRK TV

Tyske turister til Mallorca i hopetall

Oppstemte tyske turister med munnbind har denne helgen strømmet ut av flyplassen på Mallorca. Tyske myndigheter har fjernet karanteneplikten for reisende som kommer fra ferieøya, men har forgjeves forsøkt å få folk til å ikke dra dit.



Pedja Kalajdzic
Journalist

Publisert i går kl. 23:30

Adresseavisen

NYHETSSTUDIO

NYHETER

SPORT

KULTUR

DEBATT

UKEADRESSA

LOGG INN

MENY

Koronasmittede har tatt fly og tog til Trondheim

Folkehelseinstituttet opplyser på sine nettsider at koronasmittede har tatt fly og tog til Trondheim



ELISE RØNNINGEN
97465252

BL-sak 02-21 Status korona: NTNU perspective

Forsiktig åpning for studentaktiviteter på campus

Rektor har besluttet at det åpnes for noen organiserte sosiale studentaktiviteter på NTNUs campuser. Dette skjer etter samråd med kommuneoverlegene i Trondheim, Gjøvik og Ålesund.

En delvis åpning gjelder i første omgang fram til påske. Første uke etter påske blir det opphold i studentaktiviteter, i samsvar med nasjonale retningslinjer. Fra uke 15 fortsetter en gradvis gjenåpning for studentaktiviteter dersom smittesituasjonen tillater det.

Det er en forutsetning at [Check-In](#) brukes for å kunne holde campusene åpne for studentaktiviteter.

Disse aktivitetene kan starte opp først

For at all aktivitet ikke skal starte opp samtidig åpnes det først opp for studentaktiviteter med regelmessige øvelser eller møter som for eksempel kor, band og revy. I tillegg prioriteres studentaktiviteter for [førsteårsstudenter](#).

Når det gjelder antall deltakere på studentaktiviteter gjelder [nasjonale regler angående arrangement, samlinger og aktiviteter](#).

Undervisningen på NTNU blir i hovedsak digital første uke etter påske. Ansatte som har mulighet til det anmodes om å benytte hjemmekontor.

[Regjeringen har generelt anbefalt å unngå unødvendige reiser i Norge i påska](#). De fraråder reiser til utlandet, med mindre det er strengt nødvendig.

Campusene holdes åpne i påskeuka

For norske og internasjonale studenter som ønsker å tilbringe påska i studiebyen vil lesesaler og grupperom i Trondheim bli tilgjengelige (med nøkkelkort) både på hverdager og helligdager mellom klokka 07:00 og 24:00. Campusene i Gjøvik og Ålesund holdes åpne hele døgnet.

Denne ordningen vil gjelde for perioden 28.mars (palmesøndag) – 5.april (andre påskedag). Det blir ikke tillatt med sosiale aktiviteter innendørs. De fleste bibliotekene er åpne, [se nettsidene til bibliotekene for åpningstider](#). Studentsamskipnaden vil tilby flere aktiviteter i påskeuka. Nærmere informasjon om disse kommer i neste uke.

Vær spesielt forsiktig etter påske

Smittetallene både i Trondheim, Gjøvik og Ålesund er for tiden lave, men kommunene er bekymret for at ansatte og studenter som besøker andre deler av landet kan ta med seg virus tilbake etter ferien. Derfor gir kommuneoverlegene følgende råd til NTNUs studenter og ansatte:

- Ha lav terskel for å teste deg ved luftveissymptomer dersom du kommer fra en kommune med høyt smittetrykk, eller har hatt besøk derfra.
- Hold deg mest mulig for deg selv de ti første dagene etter du har kommet tilbake, eller har hatt besøk fra områder med høyt smittetrykk.

Campus i Ålesund stengt / Ålesund campus closed

Alle ansatte 22.03.2021 By [Jan Erik Kaarø](#)

Fra i dag, 22.mars, er NTNUs campus i Ålesund fysisk stengt for studenter og ansatte. Dette 12.april.

Årsaken er et pågående smitteutbrudd i Ålesund som har ført til at kommunen har innført strenge NTNU-studenter er så langt meldt smittet.

For å opprettholde smittevern og adgangskontroll, er uniformerte Securitasvakter nå til stede på N pålagt å benytte hjemmekontor så langt som det er praktisk mulig. Faglærere og andre ansatte skal oppmøte med instituttleder/overordnet. Unntak fra stengningen for studenter gjelder nødvendige gjennomføres digitalt for å opprettholde progresjonen i studiet, for eksempel arbeidskrav i laborat

- [Her kan du lese mer om tiltakene som er satt i verk i Ålesund, Sula og Giske.](#)
- [Artikkel i Sunnmørsposten søndag.](#)

Local effects at IBI:

- No real outbreaks at IBI
- Corona measures in place
- 6-8 employees currently affected by travel restrictions
- Situation-dependent measures are being put in place.
- Sick-leave situation amongst employees is being monitored and followed up where sensible
 - PhD student extension 2nd round coming up.

BL-sak 03-21 Overgang til ny lederperiode 08-2021

Hiring process:

- Search committee established at IBI (involving Munro Jenssen, Kjørsvik and Jakobsen)
- Position had been advertised in December and selection process has been started in January.
- The selection process has been concluded and a ranking of the candidates produced.
- Result will be officially announced on the 8th of April

Local perspective on process / future management structure at NV faculty:

- Very few applicants for the institut leder jobs (average 2.25 per position, IBI: 4).
- Not very successful with respect to diversity.
- “Hickup” at Institute for Biotechnology (application period extended)
- Dean and Pro-Dean for research both from department of chemical engineering

Planned activities with respect to incoming institute leder / transition period:

- Regular briefings from current leder for future leder regarding ongoing processes
- Conclusion of as many of the ongoing processes as possible
- Future institute leder will attend IBI dager

HMS utvidet ledermøte 22.mars 2021

- **HMS for nyansatte ved IBI**

Ny power point presentasjon, HMS for nyansatte, er laget. Det legges opp til at alle nyansatte skal motta denne, gjennomgå kurset og signere elektronisk.

- **Risikovurdering/produktvurdering nye kjemikalier**

Delegert fra fakultetsnivå til institutt (HMS-koordinator). Ifølge ny utgave av eco-online er 646 kjemikalier ikke risikovurdert. Tot. 2493 kjemikalier registrert i eco-online (1815 unike kjemikalier). 80-90% eldre risikovurdering/produktvurdering enn to år så status bør kontrolleres. Produktvurdering skal utføres, ikke risikovurdering.

- **Avvik 2021 – 1 stk.**

- **Nye verneombud**

- Realfagbygget 1etg, U1, kontorer D1/E1. plantebiosenteret: Maja Caroline Haaker/Trude Johansen(vara) – uforandret
- Realfagbygget U2,U3, U4: Sigrid Lindmo/Henriette Vågland(vara) – også uforandret
- Sealab/TBS: Siv Anina Etter/ Rune Bjørgum(vara)

Status for fremtiden til Marin aktivitet

- **TBS:** High level committee evaluated in 2020 3 scenarios for the future development of TBS
 - Site visit with the dean at TBS in spring 2021; process with NTNU eiendom initiated
 - Strategy document for the local future development of TBS to be delivered to IBI by 1st of August 2021.
-
- **SeaLab:** Rental agreement runs out in 2025, therefore preparatory planning for the future has to be initiated
 - Colleagues at SeaLab have produced a vision document, which will be used for the planning.
 - The dean has received a copy of the document, so we can coordinate with / ensure support from NV faculty.
 - Currently coordination with SINTEF is being initiated about a possible joint future.

Status stillinger (faste vit./tekn/adm)

- Associate Professor in molecular plant ecology (Gesche Blume Werry, Uni Greifswald)
- Associate Professor in molecular plant physiology (Daniela Sueldo, Warwick)
- Associate Professor in ecosystems modelling (Hanna Lee, NORCE Bergen)
- Associate Professor in marine ecology: negotiations with 2nd ranked candidate (Ana Sirovic) under way
- Two Associate Professor positions in animal physiology: expert committee is supposed to provide a list with ranked candidates end of this week.
- Prosjektøkonom under utlysning

BOTT ØL - iverksetting fra 1. januar 2022

- **Lønnsystem (fra Paga til SAP)**
 - Endringen innebærer at alle ansatte får tilgang til DFØs selvbetjeningsportal og app fra 01.01.22.
- **Prosjektstyring (Fra Maconomy til Unit4 ERP)**
 - Lett å gjenbruke informasjon i nye søknadsprosesser
- **Innkjøp (Fra Basware til Unit4 ERP)**
 - Ett system for bestilling og fakturahåndtering
- Ny økonomimodell og regnskapsprinsipper
- NTNU tar ikke i bruk budsjettmodulen i Unit4, men skal fortsette å bruke (og videreutvikle) BEVISST

BOTT leverer standardiserte prosess- og rolle-beskrivelser etc.

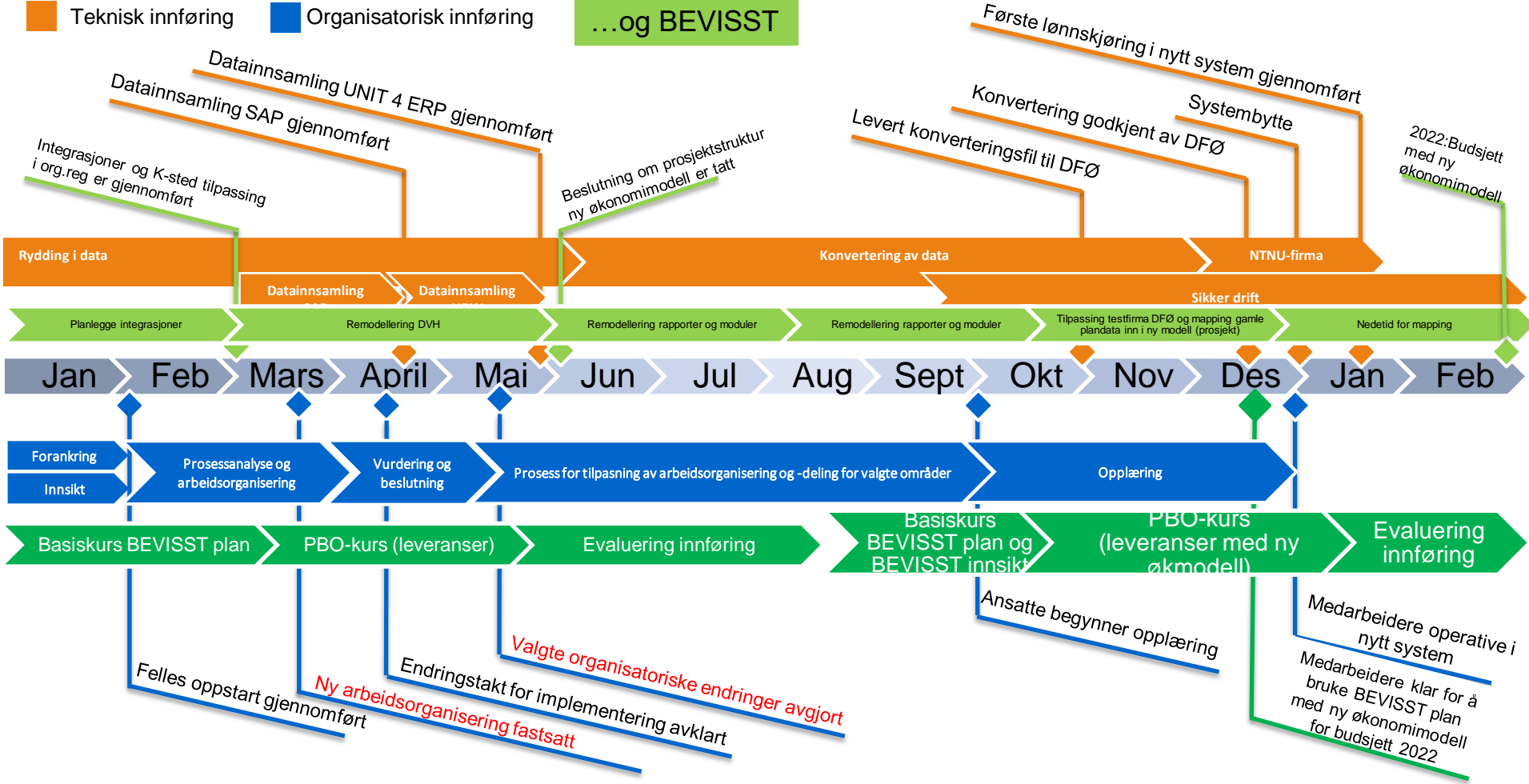
Jobben nå handler om å utrede muligheter og konsekvenser for NTNU, sette ambisjonsnivå og planlegge innføringen.



BOTT ØL – nye administrative systemer

2021 – Aktivitetsoversikt – Innføring BOTT Økonomi og Lønn

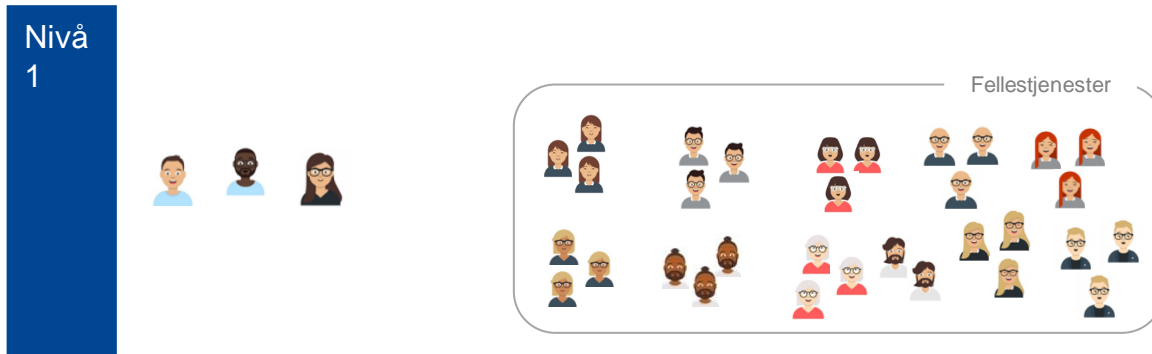
■ Teknisk innføring
 ■ Organisatorisk innføring
 ■ ...og BEVISST



BOTT ØL – nye administrative systemer

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Løsningsforslag: Lønn og Lønnsnær HR



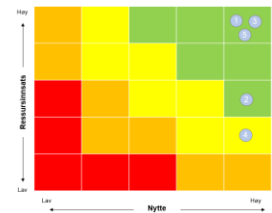
Roller: Lønn og Lønnsnær HR

- | | | | |
|--|-------------------------|--|--|
| | Behovshaver Kontrakt | | Kontrollør |
| | Koordinator Kontrakt | | Attestant |
| | Kostnadsgodkjenner | | Fagspesialist Tid |
| | Personalgodkjenner | | Fagspesialist Lønn |
| | Brakeradministratør ERP | | Fagspesialist Reise |
| | Prosessansvarlig | | Fagspesialist Lønnsrefusjoner |
| | Prosessrådgiver | | Feilretter Lønn |
| | | | Fagspesialist Utbetaling og offentlig rapportering |
| | | | Fagspesialist organisasjon |

Suksesskriterier:

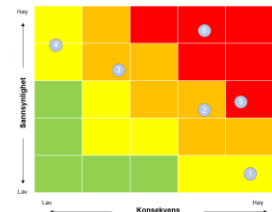
1. God bruker-/lederstøtte
2. Tydelig og tilgjengelig kontaktpunkt
3. Tydelig prosessansvar/eierskap
4. Riktige tilganger i hele organisasjonen
5. Vurdere hensiktsmessig organisering

Mulighetsmatrise:



Risiko:

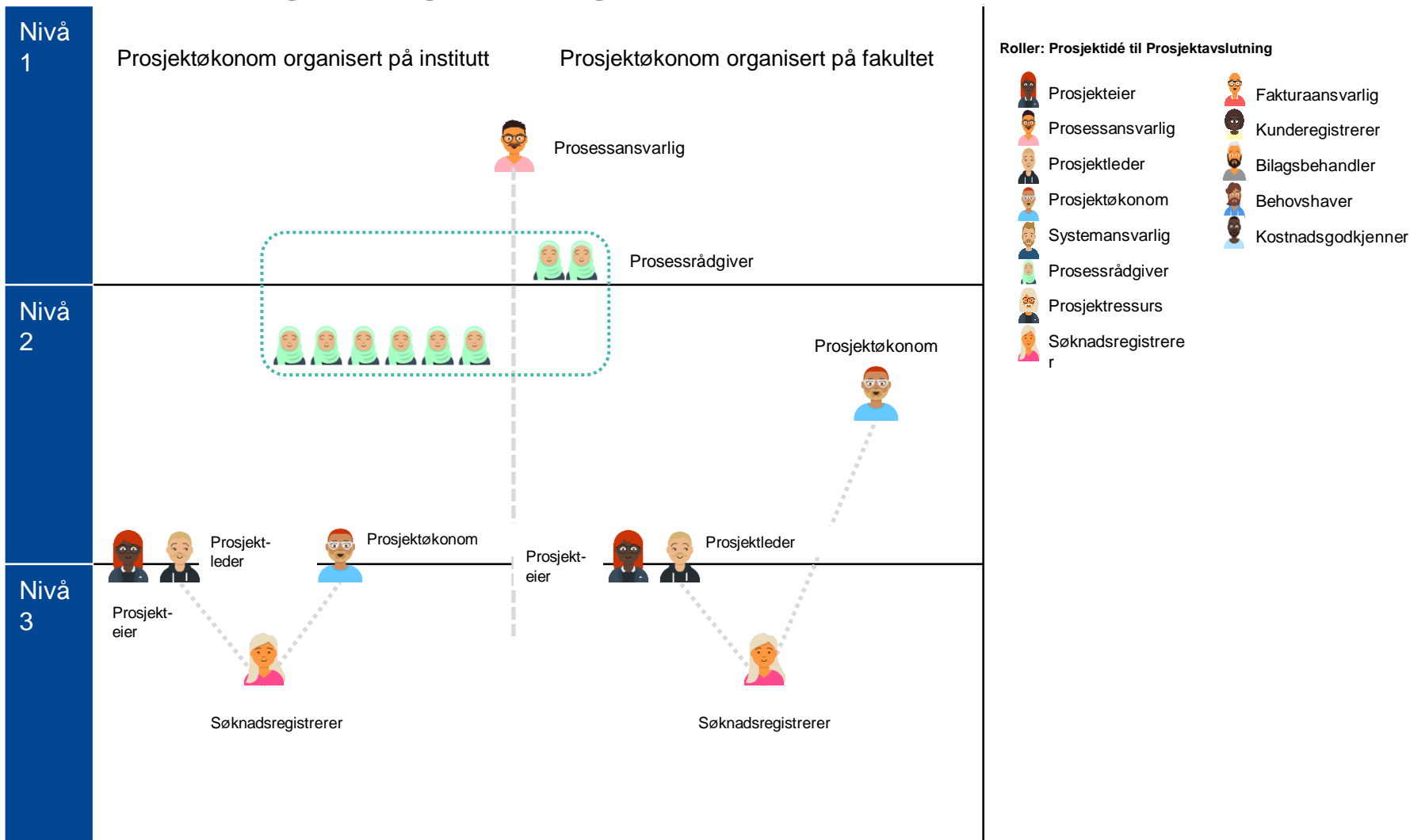
1. Lavere tilgjengelighet på fagekspertise og brukerstøtte
2. Oppgaver henger igjen
3. Motstridende interesser i organisasjonen
4. Mindre kjennskap til særtrekk ved instituttene
5. Får ikke med rett kompetanse
6. Uklart eierskap til prosessene



BOTT ØL – nye administrative systemer

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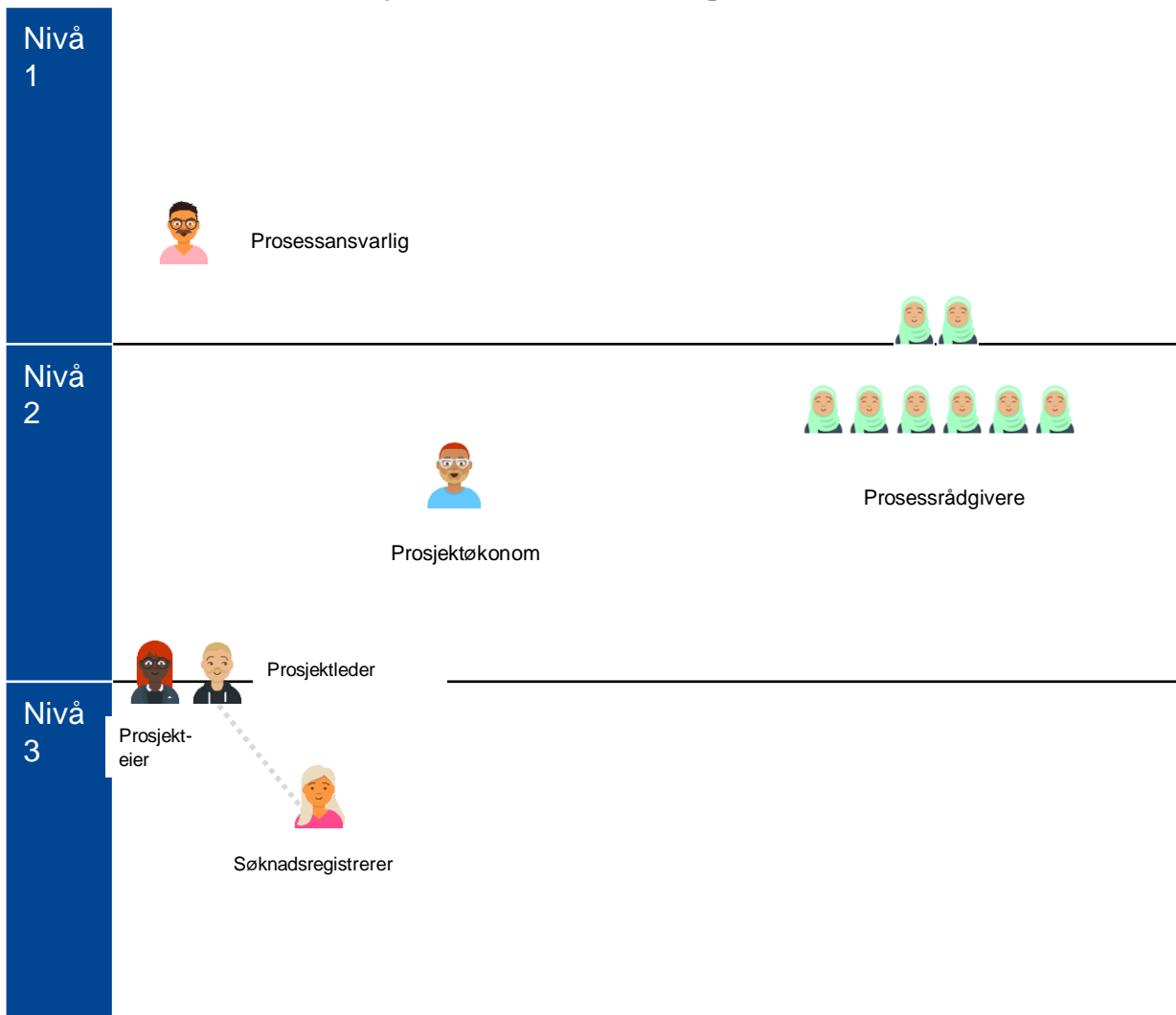
Scenario 1: Dagens organisering



BOTT ØL – nye administrative systemer

33

Scenario 2: Prosjektøkonom organisert på fakultet



Roller: Prosjektidé til Prosjektavslutning

- | | | | |
|--|--------------------|--|--------------------|
| | Prosjekteier | | Fakturaansvarlig |
| | Prosessansvarlig | | Kunderegistrerer |
| | Prosjektleder | | Bilagsbehandler |
| | Prosjektøkonom | | Behovshaver |
| | Systemansvarlig | | Kostnadsgodkjenner |
| | Prosessrådgiver | | |
| | Prosjektressurs | | |
| | Søknadsregistrerer | | |

IBI dager

14th of June: Strategy day (“Brekstad replacement”)

Morning: - 3 talks by new faculty members (15+5 minutes each)

Past/present/future of *research* at IBI

- How has IBI changed in the last 8 years? What have we achieved?
- What are our strengths and weaknesses?
- Where do we want to be in 4 years? How do we get there?

Afternoon: - 3 talks by new faculty members (15+5 minutes each)

Past/present/future of *education* at IBI

- How has IBI changed in the last 8 years? What have we achieved?
- What are our strengths and weaknesses?
- Where do we want to be in 4 years? How do we get there?

15th of June: Institute day

- Program developed by Forsknings kommittee / possibly modified by inclusion of talks by new faculty members.

16th of June: Sommerfest (Julebord replacement)

- To be organised together with welfare committee (possibly in Ringve).

Eventuelt

Thanks for coming!
God påske!