NTNU

Norwegian University of Science and Technology

Date   Reference

Minutes

Present:	Inka Anglade, Siv Anina Etter, Augustine Arukwe, Atle Bones, Daniela Sueldo, Veerle Jaspers; Lena van Giesen, Tereza Ticha, Maja Haaker, Henrik Jensen
Not present:	Ana Sirovic, Vidar Grøtan
Copy to:	
Subject:	Minutes from the FK-committee
Time of meeting:	14.00 Place: DU2-150

Signature:

Agenda:

1. The IBI-day on December 1st. Program and planning.
2. RCN FRIPRO application plans? Who plans to apply, and how can we encourage people to submit project proposals to FRIPRO next year?
3. Announcements for two technical positions.
4. Any other business.

1.The IBI-day on December 1st. Program and planning.

The current plan is:

Time	Activity	Who
0830-0840	Welcome and introduction to the day	Kjetil and Henrik
0840-0900	Information from the strategy committee on strategy	Jane
0900-1015	Group discussions on our strategy	
1015-1100	Mingling and poster/post-it session with coffee	
1100-1200	Presentations and discussion of group work in plenum	
1200-1300	Lunch	
1300-1315	Information from the strategy committee on section organization	Jane
1315-1330	Input/information on teaching aspects related to section organization	Kjell Inge/Berit

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1330-1445	Group discussions on our section organization	
1445-1515	Mingling and poster/post-it session with coffee	
1515-1615	Presentations and discussion of group work in plenum	
1615-1630	Summing up of the day	Kjetil

Important additional points are:

- Make groups for group discussions on beforehand and appoint a leader and secretary when the attendance list is ready. Group size should not be too large. Perhaps ca. 10 people per group is a good size?
- The groups need to have clear instructions what to discuss, and need to produce a written summary of their discussion that they send to Kjetil afterwards. The strategy committee (plus possibly Kjetil and the FK and UK?) will provide points for the discussions.
- When the numbers of groups and discussion questions are known we will decide on how the plenary discussions will be carried out (to cope with time limitations); perhaps a subset of groups will present their responses to a subset of the questions, whereas the rest of the groups give additional points from their discussions in the plenary discussion?

2. RCN FRIPRO application plans? Who plans to apply, and how can we encourage people to submit project proposals to FRIPRO next year?

We did a round-table presentation of plans for RCN applications. Only one person (from Animal Physiology) will apply before Christmas and has so far used the internal feedback-system. Next year we expect that at least one person from each of the sections CellMol, MSB and Envitox will apply.

All sections need to think strategically about RCN applications, supporting and encouraging potential applicants.

Presentations of project ideas at an early stage has worked well in some groups before and is recommended. An internal review process and project discussions within sections is also helpful.

Remember that we can use the internal feedback system also for project applications to other funding sources than RCN.

3. Announcement from two engineer-positions.

We discussed the announcement texts for the two technical staff positions. In general, we think the announcements should be quite broad, to have more good applicants to choose from. Some other details of the two adds were also discussed. Henrik will add our comments to the announcements and send them back to Stig.
We also discussed the importance of involving scientific staff in the evaluation process of the applicants.

4. AOB

Lena brought up the importance of NTNU strengthening and supporting infrastructure. Support from excellent research infrastructure is (and should also be in the future) one of the strengths of NTNU. Thus, it is

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important that resources (people) are allocated to actually run existing instruments/infrastructure both at IBI, NV and core facilities at other faculties. Maybe there is a need for NV to support core facilities infrastructure at other faculties?