

Proposals for action regarding working environment at ITA for 2015

This plan is made based on input from everyone present at the ARK meeting in December.

- 1) *New employees and long term guests need to be more thoroughly introduced upon arrival at the institute. They also need to receive better information about practicalities concerning visa, housing, taxes, etc.*

Actions:

- a) The newcomer is to be taken on a tour of the institute by either the Head of Department (Institute Leader), or one of the Level 4 leaders, where he/she is introduced to ITA's staff.
- b) The leader shows him/her the information available on UiO's web page:
<http://www.uio.no/english/for-employees/employment/international-researchers/index.html>
- c) At an early stage the newcomer is invited to give a presentation of him/herself and his/her field of research as a Friday colloquium, or similar.
- d) The newcomer is asked to give a short evaluation of our procedure of introduction to the ITA, within two weeks. The evaluation goes to the Head of Office.
- e) The newcomer is assigned a "buddy" who can answer questions, and ensure that he/she is invited to join lunches, seminars etc.

- 2) *We need more interaction between people at the institute – both between the formally defined groups, and within these groups.*

Actions:

- a) On the last Friday of each month, during the usual Friday colloquium time, we will instead arrange "mingling time" in the foyer downstairs, featuring mini lecture(s) of say 10 minutes and coffee. (Made by the permanently employed.)
- b) Locals are encouraged to give Friday Colloquia at a level everyone can appreciate, which means that a master student in Solar physics should understand what a Cosmology colloquium is about, and vice versa. This would also be training in presentation skills.

3) *Applications for external funding are not sufficiently based on the institute's strategy.*

Actions:

- a. Update and extend our strategic plan to 2020.
- b. The Level 4 leaders and the Head of Department ensure that applications are in line with the institute's strategy and are prioritized.

4) *Project leaders need more project administrative support.*

Actions:

- a. The leader group at the ITA (Head of Department, Head of Office, Level 4 leaders) arranges a meeting with current project leaders in order to identify what kind of support is needed.
- b. The leader group considers what measures can be implemented.

5) *Lecturers, PhD-students and Post-docs are not offered courses on presentation techniques and paper writing.*

Actions:

- a. The Faculty is working to develop such courses. We will follow this development and inform as courses take shape.