



UIODOC ANNUAL REPORT 2014

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BACKGROUND

UiODoc - Interesseorganisasjonen for stipendiater ved UiO (www.uiodoc.no), is an organization working for the common academic, professional and social interests of PhD candidates (PhDs), postdoctoral researchers (Postdocs), and other academic staff employed on a temporary basis at the University of Oslo (UiO).

UiODoc's main aims are:

- To serve as a link between the University Administration and PhD candidates and Postdocs at UiO;
- To develop a common forum for PhD candidates and Postdocs at UiO;
- To contribute to the scientific and academic development of PhD candidates and Postdocs at UiO.

This Annual Report serves to document and to inform the represented group and the UiO leadership about the activities undertaken by UiODoc in 2014.

UiODoc was founded in 2003. Over this period, UiODoc relied exclusively on volunteer work and sporadic financial contributions from UiO, through the support of specific events. Since 2013, as a result of a formal application for funding, UiO is supporting UiODoc financially. A formal contract was signed (see page 7 and 21), granting 250 000 NOK annually.

UiODoc collaborates closely with the PhD-organization at the national level, Stipendiat-organisasjonen i Norge (SiN) and local PhD-organizations at UiO Faculties and Institutes.

EXECUTIVE SUMMARY

In 2014, UiODoc rose to prominence as the organization that represents PhD candidates, postdoctoral researchers and other scientific staff with a temporary employment in relation to the University of Oslo (UiO) management. By the end of 2014, UiODoc can list a number of achievements with regard to its aims, in particular:

- a) UiODoc representatives are now invited regularly to meetings with the University Management Team (Rektoratet).
- b) UiODoc has been recognized and acknowledged in its role of providing input to various aspects of career development for temporary staff, within UiO-lead initiatives and projects. E.g., UiODoc gives input to the research deans' strategic meetings on PhD student education.
- c) Skills development activities initiated and organized by UiODoc were successfully handed over to the Career Services Center/Karrieresenteret.

Besides these strategic achievements, UiODoc continues to organize successful events that serve the needs of the represented group of employees (see overview of events, pages 13). The course on communication skills gathered more than 250 participants. We see this high interest and the positive responses of participating PhDs and Postdocs to survey polls as a clear indication of the need for an organization such as UiODoc at UiO.

In 2014 UiODoc has continued a fruitful collaboration with the University administration, Karrieresenteret, SIN (Stipendiatororganisasjonene i Norge), local PhD associations at UiO faculties and institutes, and external organizations (e.g., Forskerforbundet). This shows that UiODoc is building an effective network.

Internally, UiODoc was re-organized in 2014. The organizational structure was adjusted to the current needs, which were identified through surveys among the target group and discussion within the board. UiODoc's organizational structure was clarified, positions and roles were defined within the board and assigned to the current board members (see page 5 for a detailed profile).

The increased visibility achieved in the course of 2014 ensures that UiODoc is now in a much better position to realize its goals.

UIODOC BOARD STRUCTURE

President: Meryl Sønderby Lillenes, Postdoc, Department of Clinical Medicine, Faculty of Medicine

Secretary: Crina Damşa, Postdoc, Department of Education, Faculty of Educational Sciences

SiN liaison officer: Ingun Lund Witsø, PhD Candidate, Department of Oral Biology, University of Oslo

University Board liaison officer: Sofie Høgestøl, PhD Candidate, Faculty of Law

UiO Representatives Officer: Désirée Treichler, PhD candidate, Department of Geosciences, Faculty of Mathematics and Natural Sciences.

Public Relations Officers: Tiago Pereira, Postdoc, Institute of Theoretical Astrophysics, Faculty of Mathematics and Natural Sciences and Jelena Mirkovic, Postdoc at the Oslo University Hospital

Events Officer: David Lipsett, PhD Candidate, Institute of Experimental Medical Research, Faculty of Medicine

Associated board member: Jessica Lönn-Stensrud, Senior Academic Librarian, University Library.

ACHIEVEMENTS IN 2014

CONTINUED FINANCIAL SUPPORT FROM UIO

UiODoc's formal application for funding has been granted also in 2014. UiODoc and UiO agreed on a formal contract stating that UiO will provide 250 000 NOK annually for the next 3 years, and that the collaboration is to be evaluated in 2016 before funding is renewed. Any change in funding level is to be announced 6 months in advance of the February payment. A maximum of 40% of the funds can be used for board member compensation while the remaining 60% should be used for supporting courses for representatives in UiO boards and forums, UiODoc board members, events for PhDs and Postdocs, participation and traveling expenses for UiODoc representation at conferences, meetings, and other relevant activities.

UiODoc is expected to present an annual report on activities, finances, operation and plans for the coming year. Furthermore, UiODoc is expected to:

- Provide a representative to "Forum for forskerutdanningen" and similar forums and UiO projects or initiatives needing a PhD representative;
- Function as a consultative body and discussion partner in issues on PhD education and interests;
- Contribute in informing potential and present PhD candidates.

The contract also states that UiODoc should have access to infrastructure including UiO mailing addresses, booking of rooms at UiO, a small office, webpages, post address and be able to send out e-mails for mass distribution of information at UiO. Changes to the contract must be announced 6 months in advance, and if one of the parties wishes to make use of their mutual right to terminate the contract, this must be notified 1 year in advance.

For further details, see the formal contract on page 26.

FORMALIZED COLLABORATION WITH UIO MANAGEMENT TEAM AND OTHER UIO BODIES

1. Regular meetings with UiO leadership team

After meetings of the UiODoc board leader and members with various bodies involved in PhD education, academic/staff development, Karrieresenteret, etc., it had become clear that UiODoc has valuable input to offer to the University management and leadership regarding the needs and the situation of the group it represents. Consequently, UiODoc has been invited to participate in regular meetings with the UiO leadership team, under the coordination of the Vice-Dean Knut Fægri and Pro-Rector Ragnhild Hennum. To date, UiODoc, represented by Meryl S. Lillenes, Crina Damşa, and Jessica Lönn-Stensrud (one time) participated in two meetings, which are intended to take place at least once a semester.

As expressed by the leadership, the invitation of UiODoc to these meeting emerged from a visible need for input and feedback regarding regulations, guidelines, support structures and facilities that UiO as an employer can and should offer to its temporary academic staff. It became obvious that UiODoc is in touch with the needs and views of the represented group and therefore the leadership considers meetings such as these a functional way to identify problems, needs and opportunities to improve the work environment for these groups, and to enable high-level performance and further development. The first meeting was used as an opportunity to present UiODoc (its aims and activities) where the leadership inquired about which issues need to be addressed. The second meeting agenda was set up based on the issues identified in the first meeting, in addition to input by the UiODoc board.

2. Meeting with Research Deans on Quality in the PhD-education

PhD education has been evaluated in a number of reports/processes (e.g. “Akademisk, attraktiv, allsidig (AAA)” report 2012, “Strategic Advisory Board (SAB)” report 2014) in the last years. It is now being improved based on the outcome of this work and in line with the UiO strategic plan for 2020, as well as the imposed EU framework. In May 2014, the

University board finally decided on a platform with seven principles for improving the education. All the faculties are to implement changes based on these principles, in addition to Strategy 2020.

The aim is to improve the education itself and strengthen the support network around the education, in one way or another, depending on each faculty's main challenges. In connection to this, UiODoc was invited to a meeting with the Faculty Deans of Research. The goal was to discuss matters related to PhD education and to find individual and common solutions for the faculties to the challenges raised. The Deans themselves raised up many of our main concerns. These included:

- Providing good and relevant courses for PhDs across faculties, University, etc. The information on all available courses/resources provided by UiO has to be gathered;
 - The need to create a common platform that is easily accessible;
 - The need for supervisor/leader training (eventually making it mandatory);
- Note: The Academic development group (Fagområdet for universitetspedagogikk - FUP) is currently providing such courses.

3. Collaboration with the Career Services Center (Karrieresenteret)

The plan is to address career guidance and competence building of PhDs/young researchers. This is a point that UiODoc is very concerned with, namely: what happens after a PhD, and what are the working conditions of Postdocs? This issue is also being addressed by UiODoc in relevant settings, and in 2015 UiO will map how the Career Services Center at UiO can use their knowledge and offer guidance also for PhDs. This mapping and development of cooperation is a direct result of our effort to highlight the importance and the interest in benefiting from this offer. Finally, the University Board has decided that UiO should look at the possibility of using the Career Services Center to give PhDs this offer. UiODoc is part of the workgroup in coordination with the Career Services Center that aims at developing a course on career development for PhDs at UiO that will be offered every semester.

4. Participation in the workgroup “Research quality” for implementing the SAB report at UiO

UiO's Ambitious *Strategy 2020* aims to increase the University's international visibility as a leading, research-intensive University by 2020. In September 2012, following a decision made by the University Board, and in keeping with the University's Action Plan for

Internationalization, the University appointed an international *Strategic Advisory Board* (SAB) for a period of two years, with the task of advising UiO on how to fulfil the goals outlined in its strategic plan. This work resulted in the SAB-report. In the autumn of 2014, UiO started an internal monitoring process on how to implement the recommendations presented in the SAB report. The University Board decided that the first phase (2015 and 2016) should include four key areas:

- 1) Education quality
- 2) Research Quality
- 3) Interdisciplinarity
- 4) UiO organizational and decision-making structure.

The University Board approved the mandates of the working groups for each of the first three areas in their meeting 01/27/15. UiODoc was represented by the leader, Meryl Sønnerby Lillenes, and participates in the workgroup addressing 3) Research quality. This participation will be detailed throughout 2015.

5. Participation in a workgroup charting the functionality of the BioMed part of the planned new Life Science building

As part of the UiO 2020 Strategy, the University is planning to build the largest University building (Life Science building¹) in Norway to fulfil the ambitions of their Life Science Strategy². At the end of 2014, it was decided that a workgroup appointed to address the functionality of the BioMed part of this building had to be established, and UiODoc, represented by the leader, presents PhDs/Postdocs in this work that will prepare a report within April 2015.

6. Collaboration with the Science Library - PhD on track

UiODoc is also in continuous contact with the Science Library, which coordinates the “PhD on track” research support, as well as with the Department of Academic Administration. We work together for improving the PhD/Postdoc conditions through courses and other support structures.

¹ <http://www.statsbygg.no/Prosjekter-og-eiendommer/Byggeprosjekter/UiO-Livsvitenskap/3D-film/>)

² <http://www.uio.no/om/organisasjon/styret/moter/2014/06-24-25/v-sak-7-livsvitenskap.pdf>

7. Meeting on research leadership training offer at UiO (to be continued in 2015)

UiODoc has been invited to a seminar on 6 January 2015 to contribute to the initiative of setting up a research leadership course/training offer at UiO. Since 2007, UiO has offered a skills development program for research leadership (FLP) at the operational level (group leaders, center leaders etc.). The prioritized target group for FLP has been research leaders with actual leadership responsibilities and with experience in research leadership. In early 2015 the program was completed for the 9th time. In addition, a research management program for young scientists with funding from FRIPRO and Joint Promotion/Fellesløftet 2014 (both grants/funding awarded to promising young researchers), was tested with great success. It has been developed based on participant evaluations and experiences, and a total of 315 participants have completed the program. Those who work with this program want to collect further input and share experiences as well as convey issues that are relevant to the organization, to discuss the way forward. UiODoc has been in contact with them and has consequently been invited to participate in their seminar February 3d 2015 to give our opinion on the development of the research leadership course/training offers at UiO.

NATIONAL-LEVEL COLLABORATION: SiN

UiODoc collaborates closely with Stipendiat-organisasjonene i Norge (SiN).

SiN is a network promoting the contact between local PhD-organizations at Universities and University Colleges in Norway. It aims at expressing joint opinions on political issues concerning education and research, and other issues relevant to the member organizations. In total, nine local PhD organizations are affiliated to SiN.

SiN addresses current challenges related to educational, economic and social issues for temporary scientific staff at Norwegian Universities and University Colleges. The focus is specifically on the quality of research education, with respect to the quality and feasibility of projects, supervision, research funding and working conditions.

SiN contributes to the development of a stronger academic environment around PhD students and Postdocs in Norway, and collaborates with relevant institutions involved in the development of policy and administrative tools related to research, innovation and development at local, national and international levels. In 2014, SiN received funding from

Kunnskapsdepartementet (KD), and has been represented at a national level by a board position in UHR FU (Universitetet og Høgskolerådets Forskningsutvalg). At an international level, SiN is a member of EURODOC (European Council of Doctoral Candidates and Junior Researchers). SiN is a voluntary organization and not associated with any labor union.

Participating in Universitets- og Høgskolerådets (UHR) working groups, sent representatives at the EURODOC AGM, and writing replies to hearings sent from KD, are among the major activities SiN participated in during 2014.

Among the specific points of collaboration with SiN, UiODoc was involved in the following:

1. SiN, together with UiODoc and the other member organizations, wrote a reply to a hearing sent out by Kunnskapsdepartementet (KD), on the regulation for the upcoming tenure track positions which are to be implemented in Norway. The reply was sent to KD the 15th of January, 2015;
2. SiN and UiODoc collaborated in the planning, organizing, and funding of the workshop on constructing the SiN/UiODoc organization with Stein Wesenberg.

INTRA UIO COLLABORATION

The following local PhD-organizations are fully independent of UiODoc and two of them – MedDoc and the PhD Council at the Faculty of Law – have a considerably longer history than UiODoc. The other two – PsyDoc and PharmaDoc – were established in 2013, partly as a consequence of initiatives from UiODoc. For all these organizations, UiODoc aims to function as an overarching umbrella organization, both supporting local initiatives and working as a representative for these local organizations in our interactions with the central administration at UiO.

- **MedDoc:** Faculty of Medicine.
- **PhD Council at the Faculty of Law (Stipendiatrådet ved det juridiske fakultet):** Faculty of Law
- **PsyDoc:** Department of Psychology, Faculty of Social Sciences.
- **PharmaDoc:** Department of Pharmacy, Faculty of Mathematics and Natural Sciences.

ACTIVITIES OUTSIDE UiO CONTEXT

Group leader seminar at Oslo University Hospital

UiODoc was invited to speak at Oslo University Hospital's KDI group leader seminar on 25th of September 2014: "Research leadership and collaboration in the research groups". David Lipsett and Meryl S. Lillenes delivered a presentation from a PhD student's and Postdoc's perspective,, respectively.

Collaborations with Career Services Center (Karrieresenteret) UiO:

As a result of UiODocs meeting with the Career Services center (Karrieresenteret), establishing that PhDs and Postdocs need career planning and the willingness of the Career Services center to provide such support, UiO (the Department of Academic Administration) is now working with the Career Services center to set up a course/support offer for PhDs candidates on career planning. There have been several workshops to decide the content and format of this course, of which UiODoc has been an important member. The Department of Academic Administration is now preparing a proposal to be presented to the Management Team (Rektoratet) with the planning of the annual budget, suggesting the need for two employees at the Career Services Center to provide the career planning courses for PhDs at UiO.

The student ombudsman at UiO and research ombudsman at the Faculty of Medicine:

UiODoc had meetings with Peter Kierulf (forskningsombud at the Medical Faculty) and Marianne H. Rustberggard (studentombud UiO). It was concluded that there is a clear need for UiO to establish a research ombudsman at each faculty, or at least provide a general central ombudsman for all the University's PhDs Candidates and Postdocs. UiODoc has forwarded this request in to the Management Team. However, due to a concurrent proposal of a research ombudsman now being discussed in the University Board, this matter is awaiting a decision..

OVERVIEW OF ORGANIZED EVENTS

EVENTS FOR MEMBERS

1. Spring semester course for UiO representatives (17.03.2014)

UiODoc invited various representatives at UiO to inform them about UiODoc and receive input on what the representatives would like UiODoc to work towards. An e-mail list was set up for the representatives to ensure communication to and from the representatives. This event is a follow up on the decision that there will be two meetings a year: one in spring to establish contact between new and old representatives, learn about the job as a representative and discuss common goals and another in the fall, with a course for the representatives within leadership/organizational work/communication followed by discussion in context with the spring meeting.

2. Seminar "Effective job application strategies" (05.03.2014)

In collaboration with Karrieresenteret, UiODoc organized a seminar entitled "Effective job application strategies". The aim of the event was to both teach proper CV writing and effective job hunting skills. The invited speaker was Espen Kallevik from Karrieresenteret.

The seminar included information on the following themes:

- a. Competence mapping (identifying skills that set you apart)
- b. Preparing an effective CV
- c. The use of social media in the job hunting process

A total of 125 participants participated; the feedback on the seminar was overwhelmingly positive.

3. Social event (05.03.2014)

UiODoc invited all PhDs and Postdocs at UiO to a social event in order to elicit and sustain a common social and academic forum for networking and exchange of experiences across faculties. Participants were asked to fill in a questionnaire and provide feedback on what they would expect UiODoc to focus on.

4. Seminar “Communication skills” (08.05.2014)

The purpose of this seminar was to give PhDs and Postdocs a real booster in communication and presentation technique. The seminar was conducted by David Tomlinson (UK/FR), an expert with 30 years’ experience as a professional speaker, recognized and widely-used instructor in communication and presentation techniques ranging from academia to large business companies. With more than 300 participants, this event was very popular. The survey-gathered feedback was also very positive.

5. Seminar “Eliminate stress: how to manage Your PhD/Postdoc project more effectively” (29.10.2014)

UiODoc organized a seminar about self-management with a focus on project management, time and stress management strategies that enable individuals to improve their work habits. The invited speaker was Stein D. Wesenberg³ from GK Change AS. Wesenberg is a graduate from UiO, with a degree in Occupational and Organization Sociology and has over 15-years’ experience managing projects in both the private and public sectors. The purpose of this seminar was to help PhD Candidates and Postdocs understand of how stress emerges and which factors feed it, and learn about tools and strategies to address stressful situations, whether related to the research work or the work environment. Approximately 200 participants attended.

³ <http://www.geelmuyden-kiese.no/author/stein-wesenberg/>

ANNUAL GENERAL MEETING AND BOARD MEETINGS

1. Annual General Meeting (14.05.14)

The Annual General Meeting was held at Lucy Smith hus and was followed by a casual dinner. A total of 17 participants were present at the meeting, where the agenda, finances and budget were approved and a new board was elected.

Agenda points and summary of discussed issues:

1. Introduction of all present at the AGM
2. Presentation of UiODoc-highlights from 2013/2014 by Torgeir Moberget
3. AGM formalities:
 1. Approval of UiODoc, accounts for 2013 and budget for 2014
 2. Election of a new UiODoc Board: Present 10 people
 - President: Meryl S. Lillenes (unanimous vote)
 - Vice-President: Crina Damsa (unanimous vote)
 - SiN representative: To be determined
 - International representative: Tiago Pereira (unanimous vote)
 - External representative: David Lipsett (unanimous vote)

New board members:

Jessica Lönn-Stensrud (Realfagsbiblioteket)
Désirée Treichler (MatNat)
Jelena Mirkovic (OUS/MedFak)

4. Discussion/Ideas for future UiODoc activities
 - Invite the Dean, the PhD education coordinator and other key persons to UiODoc events in order to build closer connections
Seminar: Learn how to teach, building an organization, inspirational talk
 - Develop a PR strategy for UiODoc
 - Information to new PhDs (both foreign and Norwegian)
 - Meeting every half year with the University Management (Rektoratet) on important issues
 - UiODoc focus on PhDs and Postdocs

2. Workshops for reorganizing UiODoc (part 1 – 29.10.2014; part 2 - 11.11.2014)

The UiODoc board has been making a great effort to organize UiODoc, to ensure a structured and robust organization that will survive a high turnover of board members, limited resources and fluctuations in the UiO environment. The board organized a series of two workshops led by organizational expert Stein Wesenberg, who led the work on defining UiODoc's goals, views, agenda, structure, priorities.

This work has resulted in a new board structure with designated positions (7), each with its own defined tasks and responsibilities that will facilitate the work of UiODoc. We are happy to introduce the re-organized board (same members as elected):

President: Meryl Sønnderby Lillenes, Postdoc, Department of Clinical Medicine, Faculty of Medicine

Secretary: Crina Damşa, Postdoc, Department of Education, Faculty of Educational Sciences

SiN liaison officer: Ingun Lund Witsø, PhD Candidate, Department of Oral Biology, University of Oslo

University Board liaison officer: Sofie Høgestøl, PhD Candidate, Faculty of Law

UiO Representatives Officer: Désirée Treichler, PhD Candidate, Department of Geosciences, Faculty of Mathematics and Natural Sciences.

Public Relations Officers: Tiago Pereira, Postdoc, Institute of Theoretical Astrophysics, Faculty of Mathematics and Natural Sciences; and Jelena Mirkovic, Postdoc at the Oslo University Hospital

Events Officer: David Lipsett, PhD Candidate, Institute of Experimental Medical Research, Faculty of Medicine

Associated board member: Jessica Lönn-Stensrud, Senior Academic Librarian, University Library.

3. Web development workshop (05.11.2014)

In parallel to building the organization, the UiODoc board has worked on the development of the website, both at the board meetings and in a special workshop organized to implement all the ideas put forward. UiODoc has now a fully functional, updated, UiO-affiliated web site: www.uiodoc.no. In connection with the website, the email lists and contacts have been set up to make use of the uiodoc.no domain, allowing for increased visibility and streamlining the contact with the members.

4. Board meeting with dinner (13.08.2014)

The UiODoc board organized a meeting followed by a dinner, to introduce the new board members, stimulate social interaction and to achieve a closer collaboration, set dates and themes for the autumn seminars, and to decide focus areas this year (publicity, marketing and organizational leadership).

5. Seven regular board meetings

The board has met regularly during the year. These meetings were mainly devoted to organizing:

- Restructuring and reconfiguring the UiODoc as an organization;
- Organizing and developing the website;
- Organizing the UiODoc events;
- Preparing meetings with the UiO leadership team and other meetings board members participated in;
- Preparing replies and comments to various official documents.

Board meeting dates: 15.01, 19.02, 13.08, 20.08, 09.09, 22.09, and 27.11

Note: No UiODoc funds were used for food or refreshments during these meetings.

BUDGET 2014

Budget 2014	Supplier	Description	Date	Sum (NOK)
Income	UiO Avdeling for fagstøtte	Assets		250 000
Personnel costs		Board Fees		100 000
Operating expenses		SiN membership	2014	2000
		Refreshment Christmas lunch	11.12.2013	6396
	Express mat AS	Refreshment Social event with pizza	05.03.2014	3406
	Realistforeningen	Venue fee Social event	05.03.2014	5111
		Refreshment (tapas) Course Representatives	17.03.2014	17 315
		Refreshment seminar David Tomlinson	08.05.2014	1063
		Lecture fee David Tomlinson	08.05.2014	12 376
	Clarion Coll Hotel Savoy	Hotel David Tomlinson	08.05.2014	1293
		Refreshment AGM	14.05.2014	5 405
	Olivia	Board dinner	13.08.2014	2 000
		Lecture Fee Seminar Stein D. Wesenberg TriCo	29.10.2014	25 000
	SiO Mat og drikke	Refreshment Workshop 1 Organizing UiODoc	29.10.2014	2161
		Workshop fee Stein D. Wesenberg	11.11.2014	13 125
	Elvebredden Catering AS	Refreshment Workshop 2 Organizing UiODoc	11.11.2014	1482
		Sum		98 133
		Balance		51 867

Note: The financial information was provided by the UiO Financial Administration, which also manages these funds

PLANS FOR 2015

Spring semester 2015

1. Course for UiO representatives (Feb 27th 2015)

Note: UiO has recognized the need for better support for temporary board members. The election period for board members that represent students and temporary staff is only one year. This is a very short appointment to actively contribute and forward the interests of the employees/students. In 2015 a pilot course for UiO faculty and institutes board members who represent temporary employees (representanter for midlertidige akademiske ansatte), and student members, will be held. The pilot course is jointly organized by the UiO Avdeling for personalstøtte, Désirée Treichler (UiODoc board member and UiO Representatives Officer), Sofie Høgestøl (UiO Board Representative and UiODoc board member), and the student UiO board representatives. The course is given by organization psychologist Claus H. Jebsen, Institutt for Medskapende Ledelse. UiODoc and the other members of the organizing committee consider this course a useful tool for helping temporary board members to know their role, rights and possibilities within the board, and to better equip them for actively working towards the interests of the employee/student group they represent. The organizing committee therefore strongly agrees that such a course shall be organized every spring, with a complementary course organized by the students' representatives every autumn. This is important to assure continuity, establish collaboration and a routine, and also to cater for board members elected at odd times of the year.

2. Seminar in academic writing (January 21st 2015)

3. How to plan your career success as a Postdoc: a workshop (March 24th 2015)

4. Debate: Career paths for temporary academic staff, and website launch (April 21th 2015)

5. UiODoc website launch (April 21th 2015)

6. AGM (May 21th 2015)

7. Summer closing social event (May 21th 2015)

Autumn semester 2015

8. Course for UiO representatives
9. Inspiring talk seminar
10. Second seminar related to academic activities – to be decided
11. Social event

Identified and remaining challenges:

- Reach out to and stay in contact with all the UiO Postdocs and other temporary academic staff (mailing lists);
- Increase visibility;
- Get overview of all new representatives elected winter 14/15 and summer 15;
- Collect survey data about our events and feedback from the participants with regard to the quality of the events and needs for other types of activities – task in progress

BUDGET 2015

Tentative budget 2015	
Spring	
Course for representatives - 1	4 000
Social event - 1	15 000
SiN membership - 1	2 000
Seminar 1	1 000
Seminar 2	20 000
Annual General Meeting	15 000
Board dinner	3 000
Fall	
Social events - 1	30 000
Seminar - 2	30 000
Course for representatives - 1	30 000
Executive committee fees	100 000
Total	250 000

APPENDIX 1. UIDOC STATUTES

**Vedtekter
for
Stipendiatenes interesseforening ved Universitetet i Oslo (UiOdoc)**
Vedtatt 13.03.2003, endret senest 2012

§ 1 Navn

Foreningens navn er Stipendiatenes interesseforening ved Universitetet i Oslo, til vanlig forkortet UiOdoc. Foreningen ble stiftet 13. mars 2003.

§ 2 Formål

UiODoc skal være en ressurs og pådriver for doktorgradsstudenters, stipendiater, postdoc-stipendiater og andre tilsatte i vitenskapelige rekrutteringsstillinger's (heretter omtalt som stipendiater) felles interesser ved Universitetet i Oslo.

Organisasjonen har følgende hovedarbeidsområder:

- Å være et bindeledd mellom ledelsen/sentraladministrasjonen og stipendiater ved UiO
- Å utvikle en felles plattform for stipendiater ved UiO
- Å bidra til å ivareta den faglige utviklingen til stipendiater ved UiO

Punkt 1) UiODoc skal være et bindeledd mellom stipendiatene og Universitetet i Oslo, og kan i tillegg arbeide for å skape møteplasser for stipendiater og næringsliv, forskningsinstitusjoner og andre aktuelle arbeidsgivere for unge forskere.

Punkt 2) Arrangementer som debatter, foredrag og andre sosiale aktiviteter vil UiODoc utvikle en felles plattform for sosiale og tverrfaglige interesser. Gjennom fellesmøter for representanter for hele UiODoc's målgruppe (universitet-, institutt-, og fakultetstyrerepresentanter, representater i ph.d.-utvalg og råd og ledere for ph.d.-forum), vil UiODoc også skape rom for erfaringsutveksling og diskusjon rundt tema som er relevante for alle stipendiater og unge forskere.

Punkt 3) UiODoc skal arbeide for å bedre stipendiater arbeidssituasjon med fokus på faglige rettigheter og plikter på UiO, samt deres sosiale, og faglige interesser. Foreningen skal videreformidle stipendiatene faglige behov og jobbe for at faglige rettigheter ivaretas.

Det kan opprettes egne avdelinger av foreningen ved de forskjellige fakultetene/instituttene.

§ 3 Medlemskap

UiODoc har ikke offisielt medlemskap, men representerer alle registrerte doktorgradsstudenter, stipendiater, postdoc-stipendiater og andre tilsatt i vitenskapelige rekrutteringsstillinger (heretter omtalt som stipendiater) ved Universitetet i Oslo. Enkelpersoner kan reservere seg mot tilknytning til organisasjonen.

§ 4 Annen tilknytning

UiODoc skal være tilknyttet Stipendiatororganisasjonene i Norge. Foreningen kan i tillegg samarbeide med medlemmenes fagforeninger og andre organisasjoner, men skal ikke knyttes til noen bestemt fagforening eller hovedsammenslutning.

§ 5 Årsmøtet

Årsmøtet avholdes en gang i året i løpet av vårsemesteret. Styret har i tillegg anledning til å innkalle til ekstraordinært årsmøte.

Innkalling og saksliste til årsmøtet skal kungjøres overfor medlemmene minst to uker i forveien. Innkommende forslag skal være styret i hende minst én uke før årsmøtet. Det skal tilstrebes at alle stipendiater ved UiO får innkalling til årsmøtet. Årsmøtet skal bli offentlig kjent via e-post og nettsidene til UiO.

Årsmøtet skal

- a) godkjenne styrets årsmelding
- b) godkjenne styrets regnskap for organisasjonen
- c) velge nytt styre
- d) velge representanter til eventuelle råd og utvalg hvor UiODoc representeres

§ 6 Styret

Leder, nestleder og minst tre andre styremedlemmer velges av årsmøtet. Midlertidig vitenskaplige ansattes representant i universitetsstyret kan tiltre styret i UiODoc med fulle rettigheter.

Styret velges for ett år om gangen. Alle stipendiater som ikke har reservert seg mot tilknytning kan stille til valg til verv i foreningen.

UiODoc er en organisasjon for hele UiO. Det skal tilstrebes en fordeling av representanter fra flest mulig av de stipendiatene som tildeles ved UiO, og fra flest mulig fakulteter.

Styret skal tilstrebe å følge en struktur bestående av minst:

- Leder
- Nestleder
- SiN-representant
- Internasjonales representant
- Eksternes representant
- UiO-styre representant

§ 7 Endring av vedtekter

Endring av vedtektene kan bare vedtas av årsmøtet. Vedtak om å oppløse foreningen eller endre formål krever to tredels flertall på årsmøtet.

APPENDIX 2. CONTRACT BETWEEN UIODOC AND UIO

Samarbeidsavtale mellom Universitetet i Oslo og UiODoc

Denne avtale regulerer forholdet mellom Universitetet i Oslo (UiO) og UiODoc knyttet til omfanget av og betingelsene for økonomisk støtte fra UiO til UiODoc.

Formålet med avtalen er å støtte UiODoc som en interesseorganisasjon for ph.d-kandidater, postdoktorer og andre ansatte i rekrutteringsstillinger ved UiO og for deres arbeid for å utvikle både det faglige og det sosiale arbeidsmiljøet for denne gruppen ansatte. Det er en forutsetning for avtalen at UiODoc ikke virker som fagforening.

1) Omfang

UiO forplikter seg til å tildele NOK 250 000 til UiODoc årlig, i første omgang for 3 år. I løpet av 2016 skal ordningen evalueres, før den eventuelt fornyes.

Utbetaling av midler skjer i februar. Eventuelle endringer i beløp skal varsles senest 6 måneder før utbetaling skal finne sted.

2) Betingelser for tildeling

2.1. Bruk av midler

Inntil 40 % av tildeling kan benyttes som honorar til styremedlemmer i UiODoc. UiODoc bestemmer selv størrelse og fordeling av honorar.

De resterende 60 % av tildeling kan brukes til følgende:

- Kursing av UiODocs styre og UiODoc representanter på fakultetene
- Deltaker- og reisekostnader ved deltakelse på relevante konferanser og møter for UiODocs styre og UiODoc representanter på fakultetene
- UiODoc arrangementer for ph.d.-kandidater ved UiO
- Generell drift av UiODoc

2.2 Innkjøp og utbetalinger

Alle innkjøp og utbetalinger skjer via Sentraladministrasjonen (pr. i dag FA, overtas av SA økonomi når denne enheten er på plass) etter de regler som til enhver tid gjelder for UiO. Det vil bli utarbeidet en egen brukermanual for UiODoc med relevante rutiner og dokumenter.

2.3 Forpliktelser

- UiODoc skal årlig, i forbindelse med foreningens generalforsamling, levere en kortfattet rapport til UiO, med beskrivelse av foreningens aktiviteter siste år inkludert forenklet regnskap for foreningens drift og planer for det kommende år
- UiODoc stiller med representant i Forum for forskerutdanning (el. liknende fora) hvor ph.d-saker diskuteres. Representanten forventes å bidra aktivt
- UiODoc finner på oppdrag fra UiO aktuelle representanter i tilfeller hvor det er prosjekter el.l. som trenger representasjon fra ph.d.-kandidatene. Ved store og/eller langvarige oppdrag kan det avtales kompensasjon for slik deltakelse i det enkelte tilfelle og denne kompensasjonen inngår *ikke* som del av den faste bevilgningen
- UiODoc benyttes som høringsintans og/eller diskusjonspartner i saker som angår ph.d.-utdanningen og ph.d.-kandidatenes interesser
- UiODoc forventes å bidra til å spre relevant informasjon fra UiO til kandidatene
- UiODoc bidrar på for eksempel informasjons- eller oppstartsmøter el.l. rettet mot potensielle eller nåværende ph.d.kandidater

3. Tilgang til infrastruktur

UiODoc skal sikres følgende infrastruktur:

- e-post med UiO-adresse
- Møterom: UiODoc sikres retten til å bruke et rom i Finnrom og får samtidig mulighet til å foreta rombooking via Finnrom
- UiODoc tilbys et lite kontor for å ivareta den vanlige driften
- UiODoc lager nettsider om seg selv i verdensveven og har eget domene. UiODoc har rett på samme tilbud fra USIT som andre studentforeninger ved UiO
- Postadresse: UiODoc kan benytte postboksadressen 1072, Blindern, 0317 Oslo

4. Kontaktpunkt i sentraladministrasjonen:

Administrativ koordinator for ph.d.-utdanningen i sentraladministrasjonen er kontaktperson for UiODoc. Kontaktpersonen utsteder også attester på innehatt UiODoc-verv til de som ber om det.

5. Endringer i eller oppsigelse av avtale

Avtalen kan gjensidig sies opp av partene med ett års varsel. Oppsigelsen skal være skriftlig.

Ønsker om endringer i betingelsene i denne avtalen skal varsles skriftlig senest 6 måneder før endringen ønskes å tre i kraft.