IKP – General Meeting
3. September 2019

Agenda:
• Welcome and Introduction
• Strategy and action plan status
• Technical and administrative support overview
• Teaching (Bench marking of our programs in chemical engineering and automatic exercise feedback to students using Black Board)

Break
• (IKP support functions in research and innovation)
• Public dissemination and IKP in the society
• Work environment
• Short presentation of JMP statistics software
IKP STRATEGY 2018-2025:

«CHEMICAL ENGINEERING FOR SUSTAINABLE SOLUTIONS»
EDUCATION DEVELOPMENT GOALS

- **Maintain** the national main responsibility for education of candidates with a master degree in chemical engineering. IKP is the first choice for students that want to study chemical engineering and we attract highly qualified applicants.

- **Assure** that our education is aligned with international degrees through exchange and cooperation agreements with universities abroad, and by running our own international master program in «Chemical Engineering».

- **Support** research-based development of teaching methods through systematic pedagogical development characterised by student active learning and close collaboration between students and faculty members.

- **Secure** relevance in our educations through cooperation with businesses and industry and thus know the future needs for competence. Involve students in research and innovation work, especially through our centres and larger research projects.

- **Promote** research-based education, characterized by a well balanced mix of laboratory teaching, theoretical in depth studies, interdisciplinary project work, innovation, and ability to critically reflect on the execution of own profession.

- **Contribute** to the students’ social life and identity by offering common areas for group work and social activities.
RESEARCH DEVELOPMENT GOALS

• **Support** the department’s research groups in their work to actively seek leadership in domestic and international calls and initiatives, interdisciplinary collaboration, and participation on research political arenas.

• **Strengthen** outstanding research groups to increase the success rate on international arenas for competition for research funds.

• **Strengthen** the research collaboration with process industry and contribute to the development of sustainable businesses. IKP will prioritize research that falls within the UN’s sustainability goals and contribute to responsible research and innovation in Society.

• **Cooperate** with SINTEF and other important partners about research infrastructure and joint research projects.

• **Secure** that the PhD program at IKP has sufficient capacity and holds a high international level of quality. Assure that our candidates have the necessary competence to contribute to sustainable development of society in research and business. Focus on proper supervision and close assessment of PhD candidates to assure that they complete their thesis.

• **Be characterized** by high quality in calculation based and theoretical research and assure this by highly qualified employees in technical staff, specialized research laboratories equipped with modern scientific equipment made available to all relevant users, and the necessary capacity for modelling and simulation based on our results.

• **Deliver** research based on proper understanding of scientific methods and the highest standards in our fact-based analyses.
INNOVATION DEVELOPMENT GOALS

• **Contribute** to sustainable value creation and innovation competence for society through our research and education

• **Harvest** the innovation potential from research groups and centres

• **Increase** the innovation competence for employees and students

• **Facilitate** for IPR use and encourage and support founder activities and offshoots

• and strengthen the cooperation with sustainable process industry
Dissimination and communication

• **Challenge** our scientific staff to get involved in the public debate and provide the necessary training and support to perform research dissemination.

• **Make** sure that students and PhD candidates receive training in dissemination

• **Contribute** with information dissemination directed towards youngsters and children and actively participate in recruitment to our own and other relevant technology and science study programs

• **Assure** that updated information about the department is available on the web pages
• **Exhibit** clear leadership on all levels and assure proper flow of information, dialog, and participation

• **Increase** the number of permanent scientific staff and provide for an optimal balance between scientific, technical, and administrative employees at the department

• **Be** a desired employer, which recruits the best-qualified applicants for our positions

• **Possess** relevant competence and efficient systems for technical and administrative support functions, adapted to the scientific activities.

• **Improve** the gender balance, equality and diversity among students and employees

• **Work** for a functional localization for all our groups, which lowers barriers and facilitates cooperation and interdisciplinary work

• **Work** for the best possible collocation of IKP
<table>
<thead>
<tr>
<th>EDUCATION and LEARNING</th>
<th>RESEARCH</th>
<th>INNOVATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promote IKP strategic sustainability efforts in our courses</td>
<td>Recruit a research coordinator that can initiate coordinate our research application efforts</td>
<td>The new innovation manager at IKP, Li He. Define tasks and promote innovation in the department</td>
</tr>
<tr>
<td>Benchmarking of our Chemical Engineering Education</td>
<td>Bjørn Steinar Tanem starts At IKP 16/9</td>
<td>Establish incentives for innovation work at IKP</td>
</tr>
<tr>
<td>Teaching and evaluation of our new 3rd year course in Chemical engineering thermodynamics in relation to the other thermodynamics courses in the program</td>
<td>Quality empirical research - research – experiment planning and statistics</td>
<td>Innovation and sustainability in our education – mapping of learning outcomes</td>
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Innovation Grant in the Department of Chemical Engineering:

Objective:

to promote more research-based innovation opportunities for the department by supplying a supplementary resource to the existing Innovation Eco-system in NTNU.

Criteria:

• The grant is used to manage necessary elements to catalyse the innovation process outside the work scope of TTO

• The innovation initiative will take better positioning of success in initializing innovation-related work or collaboration with potential partners
## Department grant for innovation

### IP and innovation clarification with TTO
- Registered DOFI
- Decision and evaluation from TTO

### Links to other assessment on innovation initiatives
- External assessment by third parties (*patent attorney*, consultant company)
- Internal assessment by SFI centres - SUBPRO and iCSI

### Opportunities to further development
- External stakeholders:
  - Industrial interests
  - Other potential partners intention and interest in collaboration for application and development

### Intension for forward pathway
- NTNU discovery
- NTNU Ph.D innovation grant
- EU innovation related funding (RIA, EIC-pilot, etc)
- ENOVA
- IKP KPN or others from NFR
- Or others funding opportunities (regional funding, SFI, FME, etc)

### Scope of the work and expected outcome with the department grant for innovation
- Patent application support or patent phase2 further support
- Project establishment cost (travel cost, workshop)
- Mature promising project results from ongoing PhD or postdoc projects in order to prepare for industrial utilization (max. 6 m)
- Others?

### Others argument:

Why shall the initiative be prioritized for the grant?
<table>
<thead>
<tr>
<th>DISSIMINATION</th>
<th>Organizational development</th>
<th>Personell resources and competence building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated information and internal communication plan for web-pages and Intranet (Innsida)</td>
<td>One IKP – Collocation in K5 and HSE-related work</td>
<td>Process improvement, procedures and digitalization</td>
</tr>
<tr>
<td>Challenge employees to engage in popular science dissemination and the societal debate – provide courses and training in research dissemination</td>
<td>Process development involving 10 cases where scientific, administrative, and technical staff cooperate in teaching and research projects</td>
<td>Hire new technical staff member to assist in biochemical engineering laboratories.</td>
</tr>
<tr>
<td>Development of the IKP-Days</td>
<td>Clarify joint expectations and procedures for training and maintainance of equipment between technical staff and temporary scientific staff</td>
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**Note:** The table above outlines various initiatives and projects aimed at improving organizational development, enhancing resources and competence building, and advancing dissemination efforts at NTNU.
Work process flow sheet
Total economic activity (in kNOK, external finances in green)

h.i.å = so far this year, July
Externally financed activity

NFR = Norwegian Research Council
EU = European Union
Oppdrag = Commission
Andre bidrag = other contributions
## Technical staff IKP

<table>
<thead>
<tr>
<th>TECHNICAL STAFF IKP (11 full-time equivalent)</th>
<th>Katalys</th>
<th>M&amp;R</th>
<th>Kolloid</th>
<th>PSE</th>
<th>Monter-ingshalle</th>
<th>Common tasks</th>
<th>More about common tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gøril Flatberg</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>Adm. coordinator Felleslab and coordinator for Engineers at IKP</td>
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<td>Gunn-Torill Wikdahl</td>
<td>x</td>
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<td>x</td>
<td>HSE</td>
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<tr>
<td>Mikael Hammer</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>Ordering and management of computer and electronic equipment, maintenance of instrumentation for rigs built in house ++</td>
</tr>
<tr>
<td>Estelle M. Vanhaecke</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>Gas distribution</td>
</tr>
<tr>
<td>Karin W. Dragsten/Anne Hoff</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>Purchaser and registration of goods and services, controlling the invoices, waste disposal from labs, Eco Online registration and list for datasheets ++</td>
</tr>
<tr>
<td>Christopher Sørmo</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>Make orders (related to labactivity), registration of goods, controlling the invoices, waste disposal from labs, Eco Online (registration and list for datasheets), general service ++</td>
</tr>
<tr>
<td>Merethe C. Vadseth</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>General HSE-course for new employees at IKP, engineering tasks Felleslab</td>
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<tr>
<td>May Grete Sætran</td>
<td>x</td>
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<td>General HSE-course for new employees at IKP, engineering tasks Felleslab</td>
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<tr>
<td>Jens Norrman</td>
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<td>x</td>
<td>General HSE-course for new employees at IKP, engineering tasks Felleslab</td>
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<tr>
<td>Erland Strendo/Gisle Haugseth</td>
<td>x</td>
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<td></td>
<td></td>
<td>General HSE-course for new employees at IKP, engineering tasks Felleslab</td>
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<tr>
<td>Ketil T. Helland</td>
<td></td>
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<td></td>
<td>General HSE-course for new employees at IKP, engineering tasks Felleslab</td>
</tr>
</tbody>
</table>
Technical staff IKP

Tasks lab engineers:
• Apparatus responsible - training, service, calibration etc
• Local HSE training
• HSE checks
• Risk assessments
• Room responsible
• Check of common equipment like fume cabinets, balances etc

Tasks purchasers:
• Ordering, registration and payment of goods
• Storage (glassware, small electronic equipment, personal protective equipment, cleaning equipment etc)
• Chemical storage
• EcoOnline
• Waste handling
• Tenders for expensive equipment
IKP Administration
Big changes since January 2017

• NTNU merger
• New administrative organization at NTNU
  – who will perform the task level 1, 2 or 3 at NTNU?
  (Salary related moved to 1)
• System change at NTNU
  - automation PAGA
  - new digital system
    (for example Inspera)

Changes IKP:
- Retired: 2
- Moved from IKP to NV: 3, from NV to IKP: 1
- 1 employee resigned
- 2 new apprentices (2 years)
- Temporary resource HR and recruiting/communication/strategic support
- 5 new employees since januar 2019
IKP Administration today

6,5 FTE funded from Faculty
0,9 FTE funded from IKP (temporary)

2 apprentices (2 year with training in office-/administrative subjects. Leading to a certificate of apprenticeship)

In additional:
SUBPRO: 1,6 FTE
and iCSI: 0,5 FTE
<table>
<thead>
<tr>
<th>Administrative Area</th>
<th>Name</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office manager</td>
<td>Hilde E. Woll</td>
<td>HR management administration and technical staff, approve invoices/travel bills and expenses, financial management and organisational development, operationalization of the Department's goal and strategies, development and operation of the Departments area, member and secretary of the Institute board</td>
</tr>
<tr>
<td>HR</td>
<td>Nina Sandberg</td>
<td>Responsibility for the Department's staffing overview, contact point for employees in HR-related matters, recruitment A-OH, reception (onboarding)/follow-up of new employees, agreements, leave-offs, extensions and liquidation of working conditions, testimonials, leadership support within the HR field for the department's management, specialist group managers and project managers</td>
</tr>
<tr>
<td>HR (50%)</td>
<td>Hilde Steen Todal</td>
<td>Appointment of temporary staff, extension of employment contracts, announce positions, follow-up advertised positions, registration of new employees and write confirmations.</td>
</tr>
<tr>
<td>Education (70%)</td>
<td>Knut M. Tjørstad</td>
<td>PhD administrative tasks from start-up to disputes, case management and secretary for PhD program council, assistance Cristin (publication)</td>
</tr>
<tr>
<td>Education (60%)</td>
<td>Anacleta V. Andersen</td>
<td>Administration of courses, local administrative support, registration of compulsory assignments, quality assurance for exam papers, managerial support, student counselling</td>
</tr>
<tr>
<td>Finance and project</td>
<td>Thao T. Røvik</td>
<td>Invoice processing, purchase (non laboratory equipments), infrastructure billing, follow up internal projects (7- and 8-series) / project reporting to project managers, telemor mobile subscriptions (contracts and invoices)</td>
</tr>
<tr>
<td>Finance and project</td>
<td>Britt-Iren Tiseth</td>
<td>50% project economist: externally financed projects and main focus on SFI Subpro. Budgeting, contracts, invoicing, reporting, closing projects. 50% controller: responsibility for preparation of annual and long-term budget in accordance with regulations made by the institute's management and the board. Follow-up the accounts, financial reporting and preparation of prognosis. Corrects errors in the accounts.</td>
</tr>
<tr>
<td>Finance and project</td>
<td>Torgrim Mathisen</td>
<td>Externally financed projects and main focus on SFI ICSI. Budgeting, contracts, invoicing and reporting, closing projects, contracts and advising.</td>
</tr>
<tr>
<td>Recruiting students</td>
<td>Gro Mogseth</td>
<td>Recruitment of students to the specialization of Chemical Engineering, communication and dissemination, supervisor for an apprentice within office administration, organisational development and management support</td>
</tr>
<tr>
<td>and strategic support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprentices</td>
<td>Vilde Sønstebø</td>
<td>As an apprentice for two years at IKP, I'm going to learn and perform many different tasks. Just now I am responsible for ordering for doctoral defense, ordering office supplies and certain communication tasks</td>
</tr>
<tr>
<td>Apprentices</td>
<td>Marius N. Haugsbakl</td>
<td>As an apprentice for two years at IKP, I'm going to learn and perform many different tasks. I have just started at IKP and have been given responsibility for guided tours for new employees. Assistance related to PC handling is coming soon.</td>
</tr>
</tbody>
</table>
Do not hesitate to contact us 😊

We also have focus on team and strategy development
Dissemination
• Distribution of information
• Practicing
• Who, what and why are we?
• Student engagement
We

Activities:
- New template for research pages
- Update text
- New pictures
Work environment

FROM 2018-seminars:
• Clarify and improve technical support for
• Improve communication

• Work environment needs constant and ongoing attention
• Take some minutes to discuss the work environment at IKP

THE ARK INTERVENTION PROGRAMME 2019 (THE SURVEY STARTS IN NOVEMBER)

Frequently asked questions
Why should I spend 20 minutes of my time on this questionnaire?
Can I be certain that my manager will not be able to identify responses?
Who is my immediate supervisor?
Is this survey made especially for my institution?
How will the results be presented?
How are the results followed up?
Do leaders get assistance in follow-up process?
Why is there no focus on physical conditions such as indoor air quality and the like?
Will my reply be used for research?
Survey of bullying and harassment at NTNU

Carried out Spring 2019
Crucial finds from the survey
From the report ‘Bullying and Harassment at the Norwegian University of Science and Technology’

‘In current employment over the past 12 months’
• 12 % report bullying or harassment
• 1,8 % report sexual harassment
• 4 NTNU staff members have experienced sexual abuse
• 4 out of 10 do not know where to find information on reporting

Further reading:
Announcement at Innsida 22.08.19
Bullying and harassment at universities and colleges (PDF)
Bullying and harassment at the Norwegian University of Science and Technology (PDF)
NTNU has a zero tolerance policy towards all forms of harassment and other abuses of power. NTNU should be a safe place to work or study.

- To process specific cases, employees must report the situation they have been subjected to or witnessed to their employer.
- All NTNU employees have a duty to report such behaviour if witnessed or brought to their knowledge.
How to inform your employer of inappropriate behaviour

• Informing one’s employer normally entails alerting one’s **immediate superior**.

• If the employee for some reason is distrustful of their **immediate superior**, their **next-level superior** may be alerted, or, in rare cases, the **HR/HSE director**.

• Another option is alerting the **safety representative**. If the safety representative happens to be a ‘too close’ colleague, the **chief safety representative** can be contacted.
Uakseptabel adferd - mobbing og konflikter


English version - Unacceptable behaviour - harassment and conflict

Lenke: https://innsida.ntnu.no/wiki/-/wiki/Norsk/Uakseptabel+adferd++mobbing+og+konflikter
Seksuell trakassering - ansatte

NTNU har nulltoleranse for alle former for trakassering og annen maktmisbruk. Det skal være trygt for deg å jobbe på NTNU. Denne siden er for ansatte.

English version - Sexual Harassment - Employees

Gå til siden om seksuell trakassering for studenter

Hvis du blir utsatt for seksuell trakassering

Dersom du utsettes for seksuell trakassering på arbeidsplassen er det hjelp å få. Det kan være lurt å lage egne notater om hendelsen der du beskriver hendelsen(e), tidspunkt, sted, hva som hendte og hvordan du reagerte.

Du har flere valgmuligheter dersom du opplever seksuell trakassering (og andre former for uakseptabel adferd);

- Forklar situasjonen for din nærmeste leder. Er det vanskelig å gjøre dette alene, kan det være en god støtte å ta med en person du har tillit til i samtalen med lederen din. Din leder har en pikt til å undersøke saken og å behandle denne fortrolig. Dersom man finner det sannsynlig at trakassering har funnet sted, skal leder sørge for at det tar slutt og at du trygt kan gå tilbake til jobb.
- Bedriftshelsetjenesten kan også hjelpe deg. Du kan snakke fortrolig med bedriftshelsetjenesten som har god kompetanse på området.

Lenke: https://innsida.ntnu.no/wiki/-/wiki/Norsk/Seksuell+trakassering+-+ansatte
If you require a confidential and informal conversation, you can contact:

• HR and HSE Division (BHT)
• Your union representatives
• Lawyer, doctor, psychologist or other professional with duty of confidentiality to confide in
• The Labour Inspection Authority

Note: All of these are bound by duty of confidentiality
NTNU is working continuously to provide staff and students with a good working and study environment where no-one is subjected to bullying, harassment, sexual abuse or other inappropriate behaviour.

- A separate channel for reporting sexual harassment is launched in September 2019.
- Psychosocial factors in the workplace are reviewed biannually through the Workplace Environment Survey, distributed by e-mail November 4.
- What issues exist in our unit regarding culture and improving the workplace environment? How do we want things to be?