



## MØTEINNKALLING: NARMA Arbeidsutvalg

Møtetid: **Torsdag, 18.01.18, 10-15**

Møtested: **Universitetet i Agder, Kristiansand. Møterom A7 006**

Arkivref.: <http://narma.no/om-narma/dokumenter/>

### Saksliste

Sak nr.:	Tittel/beskrivelse
2018/01	Oppfølginger: referat fra forrige møte <ul style="list-style-type: none"><li>Referat fra møte 06.12.17 vedlagt</li></ul>
2018/02	SIG-mandat – rutine for oppfølging av SIG-AG <ul style="list-style-type: none"><li>Se saksdokument for forslag til rutine</li></ul>
2018/03	NARMA-strategi <ul style="list-style-type: none"><li>Gjennomgang av tilbakemeldinger fra institusjonene på strategi og spørreundersøkelse. Frist for tilbakemelding er 15. januar, så dokumentene blir ettersendt.</li><li>Prosess videre</li></ul>
2018/04	INORMS 2018 ( <a href="http://www.inorms2018.org/">http://www.inorms2018.org/</a> ) <ul style="list-style-type: none"><li>Forslag om sesjon i samarbeid med BRAMA (Brasil) og RMAN-J (Japan): Fledging member associations in INORMS: Challenges and Opportunities (se vedlagt e-post)</li><li>Forslag til reisedatoer:<ul style="list-style-type: none"><li>Søndag 3. juni: Avreise Norge</li><li>Mandag 4. juni: Internt møte og møte med ekstern samarbeidspartner/institusjonsbesøk (kulturell opplevelse?)</li><li>Tirsdag til torsdag: INORMS-konferanse</li><li>Torsdag 7. juni: hjemreise ettermiddag</li></ul></li></ul>
2018/05	INORMS-pris – Award for excellence in research management leadership 2018 (se vedlagt e-post og informasjonsbrev om prisen) Sekretariatet foreslår følgende prosess: <ul style="list-style-type: none"><li>Brev med informasjon om pris og kriterier sendes alle UH-institusjoner og NFR innen 25. januar.</li><li>Alle forslag må inneholde dokumentasjon i samsvar med kriterier satt av INORMS.</li></ul>



- Frist for forslag til settes til 11. april. Påminnelse sendes ut rundt 15. mars.
- NARMA-AU behandler forslagene i møte 26. april, og videresender ev. valgt kandidat til INORMS innen fristen 4. mai.

2018/06	NARMA vårkonferanse 2018
	<ul style="list-style-type: none"><li>• Uavklarte forhold i programmet?</li><li>• Slido – gjennomgang av pålogging og bruk</li><li>• Gaver til innledere</li><li>• Andre ting?</li></ul>
2018/07	Eventuelt

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Kristiansand, 11.01.18

Målfrid Tangedal

Sekretær



## MØTEREFERAT: NARMA arbeidsutvalg

Møtetid: Torsdag, 06.12.17, 10-12

Møtested: nettmøte

Tilstede: Heidi Annette Espedal (UiB), Hanne Sørgjerd (NTNU), Eli Andås (UiA), Erik Ingebrigtsen (NTNU), Ståle Liljedal (UiT), Tanja Strøm (HiOA), Stian Sundell Torjussen (HINN), Mette Topnes (UiO), Anja Hegen (UiB)

Ellers møtte: Ragnar Lie (UHR), Målfrid Tangedal (UiA, referent)

Forfall: Eirin Fausa Pettersen (HVL), Nina Hedlund (Forskningsrådet),

Arkivref.: 17/00342

### 2017/56 Godkjenning av referat fra forrige møte

- Kommentarer:
  - Sak 17/50: INORMS council-møte er satt til onsdag 7. juni
  - Sak 17/55: To personer har vist interesse for EARMA-s forskningsetikkgruppe. En person er meldt EARMA allerede, venter på tilbakemelding fra person nummer to. Ragnar følger opp kontakt med EARMA.

Referatet er godkjent

### 2017/57 SIG-mandat og workshop-rutine

- Punkt 2 og 4 i workshop-rutinen oppdateres med korrekte frister, hhv. 2 og 1 mnd.
- Punkt 4 i mandatet krever at NARMA har oversikt og kontroll på tidspunkt for oppnevning og må følge opp. Til januarmøtet: sekretariatet lager forslag til rutine
- Mandatet og rutinene er godkjent med endringene foreslått i møtet. Sekretariatet legger mandat og rutine ut på nettsidene.

### 2017/58 Strategi – status

Spørreundersøkelsen –

- sendes ut så snart som mulig, sammen med utkast til strategi. Frist utsettes til 15. januar.
- Påminnelse sendes ut i begynnelsen av januar
- Punkt 5 endres til: Har du/dere kompetanse og kunne du/dere tenkt dere å koordinere en slik gruppe?

Strategidokumentet

- Ønskelig å åpne for samarbeid utenfor UH-sektoren. Forslag til formulering: «Åpne for samarbeid og deltagelse fra andre sektorer der forskning og forskningsstøtte foregår».
- Leidengroup – ta bort (iformelt).

- Dokumentet er stort sett klart for utsendelse – og kan sendes sammen med evalueringsspørsmålene.
- Frist for begge 15. januar (før AU-møte 18. januar)
- 23. februar – møte med UHR sitt forskningsutvalg – NARMA-strategien presenteres her.

Ønskelig å få oversikt over hvilke institusjoner som deltar på konferansene og ev hvilke som ikke deltar. Bruke fjarårets og årets påmelding som grunnlag. Sekretariatet ber Meetings om grunnlag fra tidligere konferanser.

### **2017/59 INORMS – nominasjon til INORMS-pris**

- Må lage en prosess der vi promoterer prisen innen NARMA-nettverket, velge hvem vi sender videre til INORMS
- Intern frist 11. april
- Heidi svarer INORMS at vi syns mandater er greit, og sjekker om det kommer nytt dokument før vi sender ut.

### **2017/60 Vårkonferanse 2018**

- Påmelding av innledere – alle sesjonsansvarlige melder selv sine innledere på via påmeldingssiden. Husk å spørre hvor mange netter de vil overnatte, om de vil ha middag sammen med AU 5. mars, og konferansemiddag 6. mars (hugs å spørre om dietthensyn). Det skal ikke sendes faktura, så fakturainformasjon kan fylles ut med 0, eller lignende.
- Målfrid sender e-post til alle i januar om praktiske behov
- Målfrid sjekker om vi har nok gave-kopper eller om det må bestilles noe nytt
- Gave – aktuelt å gi mulighet til å gi penger til organisasjoner, Målfrid sjekker om dette er praktisk mulig. BI har dette som praksis.

### **2017/61 Eventuelt**

- Ragnar: møte mellom NARMA og EARMA i februar – tema: kompetanseheving. Heidi, Ragnar, Nichole og Målfrid reiser.

### **Neste møte**

Tid for neste møte: 18. januar, 10-15 i Kristiansand.



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## **2018/02 SIG-mandat – rutine for oppfølging av SIG-AG**

I mandatet for SIG-ene står det at hver SIG skal ha en arbeidsgruppe, SIG-AG, med minst 1-2 medlemmer utenom SIG-koordinator. Disse skal sammen ha ansvar for SIG-ens aktiviteter. Normal funksjonsperiode for SIG-koordinator og AG-medlem er to år, men kan forlenges. En ev. forlengelse av perioden skal godkjennes av NARMA-AU.

For å sikre oppfølging av funksjonstid og oppnevning av nye SIG-AG medlemmer foreslår sekretariatet at man i har en gjennomgang av SIG-enes arbeidsgrupper hvert år i april-mai. I gjennomgangen skal det komme fram hvor lenge hvert medlem har fungert som AG-medlem, og om det er behov for nye medlemmer. Ev. nye medlemmer oppnevnes i møte i oktober-november.

Det er SIG-koordinators oppgave å foreslå nye medlemmer til SIG-AG. Dersom SIG-koordinator selv skal byttes ut bør forslag til ny koordinator komme fra SIG-gruppen i sin helhet. NARMA-AU står fritt til å foreslå nye medlemmer til alle SIG-AG.



## Målfrid Tangedal

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**From:** Heidi Annette Espedal <Heidi.Annette.Espedal@uib.no>  
**Sent:** torsdag 7. desember 2017 12:54  
**To:** Hanne Sørgjerd  
**Cc:** Målfrid Tangedal  
**Subject:** FW: INQUIRY about your interest: Possible joint session during INORMS 2018 Edinburgh

Hei Hanne (cc Målfrid)

Se mail nedenfor som jeg fikk av Nori.  
Jeg stiller gjerne, og har sagt at både du og jeg er i Edinburgh på konferansen.  
Vi får snakkes om dette på neste NARMA møte

Mvh  
Heidi

**From:** Heidi Annette Espedal  
**Sent:** Thursday, December 07, 2017 12:49 PM  
**To:** 'Norifumi Miyokawa' <miyokawa@hiroshima-u.ac.jp>; Aline Pacifico Rodrigues <aline.pacifico@einstein.br>  
**Cc:** John Westensee <jwe@au.dk>; MakikoTakahashi <mkktakahashi@neptune.kanazawa-it.ac.jp>; ikeda-mso@mail.osaka-u.ac.jp; RA協議会事務局 <rac@adm.kanazawa-u.ac.jp>  
**Subject:** RE: INQUIRY about your interest: Possible joint session during INORMS 2018 Edinburgh

Dear Nori

Both me (Heidi-leader NARMA) and Hanne (deputy leader NARMA) will participate at INORMS 2018 Edinburgh.  
For NARMA it is therefore both possible and very interesting to participate in the suggested session!

Best regards  
Heidi

**From:** Norifumi Miyokawa [mailto:[miyokawa@hiroshima-u.ac.jp](mailto:miyokawa@hiroshima-u.ac.jp)]  
**Sent:** Wednesday, December 06, 2017 1:12 AM  
**To:** Heidi Annette Espedal <[Heidi.Annette.Espedal@uib.no](mailto:Heidi.Annette.Espedal@uib.no)>; Aline Pacifico Rodrigues <[aline.pacifico@einstein.br](mailto:aline.pacifico@einstein.br)>  
**Cc:** John Westensee <[jwe@au.dk](mailto:jwe@au.dk)>; MakikoTakahashi <[mkktakahashi@neptune.kanazawa-it.ac.jp](mailto:mkktakahashi@neptune.kanazawa-it.ac.jp)>; ikeda-mso@mail.osaka-u.ac.jp; RA協議会事務局 <[rac@adm.kanazawa-u.ac.jp](mailto:rac@adm.kanazawa-u.ac.jp)>  
**Subject:** INQUIRY about your interest: Possible joint session during INORMS 2018 Edinburgh

Dear Hanne and Aline,

Greetings from Japan (actually, though, I am now on a business trip to Singapore)! I hope that this message finds you well.

I am just wondering if both of you are participating in INORMS 2018 Edinburgh and if you would be interested in joining something like the following proposal for a session during the World Congress.

Title: Fledging member associations in INORMS: Challenges and Opportunities

Speakers: one representative (or two) from BRAMA (Brazilian association), and NARMA (Norwegian association), and RMAN-J (Japanese association)

Moderator: Mr. John Westensee, SRA International (who has already expressed his kind support for this planned joint session)

Contents: Each fledgling association gives an overview of the current situation of the association, a brief history of the creation of the association (including the motivations, driving forces, difficulties, and secrets to overcome those difficulties), and challenges/opportunities the association now faces (including possible collaborations with the established members of INORS to mitigate the challenges and expand the opportunities). Towards the end of the session, we have a discussion as long as possible, where Mr. Westensee is going to moderate/facilitate this discussion.

As you know, INORMS 2018 Edinburgh's calls for abstract will be closed on January 5; therefore, we need to make a quick action in this regard. If you are interested in this idea, please let me know as soon as possible. With positive responses, I will prepare the abstract for the call, and ask you to give me some critical comments on the abstract to get it finalized.

Your advice and/or comments would be greatly appreciated. I know that both of you are busy people, and please feel free to say no. Alternatively, you may want to have someone else from your associations involved in this possible joint session. In any case, your kind consideration would be greatly appreciated. Thank you.

Regards,

Nori

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Norifumi Miyokawa, Ph.D.  
Senior Research Administrator  
Research Planning Office  
Hiroshima University

## Målfrid Tangedal

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**From:** Heidi Annette Espedal <Heidi.Annette.Espedal@uib.no>  
**Sent:** onsdag 6. desember 2017 13:41  
**To:** Målfrid Tangedal; Hanne Sørgjerd  
**Subject:** FW: INORMS Excellence Awards - draft guidelines for Council Endorsement.

Til info

**From:** Heidi Annette Espedal  
**Sent:** Wednesday, December 06, 2017 1:40 PM  
**To:** 'Maria Zollo' <<mailto:maria.zollo@flinders.edu.au>>; Patrice.Ajai-Ajabe@acu.ac.uk; s.bales@tees.ac.uk; executive\_director@cara-acaa.ca; sharon.bailey@ucd.ie; GRAYB@ECU.EDU; Pamisha.Pillay@wits.ac.za; warimaoffice@yahoo.com; darma\_chair@icloud.com; exedir@srainternational.org; maxine.ficarra@praxisunico.org.uk; soile.haverinen@utu.fi; astasif@hi.is; brama@bramabrazil.org; paul.winkler@zentr.uni-goettingen.de; Campbell.Thomson@uwa.edu.au; rac@adm.kanazawa-u.ac.jp; jwe@au.dk  
**Subject:** RE: INORMS Excellence Awards - draft guidelines for Council Endorsement.

Dear all

NARMA endorses the guidelines.  
Please inform us when a final version of the guidelines is available for distribution

Best regards  
Heidi

**From:** Maria Zollo [<mailto:maria.zollo@flinders.edu.au>]  
**Sent:** Monday, December 04, 2017 12:40 AM  
**To:** Patrice.Ajai-Ajabe@acu.ac.uk; s.bales@tees.ac.uk; executive\_director@cara-acaa.ca; sharon.bailey@ucd.ie; GRAYB@ECU.EDU; Pamisha.Pillay@wits.ac.za; warimaoffice@yahoo.com; darma\_chair@icloud.com; exedir@srainternational.org; maxine.ficarra@praxisunico.org.uk; soile.haverinen@utu.fi; astasif@hi.is; brama@bramabrazil.org; paul.winkler@zentr.uni-goettingen.de; Campbell.Thomson@uwa.edu.au; rac@adm.kanazawa-u.ac.jp; Heidi Annette Espedal <[Heidi.Annette.Espedal@uib.no](mailto:Heidi.Annette.Espedal@uib.no)>; jwe@au.dk  
**Subject:** INORMS Excellence Awards - draft guidelines for Council Endorsement.

Sent on behalf of Dr Campbell Thomson, INORMS Council Chair.

Dear INORMS Council Members,

At our last Council meeting of 17 October in Vancouver, we were briefed by Linsey Dickson from ARMA about the idea of establishing an INORMS badged international awards program which celebrates the achievements of our outstanding research management leaders and that these awards will be announced at the Congress dinner in June 2018.

You will recall that the Council was *very supportive* of this idea, but that there was much discussion about how the selection process would be managed fairly and equitably (and not to mention simply). At the end, we agreed that each sister society should have the opportunity to select its own awardee, ensuring that the candidate meets a set of established assessment criteria that have been endorsed by the INORMS Council.

It was therefore recommended that a set of guidelines be developed (by the ARMS Secretariat initially) for consideration by the INORMS Council and that once these guidelines have been endorsed, each sister society shall be responsible for promoting the award and selecting its own candidate. The recommendations shall be collated by the

INORMS Council Secretariat and presented to the Council for final endorsement. These awards will then be showcased at the Congress dinner.

Recommendation:

- INORMS Council members to review the draft guidelines attached.
- INORMS Council members to endorse the draft guidelines by 8 December 2017.

Kind regards,

Dr Campbell Thomson  
INORMS Council Chair



**Maria Zollo**  
ARMS Chief Operating Officer

**ARMS Executive Office**  
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## INORMS AWARDS FOR EXCELLENCE IN RESEARCH MANAGEMENT LEADERSHIP 2018

*Guidelines for Participating INORMS members.*

### About INORMS

INORMS brings together research management societies and associations internationally. Its purpose is to enable interactions, share good practice, and coordinate activities between the member societies, to the benefit of their individual membership. Participating INORMS Members are listed in Appendix A.

### 2018 Inaugural Awards for Excellence

The inaugural INORMS Awards for Excellence in Research Management Leadership have been established to recognise outstanding examples of research management leaders who have made substantial contributions to the research management profession internationally. Award recipients will be announced at a gala dinner at the 2018 INORMS Congress in Edinburgh, 4-7 June.

### Eligibility Criteria

Each participating INORMS member is invited to select one (1) awardee from their association who meets the following criteria:

- Be a current financial member of a participating INORMS association (refer to list in Appendix A);
- Provide evidence of how their contributions are congruent with the objectives of INORMS
- Provide evidence of their outstanding contributions to the research management profession; and
- Provide evidence of how they will continue to provide visionary leadership in research management internationally.

### Restrictions

Current members of the INORMS Council and Working Group are ineligible for consideration during their term of office. Nominations cannot occur until the candidate has stepped down officially from the INORMS Council or Working Group.

Each participating INORMS member shall be responsible for identifying the most appropriate awardee from their association for the inaugural Awards for Excellence in Research Management Leadership. This includes managing the call to their respective membership and establishing fair and equitable procedures to ensure that the assessment criteria are fulfilled.

Application timelines.

Timeline	Activity	Details
By December 2017	Participating INORMS Members to call for nominations and to identify one eligible awardee.	
4 May 2018	Participating INORMS members to submit their nominee (including full title and response to assessment criteria) for endorsement by the INORMS Council.	Email details to INORMS Secretariat <a href="mailto:arms_coo@researchmanagement.org.au">arms_coo@researchmanagement.org.au</a>
By 11 May 2018	INORMS Council to endorse all recommendations.	INORMS Secretariat to advise INORMS2018 organisers of the recommendations.
By 16 May 2018	Participating INORMS Member to prepare a powerpoint (ppt) slide. The slide must include an image of the awardee, the association's logo, branding and website.	Email ppt to INORMS Secretariat <a href="mailto:arms_coo@researchmanagement.org.au">arms_coo@researchmanagement.org.au</a>
By 21 May 2018	ARMS Secretariat to provide consolidated ppt slides to INORMS 2018 Congress organisers	
6 June 2018	Announcement of awardees at INORMS 2018 Gala dinner	
By 7 June 2018	Announcements to be posted on the INORMS website.	

Appendix A: Participating INORMS Societies

- Association of Research Managers and Administrators (ARMA, UK)
- Australasian Research Management Society Inc, (ARMS, Australia, NZ, Singapore)
- Association of Commonwealth Universities (ACU, UK)
- Brazilian Association of Research Managers (BRAMA, Brazil)
- Canadian Association of Research Managers and Administrators (CARA, Canada)
- Danish Association of Research Managers and Administrators (DARMA, Denmark)
- European Association of Research Managers and Administrators (EARMA, Europe)
- Finnish Association of Administrative Studies (FINARMA, Finland)

- German Association for Research Managers and Administrators (GARMA, Germany)
- Icelandic Association for Research Managers and Administrators (ICEARMA, Iceland)
- National Council of University Research Administrators (NCURA, USA)
- Norwegian Network for Administration and Research Management (NARMA)
- Praxis Auril (UK)
- Research Manager and Administrator Network Japan (RAM-J)
- Society of Research Administrators International (SRAI, USA)
- Southern African Research & Innovation Management Association (SARIMA, South Africa)
- West African Research and Innovation Management Association (WARIMA, West Africa)

