Minutes
CIH staff meeting Monday 21/1-19 1300-1400 in the Assembly area, CIH, ODH, 5th floor.

Present: Halvor, Joar, Andrea, Karen Marie, Ingunn, Tehmina, Marte, Sven Gudmund, Cecilie, Ane J, Catherine, Bente, Siri, Ingvild H, Jovita, Elinor, Linda, Solfrid, Filiz, Linn (first part of the meeting) Gunhild (ref)

Agenda:

1. **Health and Safety: Protection from Fire** – information from Gunhild/Linda and Bente
   Linda will be responsible for our contact with the fire protection group at UiB, and Gunhild will be her deputy (vara).

   Important web pages:
   [https://www.sikresiden.no/en/fire](https://www.sikresiden.no/en/fire)
   [https://www.sikresiden.no/en/preventive/fireprotection](https://www.sikresiden.no/en/preventive/fireprotection)

   You should all take a tour of the ODH-building, and locate the fire alarm button, fire hose and emergency exit on your floor. In case of fire alarm, the rendezvous area is in the parking lot in front of our building.

2. **Organization of administrative help when we have guests at CIH.**
   The topic was discussed – conclusions are:
   When guests are coming – contact early in advance:

   Linda: Master
   Daniel: PhD
   Gunhild: Quota
   Carmeliza: Guest researchers
   CISMAC: Continues as before/own administrator

   Tasks:
   Invitation letters, visa letters
   Tickets
   Housing
   Money (housing/diet); in cooperation with economists
   Office space at CIH

   It is important to have the actual dates for the visit ready, together with a financial plan for the stay, before you contact the administration.

   (In situations where it is possible, the guest should book their own ticket, and submit a travel claim afterwards.)

3. **Annual report at CIH.**
   The planning of the CIH annual report for 2018 has started. You are invited to come with input to the report. Elinor is the adm. contact person for the annual report. Suggestions to focus on our 30 years and bring in alumni stories (e.g. Mitike Molla, Ethiopia).
4. **Information sharing:**
   - The ARK-survey will be sent out in week 6. This is a work environment survey made by NTNU. We need to respond.
   - Wednesday January 23 there is a meeting regarding open plan office at UiB. The organizers are all the unions at UiB. **14-16 in the University Aula.**
   - Group for global health related to Alrek Health Cluster will have climate as their main focus area – and has asked to be accepted by the board.

5. **AOB**
   - Office supplies: There is a list on the inside of the supply cabinet, 5th floor. If you lack office supplies, write it on the list – it will be ordered monthly.