

**Til:** Nils Butenschøn, direktør  
**Fra:** Daniel Kjelling, kontorsjef  
**Dato:** 14.10.10  
**Saksnr.:** 18/2010 til styremøte 21.10.10  
**Kopi til:**  
**Tema:** Process annual plan 2011 – DRAFT VERSION

**The document:**

The NCHR produces an annual plan which purpose is to summarise and categorise the centre activities under the following headlines: *Research, education, International programmes, National institution, Library/Documentation, Communication, Administration*. The annual plan is for internal NCHR use, but it may also be used to present the our activities to external contacts if needed.

The plan 2011 will more or less have the same structure as the one for last year (although the new Thematic Groups will be included as a category). The lay out is as always simple and effective. The language will be partially Norwegian/English. The plan will be distributed on our web, and a paper copy will be printed to all employees.

All researchers deliver individual research/activity plans with focus on publication plans. Researchers linked to programmes indicate the link/cooperation with the program(s). Projects/programmes/NI deliver thematic activity plans.

**The distribution:**

The process is handled via email/web only.

Please find a copy of the annual plan for last year here:

<http://www.jus.uio.no/smr/om/planer-rapporter/>

A draft of the introductions for the plan 2011 is attached, and it will be published here shortly:

<http://www.jus.uio.no/smr/for-ansatte/organisasjon/plan/>

**The deadlines:**

13/10: Present introduction to each chapter to the Director.

21/10: Present draft version of introduction to each chapter to the Board of NCHR.

16/12: Present final version of introduction to each chapter to the Board of NCHR.

1/1: All individual and thematical activity plans (resarch, education, NI, int programmes, adm) delivered to Adm.

21/1: Present final plan of all activity to the Director.

31/1: Published final plan on the web and copied to all employees.

**Attachment:**

1. Introduction to each chapter 2011.
2. Table of contents from 2010.