

MINUTES

25 February 2013

DEPARTMENT OF COMPUTER SCIENCE Department staff meeting (co-operation meeting)

Date and time: 25 February at 14.15-16.00

Location: classroom C222 (Exactum)

Present: see attachment for list of participants

The notice of the meeting has been available in the 2nd-floor break room, on the 2nd-floor staff notice board, and online at <http://www.cs.helsinki.fi/node/76265> since 15 February 2013.

1. Opening the meeting and coming to order

- Opening the meeting
The meeting was opened at 14.37 by the head of the department, Esko Ukkonen
- Finding the meeting duly convened
It was found that the meeting was duly convened.
- Election of secretary
Tiina Väisänen was elected secretary.
- Election of examiners of the minutes and tellers
Juhani Toivonen and Arto Vihavainen were elected examiners of the minutes and tellers.
- Approval of the agenda.
The meeting agenda was approved.

2. Strategy planning: 2013 staff plan and budget (co-operation item)

Staff plan (in English): [Tktl_henkilostosuunnitelma-2013-16_en_15022013.pdf](https://www.cs.helsinki.fi/henkilokunta-intranet/Tktl_henkilostosuunnitelma-2013-16_15022013.pdf)

Staff plan (in Finnish):

https://www.cs.helsinki.fi/henkilokunta-intranet/Tktl_henkilostosuunnitelma-2013-16_15022013.pdf

2013 budget: https://www.cs.helsinki.fi/henkilokunta-intranet/Tktl_budjetti_2013_15022013.pdf

The 2013 staff plan and budget were discussed.

Staff plan:

- The current staff structure (1 February 2013) and the changes since autumn 2012 were gone through.
 - Tomi Männistö started his professorship in software engineering 1 January 2013.
 - Mikko Koivisto was appointed assistant professor from 1 January 2013 (on leave of absence until 31 August 2013). The second assistant professorship is still in the process of being filled.
- Other staff issues:
 - The application deadline for the university lectureship in data analysis is on 28 February 2013.

- In the near future, the fate of the professorship currently held by N. Asokan (formerly Abrahamsson) must be decided. The plan is to direct it towards data security, for which the faculty has given strategic financing.
- The positions in administration that will become vacant due to retirement will possibly not be filled due to tightened resources.

2013 Budget

- The basic funding of the department has decreased since 2012, especially with the decrease in result-based funding. A deficit of around 0.23 Million Euros is predicted for 2013.
- The overhead accumulation from external funding constitutes a significant income for the department; an estimated over 500,000 Euros.
- The Head of the Department presented the calculations of the 2012 and 2013 incomes divided into UH basic funding, external funding, graduate schools, and basic funding for HIIT, which added up to some 11.5 Million Euros for year 2013.
- The total funding for year 2012 was some 11.2 MEUR, and the estimated sum carried over from last year is some 0.36 MEUR.
- Thanks to its strong balance, the department economy can stand being negative for the next two or three years. There is the risk that the balances are levelled out inside the faculty, and so the department's balance is cut back.
- The reorganisation of the graduate schools will bring significant changes to the funding of doctoral students.

Further

- The department's replies to the faculty query on the effects of the cuts in the university index on the department's economy were discussed. It was partially found to be a threat that has not been realised yet.
 - The 5-year vacancies for university researchers (2 vacancies) have been left unfilled again.
 - The significance of external funding gains more emphasis, leading to such issues as more short-term employment contracts.
 - The department holds back the maximum overheads from the external funding, and research groups cannot be backed from the basic allocated funds between project funding periods.
 - The number of person-years funded by basic allocations has been decreasing in the past years (2009: 96.7, 2012: c. 86).
 - The posts that become vacant in the coming years due to retirement will probably not all be filled.
 - We have had to cut back on part-time teaching.

3. Current affairs

- The YPJ rounds
 - The requirement levels must be confirmed by the end of February
 - The performance reviews will be held by the end of March. The evaluation has been streamlined.

- Personal half-points, i.e. performance rises, must be given enough to increase salaries by 0.7%. The department's submissions (approved by the dean) must be sent to central administration by 3 June.
- **Re-organisation of doctoral programmes**
 - Postgraduate schools – doctoral programmes
 - The department is part of two proposals for doctoral programmes
 - Doctoral education should be internal to UH – no more postgraduate schools funded by the Ministry of Education and Culture.
- **Auditing and quality control**
 - An audition will be carried out in autumn 2014.
 - The preparations have commenced.
 - Departments must update their quality manuals, most likely in autumn 2013 - spring 2014.
 - The department's Master's programmes have been elected as one definite audition item of the faculty.
- **Planning of teaching for academic year 2013-2014**
 - We have started planning next year's teaching.
 - There will be no major content changes in 2013-2014.
 - The degree requirements cannot be changed until academic year 2014-2015.

4. Further items

- Winter sports day 1 March (30 registered participants)
- Alumni day 21 March
- Strategy seminar 23-24 May.
- Update your TUHAT entries!

5. Closing the meeting

The chair closed the meeting at 15.44.

Esko Ukkonen
chair

Tiina Väisänen
secretary

Examiners of the minutes:
Juhani Toivonen

Arto Vihavainen