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# CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386



## Content

Taskforce on Reducing  
Bureaucracy

Digital Building Manage-  
ment System

New funding initiative from  
the Volkswagen Founda-  
tion: Artificial Intelligence  
and the Society of the  
Future

EU-Horizon 2020: Future  
and Emerging Technologies

Further Information which  
is only available in German



**Dear University members,**

The latest issue of our newsletter „Caroline“ provides information on current developments and new services of the university administration.

We hope you had a good and productive semester end and wish you a pleasant semester break.

Dr. Angela Kalous  
Vice-President Finance and Personnel

## ORGANISATIONAL DEVELOPMENT

Head  
Matthias Rolle-Weidemann

### Taskforce on Reducing Bureaucracy

In Caroline 12/2017 we reported on the Taskforce on Reducing Bureaucracy. By now we have received about 160 suggestions, including many on the topics of procurement, travel management, contract administration, payment transactions, recruitment and ongoing employment, and human resources administration for assistants, as well as suggestions on improvements for knowledge management and communications within the university. We would like to thank all colleagues for their enthusiastic and constructive participation and their observations on cutting bureaucracy! In its first meeting, the Taskforce on Reducing Bureaucracy decided to follow up on the suggestions in the areas of contract administration, recruitment and ongoing employment, and human resources administration for assistants to begin with. All colleagues will receive direct feedback on their suggestions.

Further information (in German)

- [www.uni-heidelberg.de/einrichtungen/verwaltung/organisationsentwicklung/buerokratie-abbau/](http://www.uni-heidelberg.de/einrichtungen/verwaltung/organisationsentwicklung/buerokratie-abbau/)

## DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

Head  
Alexander Matt

### Digital Building Management System

In order to further develop services by the University Administration, a digital building management system (CAFM) will be introduced by the year 2020. In preparation, and in the context of quality control, from this year all university departments will receive an overview of the rooms and staff assigned to them. For institutions that participate in the annual budgeting process, there will be no changes to the current procedure. Departments which have not been addressed up to now are requested to actively participate in the quality control process. Dr. Egger (Tel. 54-12320), Department 3.2, is available to answer any questions you may have.

## RESEARCH DIVISION

Head  
Dr. Sigurd Weinreich

### New funding initiative from the Volkswagen Foundation: Artificial Intelligence and the Society of the Future

The funding initiative is aimed primarily at postdoctoral researchers and professors at all career levels in the social and engineering sciences who devote themselves to the challenges of artificial intelligence and society in interdisciplinary research constellations. The integration of the humanities is possible. The closing dates for applications are 5 July 2018 and 4 July 2019.

Further information on the conditions and on the application

- [www.volkswagenstiftung.de/en/funding/our-funding-portfolio-at-a-glance/artificial-intelligence-and-the-society-of-the-future.html](http://www.volkswagenstiftung.de/en/funding/our-funding-portfolio-at-a-glance/artificial-intelligence-and-the-society-of-the-future.html)
- [www.volkswagenstiftung.de/fileadmin/downloads/merkblaetter/MB\\_114\\_e.pdf](http://www.volkswagenstiftung.de/fileadmin/downloads/merkblaetter/MB_114_e.pdf)

### EU-Horizon 2020: Future and Emerging Technologies

The European Commission has published the FET Work Programme 2018-2020. The sub-programmes in the area of Future & Emerging Technologies enable the funding of excellence-driven, visionary and high-risk research on the long-term implementation of radical new technology concepts, in part with no narrowly defined thematic specifications. In this regard, we would like to draw your attention to the following calls:

"FET-Open Challenging Current Thinking". This is an open-ended funding for new ideas in science and technology at an early stage, which can contribute in the long term to solving European challenges. The deadlines will end on: 16 May 2018, 24 January 2019, 18 September 2019 and 13 May 2020.

"International Cooperation on HPC". The goal is to develop a strategic partnership in High Performance Computing (HPC) with Brazil and Mexico that will enable work to be done on HPC applications. Brazilian and Mexican partners are not funded by the EU and are expected to participate with their own resources in the project. The deadline ends on 15 May 2018.

#### Further information

- [ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/feto-pen-01-2018-2019-2020.html](http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/feto-pen-01-2018-2019-2020.html)
- [ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/feth-pc-01-2018.html](http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/feth-pc-01-2018.html)

#### Further Information which is only available in German

##### Student Statistics

- [www.uni-heidelberg.de/studium/interesse/faecher/statistik.html](http://www.uni-heidelberg.de/studium/interesse/faecher/statistik.html)

##### New Guideline Teaching Responsibilities

- [www.uni-heidelberg.de/lehre/index.html](http://www.uni-heidelberg.de/lehre/index.html)

##### New Rules on Maternity Protection for Female Students

- [www.uni-heidelberg.de/studium/imstudium/formalia/mutterschutz\\_studentinnen.html](http://www.uni-heidelberg.de/studium/imstudium/formalia/mutterschutz_studentinnen.html)

##### New Budgeting of Spaces

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/bau/flaechenbudgetierung/](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/bau/flaechenbudgetierung/)

##### Adapted Controlling of the Funding of Basic Equipment

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/bau/erstaussstattung/](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/bau/erstaussstattung/)

##### Training Genetic Technology

- [www.uni-heidelberg.de/gentechnik](http://www.uni-heidelberg.de/gentechnik)

##### Increase of Inventory Limits

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/inventarisierungsregeln.html](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/inventarisierungsregeln.html)

##### Documentation Obligation for Working Hours of Academic Assistants

- [www.uni-heidelberg.de/universitaet/beschaefigte/arbeitsumfeld/arbeitszeit/index.html#Mindestlohngesetz](http://www.uni-heidelberg.de/universitaet/beschaefigte/arbeitsumfeld/arbeitszeit/index.html#Mindestlohngesetz)

##### New Forms for Flight and Train Booking

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/dienstreisen.html](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/dienstreisen.html)

##### Internal Training Programme 2018/2019

- [www.uni-heidelberg.de/bildungsprogramm](http://www.uni-heidelberg.de/bildungsprogramm)

##### BMBF-Funding "Computational Life Sciences"

- [www.bmbf.de/foerderungen/bekanntmachung-1552.html](http://www.bmbf.de/foerderungen/bekanntmachung-1552.html)

##### Baden-Württemberg Stiftung – Elite programme for Postdocs

- [www.bwstiftung.de/bildung/programme/hochschule/eliteprogramm-fuer-postdocs](http://www.bwstiftung.de/bildung/programme/hochschule/eliteprogramm-fuer-postdocs)

##### Administrative guide to research funding

- [www.uni-heidelberg.de/forschung/service/leitfaden/](http://www.uni-heidelberg.de/forschung/service/leitfaden/)

##### Change of Additional Clauses on Project Funding Allocations

- [www.bmbf.de/foerderungen/bekanntmachung-1429.html](http://www.bmbf.de/foerderungen/bekanntmachung-1429.html)

#### Imprint

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