

Research Handbook

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1. Objectives of Norges Bank Research

The overarching goal of research of Norges Bank Research is to support the central banking activities of the Bank towards achieving its main objectives of maintaining monetary stability, promoting the stability of the financial system and an efficient and secure payment system and contributing to high and stable output and employment.

NBR has five main objectives. First, to contribute to and facilitate the use of state-of-the-art, research-based methods and economic analysis within the bank's areas of responsibility. Second, to conduct high-quality research, to be published in high-quality peer-reviewed journals, in areas of importance to the Bank, such as monetary economics, macroeconomics, financial stability and financial intermediation. Third, to act as a link to the Norwegian and international academic economic communities, providing the staff and policymakers with access to and interaction with recognized global experts on monetary policy, macroeconomics, financial stability and financial intermediation. Fourth, to ensure the Bank has a stable and long-term access to a pool of economists with both substantial experience from central bank policymaking and a versatility in state-of-the-art economic methods relevant to central banking. Fifth, NBR should make a substantial contribution to [NB's strategic objectives for the current strategy period](#). To support this effort, NBR has its own [strategic plan](#).

To achieve its objectives NBR shall, beyond conducting high quality peer-reviewed research, engage in analysis and advisory activities in collaboration with the Bank's policy departments, and disseminate internal and external research to the Bank's staff. This includes arranging and coordinating regular seminars, conferences and courses for the Bank's staff on relevant and current issues and inviting relevant academic and central bank research economists to the Bank. Research economists are expected to present their research at recognized conferences, central banks, universities and other relevant institutions.

The above activities are intended to both enhance the Bank staff's expertise as well as improve the understanding of the Norwegian economy by exposing analyses and research thereof to critical discussion with other central banks and

the academic community, for the purpose of strengthening the reputation and credibility of the Bank in its areas of responsibility.

NBR will strive to be among the best central bank research groups in the world and to be, together with other economists in the bank, Norway's leading research community for topics related to monetary policy and financial stability.

2. The pillars of NB Research

Norges Bank Research is built around six pillars: staff, working environment, academic climate, infrastructure, involvement in policy work, and regular evaluation.

Working environment:

NBR should be an attractive and enjoyable workplace for research economists, both junior and more seasoned, that both challenges and supports them in their development. See also "Citizenship" and "Ethics" in "Job description" in Section 4.

Staffing and recruitment:

The research group should have specialist expertise in the fields of macroeconomics, monetary economics, banking and finance.

A successful research function requires the recruitment and retainment of research economists that are highly qualified in their field and close collaboration with the Bank's policy departments. NB should have an appropriate and stable distribution over junior and senior staff. Vacancies shall therefore be advertised internationally and NBR should actively search for relevant candidates. In the recruitment process, a candidate's interest in working closely with the Bank's policy departments with the objective of acquiring new knowledge and developing new analytical tools shall receive considerable weight. Relevant policy departments will be consulted during recruitment processes.

Research is an integral part of activities in the Financial Stability, Markets, and Monetary Policy departments. The skills and expertise of research economists, the size of NBR and its research activities should reflect the activities and strategic objectives of the policy departments and the challenges that arise within their policy areas. Temporary secondments between NBR and the policy departments are encouraged. Newly hired research economists should do a three month secondment in a policy unit during their first years at the Bank.

Visitors, interns, consultants, advisors, guest researchers and exchanges:

To foster contact with relevant national and international academic communities, to create an active research environment and complement areas of expertise that NBR doesn't adequately cover, NBR will offer part-time, temporary, positions to professors and internships to PhD students from both Norwegian and foreign educational institutions. This also aims at supporting staff in finding, new research partners and a quality check for their research and policy analysis, In order to tailor research and analysis activities to prioritized issues, some of these positions will be earmarked to support conducting joint research or analysis projects. These part-time positions together make up around 1.5 full-time equivalent (FTE).

Collaboration with foreign research economists is encouraged and facilitated. Each research economist can invite co-authors to visit the Bank and visit co-authors at other central banks, foreign universities or research centres for short periods to initiate or conduct joint research projects. Details of the budget available for these exchanges are set by the research director from year to year based on budget conditions.

For joint research projects, external co-authors can under certain conditions use data owned by Norges Bank through a Norges Bank PC that provides access to the data through the micro data platform. In such cases, a [guest researcher contract](#) needs to be signed with the co-author. Subsequently the co-author needs to go through and pass security clearance before being able to obtain a NB PC and data access.

PhD scholarships:

NBR administers a junior researcher program and a PhD scholarship program in macroeconomics and financial stability. The overarching objective of the PhD scholarship programme is to strengthen research and education in Norway in the fields of monetary policy and financial stability.

Under the umbrella of this program, NBR offers on average two full-time one-year junior researcher positions each year to exceptional applicants who wish to enter a top-ranked PhD program abroad. The purpose of the junior researcher positions is to enable economists with a MSc degree to work for, and if possible with, research economists on one or more research projects and thereby prepare a candidate for successfully completing a PhD program as well as increasing a candidate's chances of being accepted to and successfully completing a PhD programme.

Infrastructure:

Empirical research and analysis rely on easy access to data and efficient, state-of-the-art IT systems. While macro-data are readily accessible for research purposes, through the Bank's data warehouse, there is a need for secure and efficient systems for storing and processing registered based microdata and (unstructured) big data. For macroeconomic research as well, access to (cloud) processing power is important. The [current strategic plan](#) specifies the objectives of NBR in the infrastructure area.

Policy support:

Analysis and advisory activities shall be focused on acquiring new knowledge that can be applied or employed directly in policy as well as on developing analytical tools for the Bank. Policy and advisory projects will be initiated by or jointly with the policy departments. Each project must receive the prior approval of both the responsible section head and the research director. As part of the annual work planning, the research director shall coordinate the directed research activities of the upcoming year with the management of FST, PPO and MI.

Evaluation:

The research unit strives for using transparent, sound, procedures for evaluating its research activities, its policy analysis and other advisory work. Approximately every three years, but at least every fifth year, a group of external experts, drawn from both policy institutions and universities and/or members of Norges Bank's Research Council will provide an external evaluation of the Bank's research activities. The evaluation will be submitted to the research director and the executive directors of financial stability, monetary policy and markets. Analytical and advisory work, including internal research dissemination, will be evaluated by the management of financial stability, monetary policy and markets with a focus on NBR's contribution to achieving their objectives.

3. Evaluation of NB Research

Tri-annual evaluations of NB Research should cover both the recurring research and policy activities and address any topic the evaluation committee deems important for the performance and evolution of NB Research. The report should provide a basis for further improving the research unit's performance and therefore contain concrete proposals that could lead to such improvement. The evaluation can be guided by, but will not be limited to, the following questions:

1. Is the research that was conducted of relevance for the Bank's tasks in the areas of monetary policy and financial stability?
2. Is the research presented and published in internationally recognised fora and high-quality journals?
3. Is relevant internal and external research adequately disseminated to the Bank's staff?
4. To what extent does the research conducted and internal research dissemination reflect relevant issues in the theory and practice of monetary policy and financial stability?
5. Is NB Research visible in relevant research and central banking communities through its research activities?
6. Is research activity (as described in 1-5) satisfactory given the size of the unit and the 50-50 rule for research economists' use of their time?

4. Job description for research economists

The official job description of a research economist can be found on DNA, the bank's document storage system. [[link to all levels of research economist job descriptions](#)] The information below is intended as a clarification of those job descriptions.

Three main responsibilities of individual research economists are to (1) conduct undirected research, (2) carry out directed research and (3) disseminate research. Working time is expected to be equally divided between undirected and directed research.

Undirected Research:

Published papers earn points based on the point list in this handbook (see Section 7 below). Our ambition is to publish papers in 3 point journals or better. Part of doing undirected research is presenting it at internal and external seminars, international conferences and workshops. New papers should be published in the Bank's working paper series before they are published elsewhere. Research economists, and in particular more senior staff, are expected regularly to act as referees in international journals.

Directed Research:

Proposing and/or initiating directed research projects in cooperation with staff in policy is an important element in our support to the Bank's policy work.

An important part of conducting directed research is to communicate research and analyses efficiently to the staff of FST, MI and/or PPO as well as senior management, where needed within short deadlines, to facilitate the transfer of skills and know-how. Contributing to the Bank's publications (Staff Memos, blog posts), attending relevant meetings/seminars organized by FST/PPO/MI, and giving comments/feedback on written work by staff economists on demand are also part of directed research.

Research dissemination

Proactive research dissemination consists, among other things, of actively identifying and inviting recognized, relevant scholars to the Bank for the seminar series, contributing to the organization of seminars, workshops and conferences, and giving internal research-based presentations.

Citizenship

To make NBR an attractive and enjoyable workplace that both challenges and supports research economists in their development, each staff member has a responsibility to contribute to a collegial, supporting and stimulating research environment and actively participate in section and department activities, for example staff recruitment and the administering of NBR. To support this collective effort, each economist is expected to actively suggest and initiate improvements to the workplace and the research infrastructure.

Ethics

Beyond following Norges Bank's general policies, rules and obligations, research economists must comply with common ethical guidelines for research economists and agreements with data providers, both in letter and spirit. Reference points are the [Ethical Guidelines by the Norwegian National Research Ethics Committees](#), the [American Economic Association's "Code of Professional Conduct"](#), the European Economic Association's "[Ethical Principles for the European Economist](#)" and the American Finance Association's "[Code of Professional Conduct and Ethics](#)".

5. Performance assessments

The assessments of a research economist's performance is made with reference to the official job description (see (3) above) for research economist/senior research economist/ principal research economists as well as the clarifications in this Handbook. In addition to regular assessment standards for Norges Bank staff, NBR has evaluation criteria for both undirected and directed research.

Research evaluation

To take into account that the publication process for academic articles can be long, the average publication record for recent graduates is first calculated after 3 years upon starting at the bank. If there are early indications that a research economist does or may not meet the publication target, the research director will discuss this in the performance talks. In addition to published papers, the number and quality of ongoing research projects and the level of seminars, workshops, and conferences where papers have been presented will, among others, serve as an input into a performance evaluation. Newly hired staff (new PhD) should aim for submitting all papers in their PhD dissertation to journals within a year after the thesis-defense.

Directed research evaluation

Before a directed research project is started, the people involved in the project should jointly write a brief project proposal containing at least information about:

- The expected output
- The time you and other participants expect to spend on the project
- Intermediate deliveries and dates for these milestones
- Who has “ordered” the project, i.e., is the owner
- Who is project leader, i.e., responsible for the execution of the project

To be considered a directed research project, the proposal must be approved by a manager in the involved policy section as well as the research director.

Directed research is mainly evaluated by the management of FST, MI and PPO, specifically its recipients in the policy units of Norges Bank. The most important inputs into evaluations are written feedback from project “owners” in FST, MI and PPO as well as hard information in the form of e.g. data documentation, computer codes, indicators and models developed, and the number and quality of internal notes, presentations and staff memos.

Research economists should request both verbal feedback and a written evaluation of their directed research directly after the conclusion of a project from project

leaders/owners. Project evaluations are also an important input into promotion decisions.

A written evaluation should at least answer the following questions:

1. Has the project been executed as specified in the project plan?
2. Has the project been finalized according to time plan?
3. Has resource utilization been according to plan
4. Has the interaction between project participants been good?
5. Have the findings been presented sufficiently and communicated to the (group of) recipient(s)?
6. Other comments about the execution of the project, the process or other relevant issues?
7. Can the project be considered to have been concluded?
8. Overall assessment of the research economist's contribution to the project work that has been done, on a scale from 1 to 5, where 5 is best and 1 is worst.

The evaluations should be sent to the research economist with a copy to the director of research. The written evaluations are an important component of the promotion process.

6. Career path and promotion criteria

There are three career levels for research economists for which the following requirements, further specified in the [job descriptions](#), apply. For evaluations of research output, as a default, the ranking of journals at the time of an evaluation will be used but, to account for fluctuations over time in journal quality, the journal ranking at the time of an article's publication will be used if requested by an economist.

1. Research economist

Minimum requirements: have obtained or close to obtaining a PhD and research interests of relevance to NB. A *Research economist* has the internal title “Seniorrådgiver”.

2. Senior research economist

Requirements: (i) 18 publication points according to [the current journal point list](#) with a minimum of 12 points from publications in good journals, (ii) a good evaluation from the policy departments on directed research, (iii) a completed secondment at FST, MI or PPO during the research economist track, and (iv) having satisfied the other criteria in the job description. A *Senior research economist* has the internal title “Spesialrådgiver”.

3. Principal research economist

Requirements: (i) Confirmation from an acknowledged Norwegian university that one has “professor-level scientific competence” in economics or finance or, alternatively, an evaluation by Norges Bank’s Research Council that confirms one has the equivalent of “professor-level scientific competence” in economics or finance in accordance with Norges Bank Research’s criteria, (ii) a good evaluation from the policy departments on directed research, (iii) a completed secondment at FST, MI or PPO during the Senior research economist track, (iv) having satisfied the other criteria in the job description, and (v) documentation that he/she satisfies all of the six requirements for professor-level qualifications (see “Guidelines for professor qualifications” below). A Principal research economist has the internal title “Analysedirektør”.

An evaluation request will be declined if the documentation is incomplete or the applicant beyond doubt fails to meet the listed requirements. If the Research Council recommends a ‘disapproval’, an applicant must wait at least a year before requesting a new evaluation.

Promotion process

Processing of promotion applications will be synchronized with bank-wide wage negotiations. Because promotions involve minimum publication requirements,

research economists need to actively apply for a promotion with the research director. An application should contain four parts:

- (i) a list with all publications and the corresponding journal point classification,
- (ii) a list of all directed research projects one has conducted, including approximate dates, project participants, - leader and – owner,
- (iii) evaluations for each directed research project, and
- (iv) an evaluation of the policy secondment.

Before submitting their application, research economists should discuss their intention with the research director and adjust the timing of their application to the timing of the next round of wage negotiations. Applications should in for promotion to senior (principal) researcher should in general be submitted at least two (four) months before the start of bank-wide wage negotiations.

The promotion process will in principle consist of at least three parts: (a) a verification of the publication record, (b) an evaluation of directed research by the research director and the executive director for monetary policy, and (c) an assessment of a research economist's contribution to the overall research and analysis environment. For a promotion to principal research economist additional criteria apply and the promotion process therefore contains additional components.

For staff that joined mid-career, evaluations of directed research will necessarily receive lower weight while his/her contribution to the research and analysis environment as well as the secondment will have greater weight.

Guidelines for “professor qualifications”

A research economist who has been approved as a *full* professor of economics or finance following a regular evaluation process at the University of Oslo, University of Bergen, NTNU, NHH or BI will typically satisfy the academic requirements of a principal economist. Because academic standards fluctuate over time, the research director can decide to pass on the evaluation to the NB

Research Council for a second opinion.¹

If a senior research economist has not been approved as a full professor at one of the above institutions, Norges Bank's Research Council will assess whether a research economist satisfies the following six criteria and provide a written, motivated, recommendation for approval or disapproval.²

Quantity requirements

The scientific output must comprise at least:

- (i) 12 full-length journal articles, which must at least equal 6 if weighted by the number of authors (by dividing by the number of authors).

Or

- (ii) 10 full-length journal articles if 2 of them are 6 point-journals in Norges Bank's journal ranking. Weighted by the number of authors, they must at least equal 5.

Or

- (iii) full-length journal articles if at least 3 of them are 6 point-journals in Norges Bank's journal ranking. Weighted by the number of authors, they must at least equal 4.

Quality requirements

- (i) Six of the articles must have been accepted by 3-point journals and at least two of those six must have been accepted in 5-point journals.
- (ii) If only 8 journal articles are submitted, no more than one 1-point journal article can be part of the package.

Independence and contribution

The research economist must have proved that he/she can perform all parts of a research task and with high quality. Evidence of such independence can be either a single authored article in a Good journal (or better) is or a verifiable declaration that one has contributed crucially and substantially to all parts of several articles,

¹ A "Professor II" position at these institutions would not be sufficient if the researcher does not also formally qualify their full professor requirements.

² These requirements may be amended over time to keep them in line with those at the Economics Department of University of Oslo, whose requirements are largely applied by other Norwegian academic institutions. For more information: [[link to UiO](#)].

supported by all co-authors.

Recentness

At least two of the articles must have been accepted for publication during the past five years and at least one new, yet unpublished, working paper must have been produced during the past three years.

Visibility

The research economist must have established a certain visibility within the international academic and/or central banking community. Measures of such visibility include (i) relatively high number of citations while accounting for the years since PhD; (ii) extensive refereeing for listed journals; (iii) participation in editorial boards of international journals; (iv) participation in PhD thesis or other research evaluation committees; (v) participation in scientific committees of international conferences/workshops (including those organized by Norges Bank); (vi) presentations at top universities or at key central banks including the IMF and the BIS; and (vii) presentations at top conferences. The research economist must score well on most, but not all, of these measures (i) - (vii).

Pedagogical skills, research dissemination and supervision

The research economist must have a proven record of good pedagogical skills and experience in supervising analysis and research at an advanced level. Pedagogical skills and research dissemination activities can be documented by policy seminars and lectures at Norges Bank and other institutions *Joint occasional papers, staff memos, economic commentaries and blogs* from Norges Bank, or similar type of publications from other Norwegian and foreign institutions can also provide evidence of pedagogical skills in research dissemination. The development of useful software for policy analysis that is readily available to internal users can provide evidence of research dissemination.

7. Journal rankings and publication points

Norges Bank has a goal that its research should be publishable in top level international peer-reviewed journals, within fields of relevance for Norges Bank.

Publications in peer-reviewed journals earn points according to a set scheme. The ranking of the journals is available in a [separate journal list](#).

Publication points are irrespective of the number of co-authors to encourage collaboration both internally and externally.

The ambition of Norges Bank Research is, at the department level, to publish in good journals (3 points) or better and the goal is to have at least one third of the publications in very good journals (5 points) or better and at least another third of the publications in good journals (3 points) or better. In particular senior staff are expected to publish more in higher ranked journals.

At the individual level, the long-term objective is to reach at least 4 points per research man-year (i.e. 2 point per person-year with a 50 percent research ratio), evaluated as a five-year moving average.

8. Research Council

The Research Council consists of at least two and a maximum of three external members nominated by the research director and appointed for a period of three years by the Executive Director of Monetary Policy.

Members of Norges Bank's Research Council are expected to act as advisors to Norges Bank's staff and management as well as assist in the tri-annual evaluation of research activities conducted by NB Research. The members of the Council will visit the Bank at least twice every year for meetings with the Bank's staff and management. The Council assists in the promotion process of a research economist to the position of "Principal Research economist" by evaluating applications for "professor-level scientific competence" at the request of the research director.

The Council will report to the research director and the "NBR board" consisting of the Executive Directors of Monetary Policy, Financial Stability and Markets/ICT.

9. External positions and engagements

Academic part-time appointments by a research economist of up to 20 percent of a full-time position can be approved if they are, among other things, considered relevant for work at the bank and consistent with the tasks of the NB Research and Norges Bank. Approval of such part-time work is at the discretion of the research director, who will weigh in factors like overall work performance into a decision. If you are contemplating a part-time academic position, discuss the position with the research director first and then apply for approval through [eGRC](#), the bank's compliance software. More precise information is available in Norwegian on the [Intranet](#).

For approved positions the following applies:

1. A few hours absence, even during the core working hours, to carry out work associated with approved external positions can be deducted from ones "flexi-hours balance".
2. One may be away from the Bank for up to 10 full days to carry out work associated with approved external positions. The equivalent number of working hours will be deducted from one's flexi-hours balance.
3. Full day leaves in excess of 10 days will be deducted from one's 15-flexi days quota, vacations, or wage. In the latter case, one needs to apply for "leave without pay" beforehand.
4. Tidbank, the work time registration system, has a special code for absence from the Bank in connection with part-time work called "Bistilling". This code must be used for all absence related to external positions, i.e., both for a few hours or days.
5. All external positions must be in compliance with Norges Bank's ethical rules and must be approved well in advance.

10. Practicalities

To facilitate the day-to-day operations of NBR, a number of useful documents are available in DNA.

Inviting a guest

To simplify the process for inviting guests and preparing their visit one should use available templates (these should not be edited in DNA). Follow the steps below (also on the [Intranet](#)):

1. Before you book a seminar guest, verify the seminar schedule and coordinate with the person in NBR responsible for the seminar series.
2. After inviting a (seminar) guest, block the date in [the excel sheet on DNA](#) and enter the seminar date with the paper title and abstract in “Hva skjer” on the intranet; inform the seminar coordinator so that he/she can update the external webpage.
3. Send an email to *everybody* in NBR if they are interested in going for dinner or having lunch with the guest. Enter the names in the Excel sheet for the seminar schedule.
4. Send the document with the [Travel reimbursement terms Norges Bank](#) to your invited guest as soon as possible after acceptance of the invitation.
5. Download the “Visitor information” form from the [Intranet](#), fill it out and send it to nbrguest@norges-bank.no. Facility services will then book accommodation and lunch, register the guest at the reception, and order a personalized WiFi-code from IT.
6. Facility services will send you a welcome mail with the necessary documents including a reimbursement form. Forward this email to the guest.
7. At the latest one week before the seminar, set up a program for your guest. Use the document Seminar_Speaker_Program.docx from [DNA](#). Try to include people from research and the policy departments. If possible allow for a half an hour break before the start of the seminar and for some delays in the schedule, e.g., by having some small breaks between meetings. Keep in mind that it is clear who will escort guests to FST, MI or PPO if needed. Send the program to the guest at least three days prior to his/her seminar, so that the guest has the possibility to prepare his/her visit.

Updating your directed and undirected research

Each research economist at the department should ensure that his/her research profile is up to date:

- i. Make sure that your NB internet profile and your personal external website are up-to-date. The communications department can instruct you how to do this. This includes registering ongoing projects. Update whenever there is news.
- ii. Add publications to the list of published papers at NB webpage [\[link\]](#) as soon as a paper has been accepted. Update the information when the paper has been assigned to a volume and pages.
- iii. Update your Ideas/Repec/SSRN/Google scholar. accounts quarterly; this affects the ranking and visibility of NB Research.
- iv. Every research economist should hold a presentation and write a blog at least once per year on planned, ongoing or recently concluded directed or undirected research.

Apply for travel to a conference or to give a seminar

It is permitted to have your travel costs paid for by your host when you present or discuss research, in line with what can be considered accepted practice for academics provided no conflict of interest arises. If you are uncertain whether a conflict of interest may arise, contact the bank's compliance officer.

If travel is not paid for by your host, send an email with the organizer of the conference, the destination, what you will do at the conference, the number of days you will be away and the approximate cost of the trip to the research director for approval before you commit to a conference or other travel.

Data for research projects

Budget for data sets, for example from SSB, has to be planned well in advance.

The budget process always starts in September for the year after. Michel Hageman at Data Management has information about internally available datasets

Each new research project that involves microdata on individuals must be registered in eGRC before data can be applied for and before it can be started.

Contact the data protection officer (personvernombudet) for information on how to do this.

The Central Bank Act, GDPR and SSB's policies for the use of their data jointly govern what data we can use, and how. Contact the data protection officer

(personvernombudet) for the mandatory starter course on GDPR.

11. Travel and Reimbursement Policy

1. As a rule of thumb, aim for presenting at fora on the three-level conference/workshop/institution list. The list in Section 12 is for reference only and not exhaustive and one should always apply sound judgement in travel decisions.
2. Norges Bank [ethical guidelines](#) and [travel policy](#) always apply (see Intranet for details). The department's (residual) travel budget, scheduled and attended conferences, total days-out-of-office and individually accumulated expenditures will be considered when making decisions on travel approval. Whenever you are invited for a talk, reflect about the payoff on the travel and consider the costs of possible conflicts with internal meetings/activities. Clear your travel with the research director, and inform your colleagues (via the whiteboard and your outlook agenda).
3. Co-authors can be visited, but prior permission should be requested. See point 2 above.
4. Every research economist can invite a co-author twice per year and fund their European travel and accommodation, provided they give a presentation at the bank. Co-authors can be invited for lunch at the bank and once for a low-cost dinner. Co-authors should be available and encouraged to meet bank staff and research economists during their visit.
5. As a default, travel should be booked through the bank's travel agency, so that the security department can see when and where you are traveling. If special circumstances, for example a host institution booking travel for you, require you to schedule travel without the bank's travel agency, you need to inform security of your travel details before you book your travel. Stay informed about current travel advisories [link to [ministry of foreign affairs](#)] and contact security about possible restrictions for bringing computers/telephones.

12. Guidelines external presentations

External presentation of research is an integral part of doing research. The following, non-exhaustive, list of conferences aims at clarifying what “high quality” conferences and “internationally recognised fora” are. The list below will be used as a reference point only and can be a factor in travel funding decisions.

Level 1.

AEA, AFA, ESWC, NBER events, WFA, Carnegie-Rochester

Seminars/workshops at: BoE, BIS, ECB, IMF, Board of Governors, regional Federal Reserve banks, seminars at “top-50” universities.

Level 2.

EFA, EEA, ESEM, top-field annual conferences/workshops, IJCB-conferences, seminars/workshops at other central banks with research departments or research functions, OECD, seminars at “top-100” universities, presentations at Norwegian policy institutions and universities, Forskermøtet.

Level 3.

Other conferences/workshops in Europe/North America/Asia, other advanced-economy or emerging market central banks, seminars at other universities

13. Administrative support

| Services | Contact person | E-mail | Internal phone |
|--|--|--|-----------------------------------|
| Admin support related to visitors and seminars | Service desk | nbrguest@norges-bank.no | 6008 |
| Admin support related to events | | jurgita.kristiansen@norges-bank.no | |
| Visitor registration | Reception | Link to Intranet resepsjonen@norges-bank.no | 6765 |
| Extended admission cards | HR/Marit Hoftvedt | ansettelserpersonkontroll@norges-bank.no ; marit-aas.hoftvedt@norges-bank.no | 6216/ 92850668 |
| Personal reimbursements External invoices | | visma@norges-bank.no invoice-management@norges-bank.no | |
| Visitor planning and reimbursements | Facility services | nbrguest@norges-bank.no | 111 |
| HR issues/security clearance | Sunniva Kvitvang Marit Hoftvedt | sunniva.kvitvang@norges-bank.no marit-aas.hoftvedt@norges-bank.no | 47633347 6216/ 92850668 |
| Conferences/ Workshops organization | | facilityservices@norges-bank.no | 111 |
| Time registration (Tid-bank) | Anita Severinsen | marit-aas.hoftvedt@norges-bank.no | 6216 |
| IT-Helpdesk | | helpdesk-nb@evry.com | 555 |
| Platform for microdata | Michel Hageman Peter Koller | data_management@norges-bank.no | 48404286 |
| Data protection officer | Ingrid Ellingsen Gran | personvern@norges-bank.no | 6321 |
| Visa application, residence permits,... | Marit Hoftvedt | marit-aas.hoftvedt@norges-bank.no | 6216/ 92850668 |
| All paper and digital publications | Biblioteket | biblioteket@norges-bank.no | 6278 |
| Web / intranet pages | Charlotte Jakset | web-redaksjonen@norges-bank.no intranettet@norges-bank.no | |
| Emergency number | | | 77/ 22316602 |

For more information on the above and other issues, see
<http://intra.no/Organisasjon/>
<http://intra.no/Ansatt-i-NB/English/>