

Follow-up Research Management and Administrative Processes Workshop

April 2024 – 18th – 19th

ALBA Synchrotron

Background:

The **FUNLAYERS Project** has a dedicated Work Package aiming at Strengthening Research Management Capacities and Administrative Skills of all partners, and, in particular of INL.

One of the objectives of this WP is to benchmark among the partners (INL, ALBA-Cells, and Max Planck Institute) the capacities of research management to exchange best practices among the partner's support units to better manage research, optimise administrative processes, as well as identifying collaboration opportunities.

To achieve it, a Research Management Diagnosis Workshop has held at INL in January 2023, which benchmarked the research management practices and administrative processes of the three partners. The result of this workshop was a report on good practices and recommendations in research management and administrative procedures, with the objectives of:

- i) sharing of practices in Research Management and Administrative tools between the partners to get to know each other's and be on the same page,
- ii) having a full overview of INL's Management and Administrative skills, and
- iii) identifying topics to be further developed at INL in terms of research management and administrative procedures.

In this first assessment, it was identified the strengths, weaknesses, and gaps, followed by a few recommendations, in each of the following topics:

- Access to Core Facilities
- IP & Knowledge Transfer
- Funding Acquisition & Project Management
- Research Data Management

The workshop:

The next step is a **Follow-up Research Management Workshop**, this time at **ALBA Synchrotron**, to be held in **April 18-19, 2024**. In this workshop, target to the support units of the three project partners, we'll go deeper in the topics discussed in the first workshop, including other related topics, with interactive group discussions and case studies, highlighting successful research management practices. The result from this action will be a comprehensive Action Plan to optimise research support activities at INL.

Day 1			
14:30	10'	Welcome (Marie Curie Meeting Room)	Bárbara Calisto (ALBA)
14:40	20'	Introduction to FUNLAYERS Project and WP3 (Marie Curie Meeting Room)	Monike Rocha (INL)
15:00	15'	INL's Support Units at a Glance <ul style="list-style-type: none">○ Core Facilities○ IP & Knowledge Transfer	Mariana Fernandes (INL)

		<ul style="list-style-type: none"> Information & Communication Systems Business and Strategic Relations Human Resources <p>(Marie Curie Meeting Room)</p>	
15:15	15'	MPG's Support Units at a Glance (Marie Curie Meeting Room)	Pierre-Jean Zermatten (MPG) and Michael Strauch (MPG)
15:30	15'	ALBA's Support Units at a Glance (Marie Curie Meeting Room)	Klaus Attenkofer (ALBA)
15:45	5'	Short Instructions for the Parallel Sessions (Marie Curie Meeting Room)	All
15:50	20'	Coffee Break (at Marie Curie Meeting Room)	
16:10	60'	Parallel Session 1: Project Management <ul style="list-style-type: none"> Monitoring of project's execution (technical and financial execution; risk management; communication and dissemination; digital tools; etc.) Project closure and post-project evaluation (Marie Curie Meeting Room)	+ Mariana Fernandes (INL) + Ana Silva (INL) + João Boaventura (INL) + Alejandro Sánchez (ALBA) + Bárbara Calisto (ALBA) + Michael Strauch (MPG)
		Parallel Session 2: Access to Core Facilities <ul style="list-style-type: none"> Funding model Facility operational model based on funding model and scientific strategy Facility staff – Roles/Careers Prioritization of access Scientific Advisory Board (Rosalind Franklin Meeting Room)	+ Margaret Costa (INL) + Enrique Carbo (INL) + Maria José Simancas (ALBA) + Klaus Attenkofer (ALBA) + Pierre-Jean Zermatten (MPG)
		Parallel Session 3: Research Data Management <ul style="list-style-type: none"> Infrastructure for data storage Data management tools Procedures and policies to manage research data Measures to ensure compliance with Open Access policies (Niels Bohr Meeting Room)	+ Adelino Correia (INL) + Nicolas Soler (ALBA) + Toni Fernández Maltas (ALBA) + Oleksii Biletskyi (MPG)
		Parallel Session 4: HRS4R (Human Resources Strategy for Researchers) <ul style="list-style-type: none"> Introduction to the HRS4R Process Recruitment and Selection Process Gender Equality Plans (GEP) Career Model and Performance Evaluations Career Development (Rita L. Montalcini Meeting Room)	+ Helena Macedo (INL) + Arseni Armengou (ALBA) + Ann-Kristin Flieger (MPG)
		Parallel Session 5: IP and Knowledge Transfer	+ Ana Vila (INL) + Núria Valls (ALBA)

		<ul style="list-style-type: none"> ○ <i>IP Capture; Motivation of Group Research Leader and other tools.</i> ○ <i>Collaborations with industrial partners and academic research institutions & models/tools for IP regulation in these institutional relations.</i> ○ <i>How to hand over the patents/ patent applications to inventors</i> <p>(Hodgkin Meeting Room)</p>	+ Virginia Boix (ALBA) + Martha Schulz (MPG) + Ali Shaygan Nia (MPG)
17:10	90'	Visit to ALBA instruments and laboratories	
20:00	-	Dinner at Oddvar (Cerdanyola del Vallès)	

Day 2			
09:00	120'	Continuation: Parallel Session 1: Project Management <ul style="list-style-type: none"> ○ <i>Monitoring of project's execution (technical and financial execution; risk management; communication and dissemination; digital tools; etc.)</i> ○ <i>Project closure and post-project evaluation</i> <p>(Tesla Meeting Room)</p>	+ Mariana Fernandes (INL) + Ana Silva (INL) + João Boaventura (INL) + Alejandro Sánchez (ALBA) + Bárbara Calisto (ALBA) + Michael Strauch (MPG)
		Continuation: Parallel Session 2: Access to Core Facilities <ul style="list-style-type: none"> ○ <i>Funding model</i> ○ <i>Facility operational model based on funding model and scientific strategy</i> ○ <i>Facility staff – Roles/Careers</i> ○ <i>Prioritization of access</i> ○ <i>Scientific Advisory Board</i> <p>(Rosalind Franklin Meeting Room)</p>	+ Margaret Costa (INL) + Enrique Carbo (INL) + Maria José Simancas (ALBA) + Klaus Attenkofer (ALBA) + Pierre-Jean Zermatten (MPG)
		Continuation: Parallel Session 3: Research Data Management <ul style="list-style-type: none"> ○ <i>Infrastructure for data storage</i> ○ <i>Data management tools</i> ○ <i>Procedures and policies to manage research data</i> ○ <i>Measures to ensure compliance with Open Access policies</i> <p>(Niels Bohr Meeting Room)</p>	+ Adelino Correia (INL) + Nicolas Soler (ALBA) + Toni Fernández Maltas (ALBA) + Oleksii Biletskyi (MPG)
		Continuation: Parallel Session 4: HRS4R (Human Resources Strategy for Researchers) <ul style="list-style-type: none"> ○ <i>Introduction to the HRS4R Process</i> ○ <i>Recruitment and Selection Process</i> ○ <i>Gender Equality Plans (GEP)</i> ○ <i>Career Model and Performance Evaluations</i> ○ <i>Career Development</i> <p>(Rita L. Montalcini Meeting Room)</p>	+ Helena Macedo (INL) + Arseni Armengou (ALBA) + Ann-Kristin Flieger (MPG)
		Continuation: Parallel Session 5: IP and Knowledge Transfer <ul style="list-style-type: none"> ○ <i>IP Capture; Motivation of Group Research Leader and other tools.</i> 	+ Ana Vila (INL) + Núria Valls (ALBA) + Virginia Boix (ALBA)

		<ul style="list-style-type: none"> ○ Collaborations with industrial partners and academic research institutions & models/tools for IP regulation in these institutional relations. ○ How to hand over the patents/ patent applications to inventors <p>(Hodgkin Meeting Room)</p>	+ Martha Schulz (MPG) + Ali Shaygan Nia (MPG)
11:00	30'	Group Picture & Coffee Break (at the Tents)	
11:30	90'	Wrap-up: Parallel Session 1: Project Management <ul style="list-style-type: none"> ○ Monitoring of project's execution (technical and financial execution; risk management; communication and dissemination; digital tools; etc.) ○ Project closure and post-project evaluation <p>(Tesla Meeting Room)</p>	+ Margaret Costa (INL) + Enrique Carbo (INL) + Maria José Simancas (ALBA) + Klaus Attenkofer (ALBA) + Pierre-Jean Zermatten (MPG)
		Wrap-up: Parallel Session 2: Access to Core Facilities <ul style="list-style-type: none"> ○ Funding model ○ Facility operational model based on funding model and scientific strategy ○ Facility staff – Roles/Careers ○ Prioritization of access ○ Scientific Advisory Board <p>(Rosalind Franklin Meeting Room)</p>	+ Margaret Costa (INL) + Enrique Carbo (INL) + Maria José Simancas (ALBA) + Klaus Attenkofer (ALBA) + Pierre-Jean Zermatten (MPG)
		Wrap-up: Parallel Session 3: Research Data Management <ul style="list-style-type: none"> ○ Infrastructure for data storage ○ Data management tools ○ Procedures and policies to manage research data ○ Measures to ensure compliance with Open Access policies <p>(Niels Bohr Meeting Room)</p>	+ Adelino Correia (INL) + Nicolas Soler (ALBA) + Toni Fernández Maltas (ALBA) + Oleksii Biletskyi (MPG)
		Wrap-up: Parallel Session 4: HRS4R (Human Resources Strategy for Researchers) <ul style="list-style-type: none"> ○ Introduction to the HRS4R Process ○ Recruitment and Selection Process ○ Gender Equality Plans (GEP) ○ Career Model and Performance Evaluations ○ Career Development <p>(Rita L. Montalcini Meeting Room)</p>	+ Helena Macedo (INL) + Arseni Armengou (ALBA) + Ann-Kristin Flieger (MPG)
		Wrap-up: Parallel Session 5: IP and Knowledge Transfer <ul style="list-style-type: none"> ○ IP Capture; Motivation of Group Research Leader and other tools. ○ Collaborations with industrial partners and academic research institutions & models/tools for IP regulation in these institutional relations. ○ How to hand over the patents/ patent applications to inventors <p>(Hodgkin Meeting Room)</p>	+ Ana Vila (INL) + Núria Valls (ALBA) + Virginia Boix (ALBA) + Martha Schulz (MPG) + Ali Shaygan Nia (MPG)
13:00	60'	Lunch (at the Tents)	

14:00	90'	Summary of the results of each Parallel Sessions <ul style="list-style-type: none"> ○ Project Management (10') ○ Access to Core Facilities (10') ○ Research Data Management (10') ○ Human Resources Strategy for Researchers (10') ○ IP and Knowledge Transfer (10') ○ Open discussion (40') (Marie Curie Meeting Room)	All
16:00	10'	Presentation of the draft of the "Implementation Plan"	+ Monike Rocha (INL)
16:10	5'	Closing Remarks	+ Bárbara Calisto (ALBA) + Klaus Attenkofer (ALBA)
16:15		End of Workshop	

Connection details for the meetings:

Joint meetings	https://rediris.zoom.us/j/93469495839?pwd=YU8vdzdVQ3hSblBuNVBWdDB4ekITQT09
<u>Parallel Sessions</u>	
1	https://rediris.zoom.us/j/93469495839?pwd=YU8vdzdVQ3hSblBuNVBWdDB4ekITQT09
2	https://zoom.us/j/95111024823?pwd=cldzVWo2V3V3NIRhaHpDSU5McFZpdz09
3	https://rediris.zoom.us/j/97539120419?pwd=eDd0Q0dRdHR6T0FFaG9SME5tb0xUZz09
4	https://rediris.zoom.us/j/8996993448?pwd=enB0YzJ5QmZNU1NwMkwxVENXVGEzUT09
5	https://rediris.zoom.us/j/91916609159?pwd=MTJnL29pMTFnY2tDNEhMbXVncTJmQT09

Guidelines for the Parallel Sessions

This are the guidelines for the moderator and participants of the parallel sessions.

Select your Parallel Session Topic:

- () Project Management
- () Access to Core Facilities
- () Research Data Management
- () Human Resources Strategy for Researchers
- () IP & Knowledge Transfer

Day 1

Part 1: Introduction and Current Challenges (60 minutes discussion)

1. Brief Overview:
 - Introduction of the moderator roundtable short presentation of the members of the session
 - Key objectives and scope of the discussion session
 - Ranking of most relevant topics for discussion
2. Current Challenges:
 - What are the major challenges faced in [insert your topic] within your organization?
 - List specific issues or obstacles hindering effective [insert your topic]
3. Success Stories (if any):
 - Share any successful experiences or strategies in addressing challenges related to [insert your topic]

Day 2

Part 2: Strategies and Best Practices (90 minutes discussion)

4. Strategies for Improvement:
 - Brainstorm potential strategies or solutions to overcome challenges identified earlier.
 - Discuss best practices or approaches from other institutions or industries that could be applied to enhance [insert your topic].
5. Resource Identification:
 - Identify necessary resources (e.g., training programs, tools, personnel) needed to implement proposed strategies.
6. Stakeholder Engagement:

- Discuss the importance of involving relevant stakeholders (e.g., researchers, administrators, policymakers) in improving [insert your topic].

Wrap-up: Action Plan and Implementation (90 minutes)

7. Action Plan Development:
 - Outline specific action steps to address the challenges and implement the identified strategies.
 - Assign responsibilities and timelines for each action step.
8. Monitoring and Evaluation:
 - Determine methods for monitoring progress and evaluating the effectiveness of the action plan.
 - Identify key performance indicators (KPIs) to measure success.
9. Sustainability:
 - Discuss how to ensure the sustainability of improvements in [insert your topic] beyond the workshop.

Additional Notes:

- Any additional comments, suggestions, or insights related to [insert your topic].
- Any other relevant information to be considered for the comprehensive action plan.