



Research Management Task Force

University of Leipzig, 25th October 2018

Notes of the meeting held at Leipzig University on Thursday 25th October 2018.

Present:

Pam Jackson, University of Hull - Chair
Martina Chylkova, Utrecht University
Gerhard Fuchs, Leipzig University
Angie Mifsud, University of Malta
Roman Badik, Masaryk University
Zuzana Lisoňová, Comenius University in Bratislava (by Skype)

1. Appointment of Chair for 2018/19

It was agreed that MC would take over from PJ as Chair of the Task Force from the end of February 2019 for a one year term of office.

2. Notes of the meeting held on 20th August 2018

There were no outstanding actions from the last formal meeting on 20th August or the planning meeting that had been held on 5th October.

3. Task Force Strategy

3.1. Review of 2017 / 18 strategy

- Ambition one - MC reported that the directory is now complete and it was agreed that the key current use for this communication channel should be information about the 2019 Research Managers workshop.

Action – MC to issue a save the date message and call for presenters after today's discussions.

- Ambition two – it was agreed that the 2018 Research Managers workshop had been the most successful of the elements under this ambition.
- Ambition three – it was agreed that this was a challenging ambition and that the European Universities project was an interesting development which could link into the UUN. In addition Vision 2020 was discussed and it was



agreed that a presentation by one of their representatives would be an interesting session at the next workshop.

Action – AM to invite Vision 2020 speaker.

3.2. Agreement of strategy for 2018/19

After some discussion it was agreed that AM would create a google document for task force members to edit. The strategy could then be finalised at the next meeting.

Action - AM to create google document and circulate link

4. Planning for the Research Managers Workshop 2019

4.1

It was agreed that the workshop will be held from Tuesday 28th to Thursday 30th May 2019.

Action – PJ to get the dates into the overdue newsletter if possible.

4.2

The post workshop Task Force meeting will be held on the morning of Friday 31st May.

4.3

The goal would be to have representation of as many universities from the Network as possible, therefore a limit of two people per university would be enforced again until six weeks before the event date (i.e. Monday 15th April).

4.4

It was agreed that the catering during the day would be paid for from the budget and potentially a 'get to know you' meal on the Monday evening.

4.5

It was noted that feedback from last year requested less topics with more discussion time, and it was agreed there could be one major theme/session for each day e.g. Brexit and Horizon Europe.

4.6

A brainstorm on topical potential sessions generated the following suggestions:

- What is Vision 2020 about – get all Vision 2020 members attending to present their experiences and invite a member of their executive to present (see action in 3.1 above);
- Tools to identify research funding eg Researchconnect;



- Research impact and potentially the Impacter tool;
Action - MC to investigate
- Presentation by a Scientific officer from the Commission on the new missions in future funding;
- Final workshop session should be event feedback, an invitation to join the task force, an opportunity to comment on the strategy and ideas on special initiatives the Task Force should develop.

4.7

It was agreed that the programme would include:

- Sessions held at the Science park on the Thursday morning
- A social programme of an optional walking tour one evening and an optional boat tour after the close of the event on the Thursday afternoon;

4.8

ZL agreed to start developing a delegate pack, based on previous year's information which would include one or two recommended hotels, letter of welcome to UUN (potentially from the UUN Chair) and info on the other task forces, copy of our strategy and advance notice of the invitation to become a member of the task force (as may need approval to volunteer).

4.9

It was agreed that delegates would be asked to complete a proforma to be shared with other delegates prior to the workshop. This could include how their university organises research support and key themes of research.

4.10

Associated one day workshops were discussed and it was agreed that these must focus on topics that had an international research theme.

Action – PJ to find out deadlines for applying for special initiative funding.

4.11

ZL agreed to draw up draft programme based on these discussions and manage a job list for Task Force members.

5. LinkedIn account development

RB reported that the LinkedIn group has 14 members. It was noted that individuals can only invite their own contacts and Task Force members should do this if they have relevant contacts.

The following **actions** were agreed:



- RB to post invitation for the workshop with a request for ideas for the programme by 021118;
- RB to re upload last year's presentations and photos;
- AM to email an invitation to last year's delegates to join the LinkedIn group by 021118;
- MC to email an invitation to all on the contact list to join the LinkedIn group by 021118;
- Task Force members agreed to commitment to post once a month (or get someone else to do it!);
- PJ to set up a hotlink to the LinkedIn Group from the UUN web page;

6. Task Force budget 2018 / 19

PJ reported that the Task Force budget of €3,000 currently has a balance of €1,805 and the workshop fund still shows the full €5,000 allocation as the Malta workshop payment has not been made.

Action - AM to chase payment for the May workshop.

7. Task Force pages on UUN site

After considering the pages it was agreed that the photo should be updated with one from this meeting.

Action – PJ to update the webpage

8. Future Task Force meetings

It was agreed that the next two meetings would be held on Skype, and that PJ would create a doodlepoll for week commencing 26th November and 4th February.

Action – PJ to manage doodlepoll and set dates.

9. Any other business

There were no items of any other business.