



## Research Management Task Force

11th May 2018

Notes of the meeting held at the Universtiy of Malta on Friday 11th May 2018.

### Present:

Pam Jackson, University of Hull  
Martina Chylkova, Utrecht University  
Kirsten Hollaender, Utrecht University  
Gerhard Fuchs, Leipzig University  
Zuzana Lisoňová, Comenius University in Bratislava  
Angie Mifsud, University of Malta

### Apologies:

Roman Badik, Masaryk University

## 1 Research management workshop

### 1.1 Workshop evaluation / follow up with delegates

It was agreed that AM would draft up a Google form workshop evaluation to go to all delegates based on last years and circulate to task force members for comment prior to sending out.

In addition it was agreed that this communiton should include;

- An option to express an interest in hosting next years workshop in May;
- A list of delegates with their email addresses;
- A reminder of the offer made by Sean re trial of intelligence reports etc;
- A reminder of the LinkedIn group details.

**Action:** AM

AM to talk to RB about putting the presentations on LinkedIn and drip feed their availabilty to drive traffic to the group.

**Action:** AM and RB

### 1.2 Inital feedback

Following the group discussion in the final session of the workshop and consideration by task force members, the following inital feedback was noted:

- Programme should have less presentations / topics and more, structured discussions;



- Venue must be able to accommodate this i.e. would need space for two / three breakout groups;
- The main room should enable open U or cabaret style layout to facilitate more discussions;
- The opening session should allow each delegate a two slide introduction, using a standard template, on their university and the structure of the research functions;
- The Chairing of half day sessions by task force members had worked well, as had using delegates to present good practice and topics within the session theme;
- Having one external keynote speaker works well to give a topical, high level presentation;
- When planning the programme it would be useful to meet with the Chair of UUN for them to have an input into the programme (eg recommend topics or speakers)
- The workshop introduction session should include an introduction to the UUN, potentially including the video used previously;
- Research development v research management could be an interesting topic;
- It was confirmed that non UUN universities could attend the workshop, but that there is a limit on the percentage delegates from such organisations;
- It was noted that delegates from Antwerp, Bratislava and Bologna had volunteered to be potential future venues.

### 1.3 Workshop article

PJ agreed to draft up an article on the workshop for the UUN newsletter and for delegates to use and send to AM for comments and the addition of the group photo.

**Action:** PJ and AM

## 2 LinkedIn

It was agreed that all task force members should put some comments on the workshop onto the group.

**Action:** All

With regards to other topics it was agreed that AM would start a blog about being a research manager / managing the workshop and it was agreed that a Q&A on the implications of Brexit would be an interesting topic.

**Action:** AM

## 3 Feedback form the UUN AGM



PJ reported that she had attended the AGM, as Chair of this task force, and was pleased to confirm the budget for the task force for the current financial year. She feedback key information from the meeting, including the new personnel on the Steering Group.

The potential to apply for additional funding from the 'new initiatives' pot was discussed and a short, one off, workshop or online training provision was considered, potentially in February 2019. This could link into the new work of Sean McCarthy, follow up on the interest in research information systems shown during the workshop or take up the presentation skills requested mentioned in the workshop closing session (potentially 'presenting in an international environment').

It was agreed that task force members should consider this idea and have it as an item on the agenda of the next meeting. In the meantime PJ agreed to find out the deadlines for applications and circulate them.

**Action:**All / PJ

#### **4 Research managers network contacts**

MC reported that there are only seven universities now missing from our contact list. She agreed to circulate the list of these to ascertain if any of the task force members have contacts there and if not do a google search on potential people to approach.

**Action:** MC

It was agreed that every time the contact list is used there should be a header on the messages reminding the addressee that their role is to circulate the message to all research managers / staff within their organisation.

**Action:** MC / all

#### **5 Task Force meetings**

It was confirmed that the next two meetings would be as follows:

- Skype meeting in late June to consider how to keep traffic on the LinkedIn group;  
**Action:** PJ to arrange in due course
- Task force meeting in September / October at the University of Leipzig, as previously agreed.  
**Action:** GF to arrange via doodlepoll



PJ 180518