**Minutes of the Second Management Committee Meeting of the COST ACTION
CA15137: "European Network for Research Evaluation in the Social Sciences and the
Humanities (ENRESSH)"**

Lisbon, Portugal
08/03/2018

1. Welcome to participants

The participants were welcomed by Ioana Galleron, Chair of ENRESSH, and by Jack Spaapen, vice-chair.

2. Verification of the presence of two-thirds of the Participating COST Countries.

Number of Participating COST Countries present at the meeting: Belgium, Croatia, Cyprus, Czech republic, Denmark, Estonia, Finland, France, Greece, Hungary, Iceland, Israel, Latvia, Lithuania, Malta, Montenegro, the Netherlands, Norway, Poland, Portugal, Serbia, Slovenia, Spain, Switzerland
Representatives from Albania and South Africa were present (no voting rights).

24 COST Countries attended the meeting and the quorum (2/3 of COST countries participating in the Action) was reached.

3. Adoption of agenda.

The agenda (annex 1) for the 3nd Management Committee (MC) was adopted unanimously.
No additional matters of discussion have been proposed

4. Update from the Action Chair.

The Action chair presented general facts about the Action, following the annexed presentation (annex 2).
a) Status of the Action

CSO approval: October 2015
Start of the Action: 08/04/2016
End of Action: 07/04/2020
Total number of COST Countries having accepted the MoU: 35
Total number of COST Countries intending to accept the MoU: 0

Participating NNC institutions
Since the last MC meeting, the European University of Tirana, represented by Mrs. Ketrina, Cabiri Mijo, has joined the Action.

b) STSM

In absence of the STSM manager, who has been taken ill, the Chair of the Action presents

this point.

3 calls for STSM have been published during the second grant period. Topics and awarded grants are distributed as follows:

WP1: 3 topics called, **2 STSMs granted**;
WP2: 6 topics called, **3 STSMs granted**;
WP3: 6 topics called, **3 STSMs granted;**
ECI: 2 topics called, **1 STSM granted**.

For more details about the topics and the grantees, see general presentation (annex 2, slides 6-16). Also, it is reminded to participants that all reports after the completion of an STSM are published on the website. All STSM proved essential for advancing towards the completion of MoU objectives. Most of them lead to co-signed publications, that are to be encouraged by all means.

The next call for STSM will be launched end of March 2018. In order to stimulate participation, the SG decided that two types of STSM will be called:
- on precise topics defined by the WG leaders, or in cooperation with WG leaders;
- "open" topics; any participant can propose a topic, and find a suitable host, provided the topic is in line with the completion of Actions objectives, as stated in the MoU, and with the realisation of our deliverables.

c) Promotion of gender balance and early career investigators.

The Action presents a good balance in terms of gender and ECI, and has put into place several measures to preserve this balance. See slides 17 to 19 of the general presentation (annex 2).

d) Inclusiveness and excellence.

During the last grant period, a new instrument has been put into place by COST office: a "conference grant" that can be awarded to researchers from ITC, to help them participate in international conferences.

The SG has put into place a procedure, that has been communicated via email to all participants in ENRESSH. The procedure has been electronically adopted by the MC.

4 demands for conference grant have been received during the second GP, two of them have been awarded. The reason for refusing the third one is the nature of the conference the participant wanted to attend: organised by a "predatory publisher", it did not comply to the high scientific standards expected for a real international conference. As for the last one, it was formulated by a person totally external to ENRESSH network, and wishing to participate in a conference having no link with our themes.

It is reminded to the MC that the process for applying is quite complex: candidates must already to have an acceptance letter from the conference organisers, then they encode the application via COST system. The MC chair cannot answer about how to encode precise fields of the application form – this is not by bad will, but I simply have no access to those screens, to see how they look like.

Once an encoded application has been received via the system, the chair contacts the SG of the Action, for quick decision. It is counselled to send word about the application, with the letter of acceptance AND the abstract of the proposal, by email to the MC chair, in the same time as encoding the application.

It is reminded that the SG meets every 4 or 6 weeks, via skype; this is frequent enough to allow fast decisions.

5. Update from the Grant Holder: Action budget status.

Budget execution will be much better for this GP, around 90% of the budget. The two reasons for underspending are:
- finally, there has been no participation in an international conference on behalf of the Action (dissemination meeting);

- the problem of "no shows". In spite of preliminary doodles, several participants simply do not show up to Action meetings. In some cases, absences are justified (illness, superior constraints), in order it is clear that they could have been anticipated (ex. participation in a conference in the same time as ENRESSH meeting). This penalises the local organiser, who orders food for the entire group, then has to support the costs for the "no show" people (reminder: no signature = no reimbursement from COST budget). It is also extremely annoying for WG leaders, especially when absentees are numerous (more than 10 last minute cancellation for Lisbon, for instance).
  To sum up: if you are unsure about your availability, DON'T CLICK ON THE DOODLE, please!
  Also, in case of more announced participants than available places, the SG will leave aside no show candidates.

6. Follow up of MoU objectives: progress report from the working groups.
WG 1 tasks and deliverables were presented by Dr. Michael Ochsner, leader of the WG. During GP2, the group concentrated on the national evaluation systems; also, a list of projects on quality perceptions has been gathered. Co-authored publications and presentations start to result from the coordinated research activities. Finally, the WG leader proposes a list of tasks to be done in GP3 (see slides 23 to 28 of the annex 2).

WG 2 tasks and deliverables were presented by Dr. Paul Benneworth, leader of the WG. While the group has continued exploiting the 65 case studies on impact generation by SSH research, the main achievement during the second GP was the organisation of a training school in Zagreb. This has been rated good to very good by trainees. A "Manifesto for better SSH evaluation" has been drafted with the participants during the last day of the TS (slides 29 to 36)

WG 3 achievements are presented by Dr. Tim Engels, WG leader. The main activity of the group was the completion of the VIRTA pilot, launched in July 2017. The pilot proved that data from various CRISes can be interoperable, without significantly affecting the data structure in the contributing repositories. Members of the group have now access to information about SSH types of publications in various countries, and this resulted in a series of presentations to international conferences, as well as in a series of papers in highly rated journals (slides 37 to 46).

WG4 was presented by Pr. Geoffrey Williams, WG leader. The group continued to fulfil its mission, which is to ensure a smooth communication flow inside and outside the Action. A member of the group has been trained in Brussels as Science communication officer, and can help members with communicating about their research (slides 47 to 48).

In addition, Pr. Williams presents the new NBABE special interest group. This group has been created during the meeting in Helsinki. It has evolved from evaluation of non-bibliometric aspects of books to taking into account all aspects of book evaluation. It is a transversal group, asking for expertise from WG1, 2 and 3. Main issues are: the peer review of books, the labels of excellence for publishers, the typology of books, the definition of "academic" (slide 49)

The SIG ECI activities are presented by Dr. Jolanta Sinkuniene, the leader of the SIG. During the second GP, the SIG has conducted 53 interviews with ECI from 16 countries. During the 3 GP, these interviews will be analysed by smaller groups, who will co-author 3 publications. (slides 50 to 55)

At the end of the presentation, the MC organised a vote upon the monitoring progress report, to be submitted by the Chair of the Action on behalf of the MC committee. The progress report will be based on the presentations of WG leaders. In a lighter form, it has been already sent to all ENRESSH members, for completion.

Resolution 1. The MC votes unanimously the submission of the progress report, and authorises the Chair to bring all needed modifications.

7. Scientific planning.

The Chair reminds the secondary objectives of the Action, then the grant period goals (11 GPG, see slides 58 and 59). These have been elaborated with the WG leaders, and respond to the actual state of the activities, as well as to the need to realise on time the deliverables promised in the MoU.

10 STSMs are planned for the 3rd GP, in two or 3 calls.

The chair announces a last minute change to the meetings planned during the 3rd GP. At the demand of the organising committee, ENRESSH will organise a round table during the Austrian EU Council presidency conference, "Pathways to impact". This was not planned when encoding the work and budget plan that has been sent to members prior to the meeting, and demands a redistribution of financial means, as well as a change in the dates of the task-group meeting in Copenhagen.

On dissemination plan, the Chair reminds the importance of co-authored publications by participants from at least 2 COST countries, and the importance of **acknowledging** in the paper the role of ENRESSH in its completion. Here is an abstract from the COST guidelines for dissemination:

> Acknowledgement : **"This article is based upon work from COST Action (name and/or initials), supported by COST (European Cooperation in Science and Technology)".**
> COST must also orally be acknowledged during all news media interviews, conferences and events where COST Action representatives give a public presentation or participate to a session or panel.
>
> COST short boilerplate: "COST (European Cooperation in Science and Technology) is a pan-European intergovernmental framework. Its mission is to enable break-through scientific and technological developments leading to new concepts and products and thereby contribute to strengthening Europe's research and innovation capacities. www.cost.eu."

A longer COST boilerplate is available in the guide for dissemination. Also, do not hesitate to contact WG4 leader for help on this matter.

Resolution 2: The MC adopts the proposed working plan and authorises the MC Chair and steering committee to bring, if necessary, modifications to the WBP (corrections, additions, specifications demanded by COST office).
Unanimous approval

b) Action budget planning
For figures, see slides 64 and 65.

Resolution 3: The MC approves a FSAC rate of 15% of the total scientific expenditure.
Unanimous approval.

Resolution 4: The MC adopts the proposed budget. Modifications to the reimbursement rates can be further voted before the meetings in order to allow participation of a maximum of members
Unanimous approval.

8. AOB.

Resolution 5: The steering group will continue the same policy for balancing age, gender and country participation.
Unanimous approval.

9. Location and date of next meeting

Ljubljana, 10 and 11 of July 2018. WG meeting, only participants contributing directly to WG planned activities will be invited. Please get in contact with your main WG leader for further details.

10. Closing

No other matters having to be discussed, the Chair closed the MC meeting at 18h00.