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

Brussels, Belgium
08/04/2016

1. Welcome to participants

The participants were welcomed by Dr Luule Mizera, Science Officer of the Action and by Mr Leo Guilfoyle, Senior Administrative Officer of the Action. Dr Luule Mizera chaired the first part of the meeting, including the election of the Action Chair and Vice Chair that was carried out under agenda item 8.

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

CSO Approval: 30/10/2015
Start of the Action: 08/04/2016
End of Action: 07/04/2020
Total number of COST Countries having accepted the MoU: 29 (**Annex 2** - Action Fact Sheet)
Total number of COST Countries intending to accept the MoU: 1 (LU)
Number of Participating COST Countries present at the meeting: 26

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

3. Adoption of the agenda

The agenda (**Annex 1**) for the 1st Management Committee (MC) meeting was adopted.

4. Tour de table/ introduction of the MC members

The list of officially nominated delegates and the participants of the meeting with their contact information is presented in **Annex 3** (signed Attendance List).

5. General information on COST mechanism and the funding and reporting of coordination activities

Dr Luule Mizera presented the COST Overview, policies, and COST Actions: participation, Management Monitoring (**Annex 4**). Mr Leo Guilfoyle continued with an introduction to the COST Grant System and presentation of the financial rules **(Annex 4)**.

Relevant information is on the COST website at http://www.cost.eu/participate and http://www.cost.eu/participate/networking, including the following reference documents:

- Rules of Procedure for COST Action Management Committees (COST doc. 134/14, Annex I)
- COST Grant System Vademecum (http://www.cost.eu/download/COSTVademecum)
- Guidelines for Action management, Monitoring and Assessment (http://www.cost.eu/download/Guidelines_Action_management_monitoring_assessment)

6. **Agreement on the internal rules of procedure for the MC of the COST Action**

The Rules of Procedure for the Management Committee (**Annex 5**) were presented to the MC.

7. **Setting the frame for the Action**

The budget allocated to the Action for the 1st Grant Period was communicated prior to the meeting to the Main Proposer (**Annex 4**). A budget of 141 000 EUR is allocated for the first Grant Period of the Action, from May 1st, 2016 to April 30, 2017.

8. **Election of the Chair and Vice-Chair**

Dr Ioana Galleron (FR) was unanimously elected as the Chair.

Dr Jack Spaapen (NL) was unanimously elected as the Vice-Chair.

9. **Selection of the Grant holder institution (GH Scientific representative appointment) and FSAC rate**

Adam Mickiewicz University in Poznań (PL) was selected as the Grant Holder Institution.

Dr Emanuel Kulczycki (PL) was appointed as the Scientific Representative of the Grant Holder Institution.

15% rate for FSAC was decided by MC for GP1.

10. **Presentation and discussion of the Action**

The newly elected Chair of the Action, Dr Ioana Galleron, welcomed the participants and presented the rationale and context for the Action proposal and the Action's general aims (**Annex 6**).
As specified in the MoU, the objectives of the ENRESSH COST Action (CA15137) are:
- To improve evaluation procedures in order to take into account the diversity and the wealth of SSH research;
- To make a robust case for the ways in which the SSH add value to the society;
- To help SSH scholars better appropriate their research agenda and overcome fragmentation, while still leaving place for individual and specialized research typical for these disciplines.
- To open up SSH research for interaction with societal stakeholders.

To achieve these results, ENRESSH brings together researchers from many different fields: sociologists and historians of science, bibliometrists, specialists in political sciences, as well as philosophers, cultural studies specialists, librarians and linguists, etc. Confirmed researchers and practitioners in research evaluate cooperate with humanists experienced in peer-reviewing, impact achievement, or other aspects related to evaluation campaigns of universities, research institutions or programs, etc. The Action must strive to cover as many European countries as possible, as coordination is key for achieving its objectives. The aim is not to arrive to an unique evaluation method or formula, as needs are different from a discipline to another and demands are not the same in the various countries, or even regions of a country, but to converge towards shared principles, values and standards.
The Action is organised in four Working Groups:
- WG 1. Conceptual frameworks for SSH research evaluation: The objective of this Working Group is to further develop our understanding of the SSH knowledge production processes and strategies, as a basis for developing evaluation procedures that adequately reflect the research practices, goals and aims of the SSH scholars. The Working Group will tackle the dialectic issues of the potentials and drawbacks of (a) metric approaches and peer review; (b) international exchange and cooperation and the local rootedness of SSH; and (c) the need for interdisciplinary exchange and disciplinary expertise.
- WG 2. Societal impact and relevance of the SSH research: The objective of this Working Group is to analyse the engagement of SSH researchers with societal challenges, the ways in which interaction

takes pace in non-academic partnerships and environments of SSH research, their diversity and their experiences with collaboration.

- WG 3. Databases and uses of data for understanding SSH research: The main objective of this Working Group is to reflect upon the standardization and the interoperability of current research information systems dedicated to the SSH research outcomes.
- WG4. Dissemination: The objective of this Working Group is on the one hand to ensure a maximum visibility of the Action through outreach activities among SSH researchers and specialists in research evaluation and among political, societal or economic stakeholders, and on the other hand this workgroup is focussing on processes of engagement and communication between researchers and stakeholders.

➢ Organisation of the Action

The Action will be driven and coordinated by a Management Committee (MC), comprising an elected Chair (Dr Ioana Galleron) and Vice-Chair (Dr Jack Spaapen) and up to two representatives from each Participating COST Country. According to the COST rules, the MC has to meet at least once per GP; we will strive to meet twice a year. The MC will be responsible for co-ordinating the activities of the WGs, budget planning and the allocation of funds, organising Training Schools and conferences, developing and overseeing programmes for STSMs and cascading information from the Action through national and international networks. The MC will monitor progress in relation to the scientific focus and work plan in relation to the achievement of milestones; staging Training Schools, launching calls for STSMs, completing other Action deliverables and staging the final conference.

A Steering Group (SG) will be formed comprising the Chair and Vice-Chair of the MC, the Scientific Representative of the GH, and the Chairs of the 4 Working Groups as well as the STSM Manager. The SG will meet at least every 3 months, either face-to-face, or by video-conference. The SG will be responsible for monitoring the advancement towards the achievment of the objectives of the Action, for preparing annual reports on the work of the Action, for communicating with the COST Association and for monitoring with respect to the COST procedures at all times.

The MC agrees that electronic voting of the MC Members by e-mail is valid. In general, no reply to a voting request from the Action Chair within 1 week (7 days) will be equivalent as a YES vote (tacit approval). Each party (i. e., Participating COST Country) has 1 vote and to assist the Chair in counting votes, MC Members should agree on the vote for their party before voting.

11. Establishment of Action Management structure

➢ <u>Election of Working Group Leaders and STSM Manager</u>

Dr Michael Ochsner from ETH Zürich and FORS Lausanne (CH) is an Early Career Investogator interested in notions of quality of SSH scholars and survey methodology. He was and currently is involved in several research projects concerning SSH evaluation.
MC Members unanimously elected him as the Leader of the WG1.

Dr Paul Benneworth from University of Twente (NL) applies for leading WG2. His main research interest is in the domain of the cooperation between academia and economic actors/ society at large, and he has been involved in numerous projects aimed at understanding and favouring innovation.
MC Members unanimously elect him as the Leader of the WG2.

Dr Tim Engels, from University of Antwerpen (BE), applies for leading WG3. He was trained in psychology, but developed over time a specialisation in measuring science. He was particularly involved, and still is, in the development of the VABB-SHS database. He follows closely developments of RIS in various European countries, especially the Nordic ones.
MC Members unanimously elect him as the Leader of the WG3.

Prof Geoffrey Williams, from Université de Bretagne-Sud (FR), applies for leading WG4. He is a specialist in applied and corpus linguistics. As pro-vice-chancellor for International Affairs in his university, he worked on rankings and their methodology, and was particularly stroke by the marginalisation which affects SSH in the establishment of most prestigious league tables. He developed, since, a steady interest for SSH

evaluation and valorisation.
MC Members unanimously elect him as the Leader of the WG4.

Dr Mimi Urbanc, from ZRC SAZU (SI) applies for the position of STSM Manager. She is a specialist in social and economic geography, with experience in research coordination, much needed in this case. The MC Members unanimously elect her as the STSM Manager of the Action.

 ➢ Election of other management roles

The Chair of the Action proposes the creation of a special interest group (SIG) for Early Career Investigators (ECI), and the election of a leader for this SIG. The aim is to promote the age balance within the Action, and moreover to take into account the voice of ECIs in the reflection upon the modification of evaluation procedures for the SSH. The leader of the ECI SIG will be a Member of the Steering Group.
Dr Jolanta Sinkuniene, from Vilnius University (LT), applies. She resumes briefly her career, indicating that she is herself an Early Career Investigator in the domain of comparative linguistics. The MC Members unanimously elect her.
The Chair of the Action observes that after these elections the Steering Group of the Action is balanced as follows:
- 33% females, 66% males;
- 33% Early Career Investigators;
- 33% representatives of ITC.

12. **Action implementation planning**

 ➢ WG activities, goals and indicators
The Chair of the Action makes a general presentation of the timetable of the activities. During the first year, the main goal is to identify issues of SSH research evaluation in various countries/ disciplines, and to start identifying existing solutions and gaps. Each WG has to plan specific activities in order to achieve this overview. Years 2 and 3 will be dedicated to the elaboration of shared solutions (tools, methods, etc.), while the 4th year will be more specifically dedicated to dissemination of results and, where possible, implementation of solutions.
The deliverables of the Action have been set as follows:
1° Scientific papers and proceedings of the conferences organised/ co-organised by the Action.
- Topics: knowledge production in the SSH, societal impact, the conundrum of qualitative/ quantitative evaluation, etc.
- Privilege open access publications; downloadable papers on the website of the Action (or links to journal site).
2° « Grey » literature:
- Description of national evaluation systems.
- A directory of SSH research organisations and associations in Europe.
- Overview of peer review practices in the SSH.
- Overview of existing databases for SSH research evaluation.
- Best practices manual for research information systems developers.
- Bibliography on SSH research evaluation.
3° Training Schools : 3 over the whole duration of the Action (years 2, 3 and 4).
Topics:
- Evaluation procedures and their impact on career evolution.
- Enhancing the visibility of SSH research relevance to society.
- Research information system for the SSH and their uses.
4° Policy briefs and recommendations
- Better adapted criteria and indicators for evaluating the SSH.
- Stimulating societally relevant research.
- Recommendations and guidelines for proof-based narratives about SSH research impact.
- Recommendations on the construction of national labelled lists of journals and publishers, classification of journals and publishers for the SSH

5° Scientific proposals
- A proposal for a distributed research infrastructure to be included in ESFRI agenda
- Answer to H2020 CFP

6° Dissemination material
- Website
- Newsletters

➢ Budget planning (Work and Budget Plan preparation)

The Chair of the Action proposes the following split of the budget for the first grant period, in accordance with the planned activities:

Activities	Amount
Meetings	103.400 euros
STSM	10.000 euros
Dissemination	9100 euros
Total scientific expenditure	**122.500 euros**
FSAC (15%)	18375 euros
Total for the first GP	**140.875 euros**

Variation between the lines of the budget is allowed, if justified and prevalidated by the COST Association. The MC is in charge of checking that sufficient provision is made for every instrument, so as to achieve the objectives of the Action.

The MC Members unanimously adopt the budget, to be submitted to the formal validation of the COST Association. The Chair informs the participants that invitations for the WG meetings in Poznan cannot be launched before this validation and the first instalment of the Grant.

In addition, considering the average accommodation costs in Poznan, the Chair of the Action proposes, in agreement with the GH, the capping of accommodation fees at 100 euros/ night/ participant. It may be possible to lower the price cap further, as the local organiser will negotiate prices with a five stars hotel for some 80 euros. MC Members unanimously approve the capping of the fees at 100 euros; the possibility for a capping at 80 euros may be submitted later via electronic voting.

➢ Dissemination planning (Publications and outreach activities)

Several steps have been already taken for the dissemination of the Action. The Chair and the Leader of the WG4 have written a short presentation for the newspaper *Research Europe*; the article, published on the 7th of April, has been sent to the identified MC Members.

The most urgent dissemination tasks have been presented by the elected Leader of the WG4.

In addition, a call is launched for participation to the conference Open Evaluation, to take place in Vienna in November 2016. Several participants to the Action have already planed to participate, but this could also be a good occasion for a dedicated presentation of the Action, so as to achieve outreach within academia.

13. WG Implementation Planning

Members split in four WG to discuss implementation of these activities and to develop Objective Achievement Indicators for MoU Objectives per WG. A short presentation of decisions taken is made by each WG Leader at the end of the discussions.

WG1: the main goals are the integration of the participants, and the work on typologies and definitions. Several subgroups with specific tasks have been created. The aim for the next WG Meeting is to have a more precise idea about who's who in research evaluation in each country. The group will also start to prepare a bibliography.

WG2: the group started to prepare a fiche to capture different kinds of SSH research impact. During the first GP, the aim is to complete the fiche with examples of good practice of SSH research impact and to produce

a synthetic typology of the different kinds of engagement in SSH research impact.

WG3: the group needs reinforcement, with representatives involved in the development of databases for the SSH, but also with "plain" humanists, so as to work on shared indicators and on an adapted pedagogy of these indicators. A call for participation will be launched. For the next WG Meeting, an updated survey of the representation of the SSH in national or regional RIS will be realised.

WG4: a short presentation of the Action will be realised as soon as possible, then translated into several languages. This presentation, as well as the translations, will appear on the website.
Also, a template for identifying main stakeholders for SSH research evaluation will be drafted.
The indicator for the first GP will be the date of release of the website, and the number of internal communications/ public presentations of papers dedicated to the Action.
A conference dedicated to the institutional stakeholders involved in SSH research evaluation is in preparation. The call for participation will be released after the next WG Meeting. Also, a joint presentation to STI-ENID conference in Valencia is under preparation, and will be submitted to the selection committee if approved by the MC.

Detailed minutes of these first WG Meetings are to be prepared by each WG Leader and sent to the known participants. New participants must signal their interest for the concerned WG to the Leaders and the Chair of the Action. All minutes will be, in time, made available on the website of the Action, in a dedicated MC Member's area.

14. Closing

A Near Neighbour Country, Moldova, has expressed an interest to participate in the Action. A letter detailing the mutual interest the parties could find to cooperate has been sent to the Chair by Prof Igor Cojocaru, from the Institute for the Development of an Informed society in Kishinev.
The Chair of the Action strongly supports the opening of the Action to Moldova. MC Members approve this possible cooperation. The Chair specifies that Moldova's participation is also subject to an approval by COST Association.

Annexes (1-6)

Annex 1 - Agenda

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Annex 2 - Action Fact Sheet

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Annex 3 - Attendance list

Attendance List
CA15137.pdf

Annex 4 - Science Officer & Administrative Officer presentation

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Annex 5 - The Rules of Procedure for COST Action Management Committees (COST doc. 134/14, Annex I)

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Annex 6 - Action Chair's presentation

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