

## Research Management Task Force Meeting - Minutes

Bratislava (SK), 31 May 2019

### Agenda

- i. Vote a new Chair, possible new task members
  - ii. Workshop Evaluation & follow up with the delegates
    - o what went well, what can be improved for next year
    - o venue & date for next year,
    - o evaluation forms for this year event
  - iii. LinkedIn page (membership administration) and further communication with UN RMAs
  - iv. Points from AGM Turkey:
    - o Collaboration between the different task forces is being encouraged, i.e. in form of Joint staff weeks for UN members.
    - o Opportunities for creating a pool for sharing innovation and experiences among members of different consortia participating in the Erasmus+ “European Universities” call should be explored.
  - v. Upcoming TF meetings
  - vi. Any other business
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*Present: Gethin Owen, Martina Chylkova, Zuzana Lisonova, Ida Souckova Olsova, Gerhard Fuchs*

### Minutes

- i. **TF Membership:** ZL continues depending on her workload, GF depending on number of interested people to join, IS and GO are interested to stay within the TF, MC is leaving. New members will be invited to join, first round invitation to the participants of Bratislava event, second round all UN contacts. There is one person interested to join from UU, and one person from Malta. There will be a welcome skype organized for the new members beginning July.

**TF Chair:** New chair will be voted during the autumn meeting, when the TF is complete. Until then, the tasks of Chair will be distributed among the TF members.

- ii. **Event evaluation:**

- For next workshop, collect input ahead of the event to get a bit more contribution, put forward a theme, include open session (pecha kucha style) to have contributions from more participants.
- Decision on the venue for the next workshop should be made in autumn.
- RSO structure is a good recurring presentation, should be in a very structured way. Include breakout sessions to activate the participants (e.g. different groups discussing various topics and then presenting to the entire group), social event and perhaps dinner on the first day. Possible option for organizing half-day workshop, ISO suggested workshop on MSCA stats and writing etc.

### Post-event Tasks:

- a. Prepare an email to participants and invitation to join the task force - **MC**

- b. Create an evaluation form for the event - **ISO**
- c. Create folder and link to presentations, to be shared in the 'thank you' email -**ISO**
  
- iii. ISO will check with Roman about the administration. Challenge for each TF member to add one LinkedIn post every month.
- iv. Erasmus+ "European Universities "sharing innovation and experiences - No opportunities seen now, but will stay on the agenda also later
- v. Meeting in Person early October, to discuss the next workshop and vote a new chair, venue will be decided in the next skype meeting in July. Skype call meeting 4 July, 10.00.
- vi. Special initiatives - problem with the capacity of TF members.

**Upcoming meeting: Skype, 4 July, 10.00 CET**