



D3.1 - Protocol on role, functions and communication aspects of the Hubs Coordinator



Communities for Sciences

Towards Promoting an Inclusive Approach in Science Education

## D3.1 - Protocol on role, functions and communication aspects of the Hubs Coordinator

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## ABSTRACT

Node protocol on role, responsibilities and deliverables of the hub coordination and the hub liaisons. This document will contain agreed guidelines on the process of tracking and tracing of day-to-day organisation, fieldwork and outreach activities of the hubs involved. It describes reporting and communication on hub-life and living labs.



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## 1.PROTOCOL ON HUB-COORDINATION

In work package 3, the Erasmus Brussels University of Applied Sciences and Arts (EBUASA-EhB) is the designated responsible institution for the coordination and the connection of the different hubs involved in the project 'Communities for Sciences' (C4S).

The explicit goal of the EBUASA is to create a community and to develop different meeting opportunities to facilitate exchange between the hubs. The hub coordination intends to safeguard the shared characteristics of the project and to counter centrifugal tendencies with the promotion of unifying incentives and initiatives. It will provide a forum to inspire and to be inspired. It will be the medium that will showcase the (hidden) gems that the hubs will provide us with.

In order to enable a smooth exchange, the allocation of different roles and responsibilities is necessary. This document will provide an outline of guidelines and engagements as agreed upon in the project proposal and meetings.

In this text the role, function and responsibility of the hub coordinator and of the Hub's liaison in relation to the work package will be extensively described.

### Role of WP3 in project

- Follow up and report on the actions and activities undertaken by the different Hubs.
- Regularly contact the Hub coordinators to foster possible actions.
- Act as a bridge between Hub coordinators and Executive Board (EB).
- Establish connections and support possible collaborations between hubs and/or hub members.
- Track and support fieldwork and outreach activities.
- Provide logistical and management support for the activities.
- Keep track of the meetings and training sessions undertaken by the different hubs with Policy-makers and the Public administration.



## 1.1 Role, responsibilities and outcomes in respect to WP3

### 1.1.1 The hub-coordinator

The hub coordination will be taken up by a main coordinator from the Erasmus Brussels University of Applied Sciences and Arts. This person will preferably stay the same during the project.

#### 1.1.1.1 Role of the hub-coordinator

First and foremost, the hub-coordinator will be the connecting link between the different partner hubs. As a spider in the web, a junction in a road network, an intersection in a crowded city, the coordinator will create pathways towards meeting, connecting and exchange. The clear intent here is to avoid hubs drifting apart in doing their day-to-day work. These meetings can be multilateral or bilateral, digital or in real life. As a result of these exchange opportunities, reports will be compiled highlighting actions and achievements of the hubs.

In order to do so, the coordinator has to rely on the driven and enthusiastic cooperation of all the hub employees and of the liaison in particular. He/she will be instrumental in providing correct and timely information and data.

#### 1.1.1.2 Responsibilities of the hub-coordinator

The hub-coordinator (or coordination) will be responsible for a number of tasks.

##### Tasks within WP3

- T3.1: Hubs-Node protocol: role, functions and internal communication.
- T3.2: Follow-up fieldwork among communities, outreach and community living labs.
- T3.3: Institutional involvement, actions and common training workshops.
- T3.4: Keep track, Foster and Interlink Community Living Labs and hubs.

At the start of the project the hub-coordination will draw up a draft protocol and will submit this proposal to the plenary assembly during the Kick Off meeting. First comments and remarks will be processed and annotations will be taken into account. By the first (online) meeting of the liaison assembly, these adaptations will be carried out in order to agree on an almost final protocol document by the start of the bi-monthly consultations. In the first semester adaptations can still be suggested based on experience and progressing insights.

The hub coordinator will establish a meeting timeline with the hub liaisons and will ensure the organisation of the (online) meetings. For this purpose, a MS Teams team will be formed and this medium will be used to conduct the meetings and to share documents. For every meeting the hubs coordinator will draft an agenda and will compose minutes. A channel for collection and sharing of inspiration will be opened. For the mentioned documents, the hub coordinator shall provide templates and guidelines.

The hub coordination will create a meeting structure based on bi-monthly meetings with hub-liaisons and semi-annual meetings with interested parties from the different hubs. In these semi-annual meetings thematic topics, suggested by the liaison assembly, can be explored.



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The hub coordinator will collect accounts of actions and training workshops at agreed times. Liaisons (and hub members) will be given a forum to share and present their efforts and successes in this area.

Last, but not least, the hub coordinator will act as a point of contact between the hubs and will search actively for opportunities for interconnection of hubs, hub members or extended actors involved.

### 1.1.1.3 Results and outcomes produced by the hub-coordinator

As described in the granted project outlines, the hub coordination will produce a number of outcomes and products. To be able to deliver these outcomes, the hub coordination will rely on the hub representatives and their timely presentation of information. The content of this information will be agreed upon in the liaison assembly, where a number of indicators will be established as guidelines.

#### Deliverables for WP3

- D3.1: Protocol on role, functions and communication aspects of the hubs coordinator (M4)
- D3.2: List of hub members with descriptions (M6)
- D3.3: Mid-term report on local action plans, participants and interventions (M18)
- D3.4: Final report on Hub Activities (M36)

To the extent of producing deliverables timely and ensuring the highest standard of content and quality, the timeline drafted by the hub coordination in collaboration with the hub-liaisons, will be guiding and shall strictly be observed. This timeline will be made available and deadlines will be communicated through the MS Teams platform. A communal calendar will be used to keep all involved up to date. A Gantt Chart will be available online.



## 1.1.2 The hub-liason

Acting as hub-liason will be taken up by a designated member or representative of each hub. This person will preferably stay the same during the project.

### 1.1.2.1 Role of the hub's liaison

For a smooth and structured exchange of information and developments of the different hubs, we will rely on the information provided by bridge builders and chain creators between the hub and the hub-coordination. This role will befall the hub-liaisons. They will act as an intermittent, as a connector.

### 1.1.2.2 Responsibilities of the hub-liason

The hub-liason will be present at the bi-monthly meetings or will arrange replacement to ensure a smooth course of proceedings. At these meetings hub-liaisons will come prepared and will assume a constructive and proactive role.

During the consultations or liaison meetings, hubs will report on vision and framework behind the hub, on the organisation, on day-to-day activities and running, on the fieldwork and outreach activities, on efforts to connect with local (and European) policy makers, ... For this purpose a 'meeting script' will be drafted with agreed topics.

In order to do so, the hub-liason will need to keep an ear to the ground in the local hub. He/she will monitor the creation and running of the living lab(s) and managerial organisation. He/she will need to keep track of the development, management and (outreach) activities of the hub and the living lab(s). In doing so he/she will act as guardian of the concepts, goals and aims put forward in the project. He/she will keep records of the evolution of the hub and the living lab and will be a prominent follower of the training sessions and meetings of each hub and lab.

Furthermore the hub-liason will report on aspects described above. For this purpose he/she will be provided with guidelines, templates and deadlines. Delivering documents and reports timely will be crucial and shall be monitored. As a rule of thumb documents will be provided for revision and preparation about 2 weeks in advance.

For the semi-annual meetings of hub members, the liaisons will be active contributors to the agenda, organisation, invitation of participants and keeping of minutes and reporting on these exchanges of ideas and practice.

Liaisons will be active co-creators in the writing, composition and finalisation of the mid-term and final report. They will deliver the required information and texts on their hubs, in time and measuring up to expected quality.

### 1.1.2.3 Deliverables produced/presented by the hub-liason

The hub-liason will prepare a detailed description of the hub and will keep this information up to date. He/she will be actively involved in the coordinating and organising of the writing of the required reports, doing this by delivering the needed information in a structured and comprehensive report. These reports will be integrated in a general mid-term and final report on hub activities. Every hub will contribute (pro)actively to the liaison meetings and to the member



meetings. This can be in form of presentations, bringing forward interesting speakers, bridging with policy makers, introducing inspirational frameworks or good practices, ...

If needed the hubs will prepare a plan C (Corona) in case the Covid-19 pandemic continues to plague the world. They will adjust their day-to-day work in order to accommodate the achievement of the goals and aims described in the project and protocol.

## 1.2 Communication aspects

In this work package reciprocal communication is crucial. A smooth flux of ideas transfer of information and documents needs to be monitored and guaranteed. The hub-liaisons will have 10-15 days to submit their information. The hub coordinator will ask hub-liaisons 10-15 days in advance to provide information.

To this respect a 'layered' list of points of contact will be compiled. In this list names and data of liaisons will be included, followed by their replacements. Next layer will be hub members.

For the hub coordination the same system will be put in place.

Formal communication and transfer of documents will flow through email and/or MS Teams. Documents will also be shared in the common WP3 folder for collaboration.

For informal communication other additional means of communication (Apps, online resources,... a WhatsApp group) can be established.

MS Teams meetings will be recorded and minutes will be made available afterwards.