

STANDARD AGENDA FOR FOLLOW-UP MEETINGS AT THE CENTERS OF EXCELLENCE

The follow-up meetings are a dialogue between the center and the Danish National Research Foundation (DNRF) about the best possible implementation of the center grant. As a rule, the following items are discussed at the follow-up meetings.

The center's research adviser at the DNRF and the center leader must have an agreed-upon agenda two weeks prior to the follow-up meeting. The agenda is part of the material that is sent to the center's contact persons on the board prior to the follow-up meeting at the center.

It is the DNRF's wish that as many center members as possible participate in the follow-up meeting. Representatives from the host institution and/or collaboration partners may, if relevant, participate. From the DNRF, the chairman and 1-2 contact persons on the board as well as the director and research adviser participate.

The center is asked to take into consideration that participants from the DNRF are researchers from different scientific fields. Presentations on the center's research activities must therefore be formulated in a language accessible to researchers from other fields.

The DNRF

The director of the DNRF starts the follow-up meeting with a 10-minute presentation on the foundation, including how the center contributes to the foundation's goal of strengthening Danish research.

The research

A general status of the research is requested from the center leader as well as a discussion of any problems, new visions and ideas and possible needs to revise the research plan. This item can be presented by the center leader and other senior researchers in charge of the different projects/groups in the research plan. Selected topics and especially high-risk projects can be presented in more detail. However, the number of presentations should be kept to a maximum of four. At the first follow-up meeting following contract formation for the first grant period and the second grant period, the center's organization in relation to the research plan must be presented.

Over the course of 2-3 follow-up meetings, it is important to include a number of presentations from both Danish and international Ph.D. students and post-docs. When Ph.D. students present their research, please include the organizational setting, length of study and stays abroad. Also include the complete publication list and conference presentations/proceedings, etc.

(This item on research should encompass approximately 50% of the total meeting time.)

Collaboration and other external funding

A report on the status of the collaboration, nationally and internationally, is requested. Furthermore, include an overview of possible external funding from EU Framework Programs, other EU projects, research councils, foundations, etc.

Dissemination

The center's publications are presented and the center's view on Open Access publishing is discussed. Additionally, an overview of conferences, symposiums, etc. that the center has organized or participated in is requested. Furthermore, there is a discussion about the center's educational activities as well as its public

outreach activities.

Research education

The center's involvement in research education, including hosting and/or contributing to Ph.D. courses, is presented.

At future follow-up meetings, the DNRF would like to meet only with the center's Ph.D. students or post-docs for a 20-minute informal discussion. During a ten-year center grant period, the DNRF plans to meet with both the Ph.D. students and the post-docs approximately three times each.

Discussion with the center leader and administrative staff

Finances and administrative issues

A central question for the DNRF is whether there is a correlation between research plan, budgets and accounts/expenses. Possible questions regarding administrative issues can also be brought up during this meeting.

Discussion with the center leader alone

The center leader's assessment of the center as a whole

The center leader is expected to give an assessment of the center as well as an overall evaluation of the research. This assessment should include staff, management and organization, and the relationship between different groups and/or units in the center. Here, the center leader has the opportunity to express problems, wishes, ideas, visions, etc.

Interaction between the DNRF and the host institution, including possible questions about embedment and evaluation

It is important for the DNRF to be able to discuss the center's interaction between the foundation, host institution(s) and the surrounding research community. The status of embedment and the framework for the foundation's evaluations are discussed with the center leader.

Any other business

The DNRF does not wish to make the meetings unnecessarily formal, and it is important to underline the fact that research progress (and derived budget consequences) remains the central point. With this agenda the DNRF has outlined a number of possible topics for the follow-up meetings. The shape of the meetings can consist of presentations, tours of the facility, and discussions in plenum, etc.