

SHORT TERM SCIENTIFIC MISSION (STSM) – SCIENTIFIC REPORT

The STSM applicant submits this report for approval to the STSM coordinator

Action number: TN1302 – 40183

STSM title: Identifying and transferring best practices in research administration from Italy (O.G.S.) to Croatia (IOF)

STSM start and end date: 08/04/2018 to 15/04/2018

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PURPOSE OF THE STSM/

(max.500 words)

The aim of my STSM was to visit the Istituto Nazionale di Oceanografia e di Geofisica Sperimentale (OGS) in Trieste to learn and exchange knowledge with a scientific institution possessing a much bigger and more organized project coordination office. OGS works in similar research fields (Oceanography) like my home institution and in last 6 years has taken part in 69 national and international research projects., The organization has developed their separate technology transfer office.

The specific aim of my visit was to identify methods that host organization uses to attract scientists to start a project development and promote a project participation to EU calls, to detect tools used in project monitoring, and project management to learn more about project budget development methods (from Project support office). I have a special interest to learn more about research promotion tools used in project dissemination from the Servizio Tecnico per la Promozione e la Valorizzazione della Ricerca.

DESCRIPTION OF WORK CARRIED OUT DURING THE STSMS

Work was carried out according to proposed work plan

- First Day on the OGS I was introduced to the organisational structure of the Institute. I had a meeting with project manager Mr Tommaso Scarpa from Technical Service for Research Support who is working on the activities related to supporting research and management of project proposals, as well as project implementation. We discussed different approaches used on the Institute in transferring the information to researchers related to open calls for proposals and which funds or initiatives they usually apply for financing their project ideas. I learned about the structure of this department and specific roles of the employees working in it.
- On the second day, Mr Tommaso Scarpa organized a meeting with a researcher from the Seismology department who was preparing a project idea to be applied for the European funding

(DG ECHO). This meeting gave me the possibility to be directly involved in project preparation from the development of project idea to the creation of project budget by the project manager in collaboration with researchers to the creation of work packages and all other parts of the project proposals. The same day I had a possibility to present the project idea from the Institute of Oceanography and Fisheries to Mr Simone Libralato from OGS with the aim to start a new research collaboration between our two Institutes.

- During the third day on OGS I had the opportunity to participate in the Skype meeting related to the earlier mentioned project. A meeting was with other members of the consortium. One of the partners with long experience in the project application for this specific Programme gave us some tips and instructions how to create some parts of the application in a way that is more appropriate for this Programme.
- On my fourth day on OGS, I had a meeting with Ms.Simonetta Lorenzon who is one of the project managers. Ms.Simonetta Lorenzon introduced me to the project that she was implementing as a project coordinator. She explained how she monitors the project outputs and results to be accomplished according to a scheduled time of the project, how she communicates with the partners involved in the project to ensure the efficiency of the implementation of the project.
- Fifth day of my visit I had two meetings. The first meeting was with Ms Francesca Petrera who is working in the Research Promotion Office. Ms Petrera is dealing with communication activities on the Institute. We discussed the tools that her organization uses to promote project results. She showed me some web pages created by her institution for the purpose of project dissemination. I was shown also some social networks that OGS uses to promote a project. We discussed best tools to be used for a specific project regarding its duration and activities. The second meeting was with Mr Mounir Ghribi working in the Internationalization office. Mr Ghribi presented me how their institute participates, support and organizes Innovative Training Methods, research fellowships and mobility. Mr Ghribi invited my organization also to apply for participation in the Summer School in Blue Growth as well as in the Advanced Master programme organized by OGS.

DESCRIPTION OF THE MAIN RESULTS OBTAINED

(max. 500 words)

I learned that OGS uses some specific approaches in transferring the information related to open calls for proposal and other financial instruments to the researchers like: E-mail communication, Powerpoint presentations and meetings with representatives of each department (Geophysics, Oceanography, Seismology and Infrastructures), or with specific researcher. I learned also about the structure of their office called Servizio Tecnico per la Promozione e la Valorizzazione della Ricerca (STPVR) who implements two different activities: Research promotion and Project management. I met the representatives of these units

and got the overview of their functioning. I was especially interested in Project management unit, more specifically the roles and responsibilities of each employee. I find this as the very important knowledge that will be transferred to IOR that is duly the increased number of funded projects enforced to organize its management department in the more effective way.

I accomplished one of the goals of STSM related to knowledge sharing, knowledge transfer, and increased efficiency in project management through true the meetings with project management who enabled me see their approach to project development (meeting with researcher who developed a project idea, skype meeting with project partners, development of project budget, development of project results, deliverables and work package management). Another important meeting with a project manager in charge of implementation of a project financed by Interreg Programme gave me the possibility to learn more about the tool they use in monitoring the project progress and financial reporting. I think that this activity is also in line with the objective of STSM - to allow networking and exchanging financial, legal, and administrative experience.

Another important result obtained through this visit is that I learned more about the promotion of project results through different tools like Web pages, Facebook, Twitter and organization of project events. I was shown different web pages created for the purpose of project promotion by OGS and we talked about the content of this web pages. I got some tips when it is better to use web pages than social media to promote project results, and what can be the content of for example Facebook page if you don't have enough data from the project. I learned also that most content to be published has to be created by the researcher or at least in the coordination of the researcher. From the representative of Internationalization office, I learned how OGS supports the foreign researchers and I got some very useful information about the pre-conditions that needs be satisfied in a way of efficient implementation of foreign researchers' exchange.

FUTURE COLLABORATIONS (if applicable)

(max.500 words)

A future collaboration among administrative offices of OGS and IOR is going to be achieved through the EU funded projects that are going to be implemented by these two organizations. Meeting between employees in charge of project administration and management of these two organization will enhance the communication between them and ensure more efficient implementation. Also, the established personal relationship will be beneficial for future project development and collaboration.