



# CARDEA

Career Acknowledgement for Research  
(Managers) Delivering for the European Area  
Grant Agreement No. 101058572

## Cardea Hub Terms of Reference – Milestone WP3

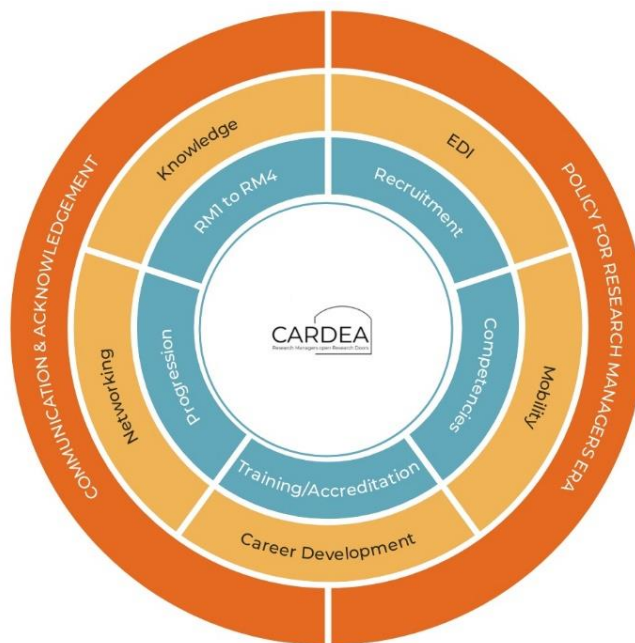


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<b>Hub Terms of Reference – WP2</b>	
<b>CARDEA - Career Acknowledgement for Research (Managers) Delivering for the European Area</b>	
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<b>Work Package</b>	WP3
<b>Authors</b>	Ivona Peternel
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CARDEA MATRIX



# **CARDEA Hub Terms of Reference**

## **Summary**

The mission of the CARDEA Research Manager Hub is to empower research managers and professionals with the knowledge, career resources, and community support necessary to excel in their roles.

## **Governance Structure**

### **Leadership Team**

#### **Statement of Purpose**

CARDEA established a Hub Leadership Team which will ensure the creation, implementation, and development of the CARDEA Hub.

### **Membership and Meetings**

Particular attention has been paid to the makeup of the Hub Leadership Team. We have ensured that a range of disciplines, organisation sizes, genders, widening EU13 countries, diversity in general and career stages have been included. The Team includes the following members:

Chair – Mary Kate O’Regan (UCC)

Other members: Ivona Peternel (UNIPU), Achilleas Tsiligeridis (CERTH), Dimitrios Sanopoulos (CERTH), Eduard Balbuena (CERCA), Lluís Rovira (CERCA), Barbara Chiuconi (University of Macerata), Erica Feliziani (University of Macerata), Marilou Ramos-Pamplona (University of Liège), Mihaela M. Albu (UPB) Paolo Saporito (UCC).

Other members may join the Hub Leadership Team later in the project and always by invitation. The members of the CARDEA advisory board will support the Leadership Team and provide guidance and suggestions on how to ensure the effective delivery of the Hub.

### **Frequency of meetings**

The Hub Leadership Team meets once a month and reports to the project team as appropriate in a timely manner.

### **The Leadership Team priorities:**

- Oversee and manage the successful development and delivery of the CARDEA Hub.
- Monitor the development of the Hub’s work plan against the set of key deliverables as detailed by the CARDEA Horizon Europe Grant Proposal.

- Oversee the dissemination of training initiatives and professional development content via the Hub.
- Establish and manage synergies between the online component of the Hub and CARDEA's in-person dissemination initiatives.
- Oversee the long-term plans of the Hub to ensure compliance with the overall strategic direction of CARDEA.
- Encourage the development, articulation, and communication of the Hub's resources and initiatives.
- Exercise such powers and additional functions as may be appropriate from time to time to impact the progress of the Hub.
- Analyse the growth, sustainability and continuity of the Hub during and after the end of the project funded by the EC.
- The composition of the Leadership Team shall reflect CARDEA's commitment to the principles of gender balance.

### **Decision Making Process**

**Leadership Team Involvement:** The Hub Leadership Team plays a crucial role in the decision-making process. They provide guidance, strategic direction, and expertise to ensure the effective operation and growth of the CARDEA Hub. Key decisions related to the overall vision, goals, and major initiatives are made by the Leadership Team in consultation with other relevant stakeholders.

**Consensus Building:** For significant decisions, the CARDEA Hub strives to achieve consensus by seeking alignment among key stakeholders. This involves transparent communication and collaborative problem-solving to find common ground and make decisions that best serve the interests and needs of the community.

**Expert Input and Research:** For decisions requiring specialized knowledge or expertise, the CARDEA Hub may seek input from subject matter experts within the research management field. This could involve consulting with external professionals, conducting research, or gathering information from credible sources to ensure well-informed decision-making.

**Decision Implementation and Communication:** Once decisions are made, the CARDEA Hub ensures effective implementation and communicates the outcomes to the community and relevant stakeholders. Clear and transparent communication channels, such as announcements and

community updates, are utilized to inform the community about decisions made and the rationale behind them.

***It's important to note that the decision-making process may vary depending on the nature and impact of the decision. However, the CARDEA Hub aims to foster an inclusive, transparent, and participatory approach to decision-making, ensuring that the voices and perspectives of community members, stakeholders, and the leadership team are considered to create a collaborative and thriving hub for research managers.***

### **Roles and Responsibilities**

The Hub Leadership Team will assign responsibilities and roles to team members involved in content creation, curation, and review to ensure a smooth content creation process. Specifically, roles and responsibilities will be assigned as follows:

#### **CARDEA Hub Leadership Team**

- Overseeing and managing the successful development and delivery of the Hub.
- Monitoring the development of the Hub's work plan.
- Overseeing the dissemination of training initiatives and professional development content via the Hub.
- Establishing and managing synergies between the online component of the Hub and CARDEA's in-person dissemination initiatives.
- Liaising with Advisory Group members, also holding periodical consultation meetings.
- Consulting with external professionals, conducting research, or gathering information from credible sources to ensure well-informed decision-making.
- Liaising with experts and professional associations to organise events and encouraging the co-creation of content.
- Overseeing the long-term plans of the Hub to ensure compliance with the overall strategic direction of CARDEA.
- Encouraging the development, articulation, and communication of the Hub's resources and initiatives.
- Analysing the growth, sustainability and continuity of the Hub during and after the end of the project funded by the EC.
- Ensuring the creation of a welcoming and inclusive community environment where new users feel comfortable and supported.

- Overseeing processes of monitoring and evaluation, ensuring that suggestions and reviews are used to enhance the functioning of the Hub.
- Verifying that the functioning of the Hub respects the principles outlined in its Charter, Organisation and Strategy at all times.
- Exercising such powers and additional functions as may be appropriate from time to time to impact the progress of the Hub.

#### **CARDEA Team Members**

- Implementing the Hub content strategy (see section below), with particular attention to the creation, management and sharing of content via the online platform and in-person initiatives.
- Promoting the Hub's content and results via communication campaigns on social media and presentations via relevant channels.
- Supporting and fostering synergies between the online component of the Hub and CARDEA's in-person dissemination initiatives.
- Collaborating with experts and professional associations to contribute guest posts or co-create content.
- Collecting feedback ratings, comments, or user reviews to evaluate the quality and relevance of the Hub's content.
- Liaising with the Hub Leadership Team to ensure that the functioning of the Hub respects the principles outlined in its Charter, Organisation and Strategy at all times.
- Carrying out additional tasks as may be appropriate from time to time to support and foster the progress of the Hub.

#### **Hub Contributors**

- Creating and/or curating content that respects the principles of the Hub's Charter, Organisation and Strategy.

For further information please see Community of Practice Report WP3