

CERCA research impact assessment advisory board (RIAAB)
Terms of Reference
(June 2022)

1. Introduction

CERCA has a commitment to develop impact mission driven strategies at the Centre level as well as defining a global research impact strategy for the whole CERCA system. The CERCA Research Impact Assessment (RIA) is consistent with the Catalan Government agenda (September 2021):

- *Donar suport a la implementació del programa CERCA RIA (Research Impact assesment), amb la posada en marxa d'un segon pla pilot de RIA als centres per tal que n'avaluïn l'impacte.*

(Support the implementaion of the CERCA RIA Programme by conducting a second RIA pilot exercise addressed to the centres in order to assess impact)

CERCA hosts 42 research centres, employs approx. 12.000 staff, produces an average of 15,000 WoS original research papers every year, has created 200 spin-off companies in the last 10 years and is one of the EU champions in achieving H2020 competitive projects, with over 500 M€. To help guide and support the main actions related to RIA, CERCA has appointed a RIAAB.

2. Mandate

RIAAB is Chaired by Dr. David Phipps from York University in Toronto, Canada. The RIAAB is accountable to the Director of the CERCA Institution and to the board of trustees of the CERCA Institution. Connected to RIA efforts internationally, RIAAB will provide thought leadership to help the CERCA Institution developing proposals related to impact capacity building and training actions, research impact strategy for the CERCA system, and periodic RIA exercises. RIAAB aims to contribute to a successful research impact strategy by analyzing and monitoring the organization of impact processes at the Centre level and in the CERCA system.

The initial period of duty for RIAAB comprises three years (2022-2024) that could be extended upon agreement and approval by the CERCA board of trustees. RIAAB will review its membership annually and make recommendations for new members to the director of the CERCA institute.

3. Priorities

Determining the priorities will form the work of RIAAB for year 1. Years 2 and 3

will be monitoring implementation. Priorities will be informed by surveys and CERCA Centre engagement to be conducted by the CERCA Institute.

3.1. Contribution to Impact capacity building for CERCA centres

3.1.1. Define the scope of work and the different targets for training (PhDs, RIA managers, all researchers, ...)

3.1.2. Contents of training:

- Basics, how to identify training
- How to prepare applications to Horizon Europe
- How to engage potential users of research
- Constructing impact narratives (showcase and coaching)
- Collection of evidence and indicators of impact
- How to write an impact strategic plan

3.1.3. Contribute to reach experts that could help CERCA centres

3.1.4. Participate in training seminars with CERCA

3.1.5. Each member shall report back to the RIAAB on progress

3.2. CERCA Institution impact strategy

3.2.1. Board of trustees statement on research impact

3.2.2. Impact and other strategic plans

3.2.3. Define the scope of the work (mission driven impact, setting the scene, defining challenges, resources available, communication actions)

3.2.4. Participate in brainstorming discussion

3.2.5. Impact action plan and measurement of actions

3.2.6. Why should a PI get involved in an impact strategy?

3.2.7. Documents needed: a practical guide on how to report impact

3.2.8. Monitoring group

3.3. CERCA RIA 2023

3.3.1. Define the assessment criteria and the scope of the work

3.3.2. Number of narratives and size of the research centre

3.3.3. Proposal for a calendar

3.3.4. Proposal for assessment panel and methodology to be used

3.3.5. Proposal for the use of assessment results, conclusions and recommendations

3.3.6. Showcasing best practices on the website

4. Membership

4.1. Membership of the RIAAB will ensure coverage of the main relevant areas of

expertise in impact assessment.

Name	Institution or company	role
David Phipps	York University (CA)	Chair
Paula Adam	AQUAS	Member
Susan Renoe	University of Missouri	Member
Leonie van Drooge	University of Leiden	Member
Elena Canetti	Inveniam	Member
Jane Millar	University of Bath	Member
Miguel Sierra	INIA	Member

In addition, Lluís Rovira Pato, Director CERCA Institute will attend RIAAB meetings as an *ex officio* member.

5. Consensus-Based Advice

5.1 Advice is formulated, to the extent possible, by consensus, while striving to reflect the diversity of views of the membership. The Chair will sign any document coming from RIAAB addressed to the CERCA Institution.

6. Meetings & Protocols

- 6.1. Timing & Frequency of Meetings: RIAAB meets quarterly for the first year while developing the scope of work and then twice a year, or more frequently as required to monitor implementation of RIA at CERCA. RIAAB will work electronically in between meetings as needed.
- 6.2. Each RIAAB meeting will produce a report as a result. CERCA admin. support will be provided.
- 6.3. The Technical Support to RIAAB shall be responsible for ensuring correspondence and advice provided by RIAAB are available to CERCA centres and CERCA Institution, among other duties assigned.