



Grounding RRI Actions to Achieve Institutional Change in European Research Funding
and Performing Organisations

Grant Agreement n. 824521

REFLECTION TOOL FOR RRI INITIATIVES

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Guide for the Reflection Tool

This "Reflection tool" is a six-page document that can be printed and used to facilitate fruitful reflection and discussion on vision, goals, and implementation of Responsible Research and Innovation (RRI) initiatives in smaller groups.

It was initially developed as part of the GRACE project where six research performing and funding organisations develop and implement Grounding Actions to strengthen responsible practices in their own organisation or network.

The tool can, however, be used by anyone who wants to experiment with such efforts for instance at the beginning of a new project. It is meant to help a working group in its general reflection on what it wishes to achieve, in setting measurable success criteria for the sake of monitoring and evaluation, and in project management by planning the steps of implementation, foreseeing potential obstacles, and reflecting on needed resources.

Likewise, it asks the group to reflect on the stakeholders who will be affected by their initiative and will need to be involved in the decisions-making.

We hope you find the tool useful, good luck!

How to use it?

- Find a host for the discussion who will decide how much time to allocate for the task, find an appropriate meeting room with a large table, and invite participants. We suggest to use at least three hours on the tool.
- We suggest to be around 5-6 people to discuss and the group can thus involve an extended team of stakeholders you find important to include early in the process.
- Print all six pages in the tool, one page per sheet on A3 paper, and place it in the correct order on the table you are sitting around so that everyone can see.
- Decide which part(s) of the reflection tool you would like to work on and how much time you can allocate to each part. We suggest at least 30 minutes per page.
- Assign someone the role as facilitator. This person will read the questions aloud, make sure that everyone understands the questions and get a chance to voice their opinion, and keep an eye on time to make sure you get through all the parts you intended.
- Assign another person the role as rapporteur, this person will write down what the group agrees on.

Guiding example of how to fill out the success criteria

This example is built on one of the Grounding Actions (GA) suggestions from University of Siena, which we have kindly been allowed to use. If an over-all vision of a GA is to strengthen public engagement in one's institution, one may break down the goals as follows:

Goal	Operational success criteria	Documentation
Collect data on researchers' attitudes, activities, and plans on public engagement through a recurring survey	To conduct a survey with minimum 70 % of the institution's researchers/ minimum 100 respondents	Short report with the analysis of the data
Create awareness on public engagement among researchers with the recurring survey	Conduct a survey that will increase researcher's awareness on public engagement from T1 to T2	Include items in the survey on whether the questions have made researchers reflect on their own practices and their responsibility to include the public in their research + whether they intent to change their practice. Do follow-up interview with a handful of researchers on this issue and how the survey/ communication about the survey can be improved to raise awareness. Improve the survey and redo it the following year to see if answers to the items change.
Collect their ideas for public engagement	Collect five ideas for public engagement activities, that could be implemented in your organization, in an idea catalogue	Existence of such a catalogue
Host more public engagement activities in the longer run	Plan one public engagement activity within the 5 year period after the project	Include specific plan of a public engagement activity in the Roadmap

THE RRI INITIATIVE

Name of the initiative:

Short description:

What RRI key does it concern?

Science Education Open Access

Public Engagement Governance

Gender equality Other(s), please specify:

Ethics



1. THE BIG VISION

What problem(s) do we wish to address with the initiative?

Are there any problems or deficits in terms of RRI in your organisation - somewhere you can improve?

What do we wish to achieve in the long run with our initiative? *It is allowed to THINK BIG and develop a long-term RRI vision for your institution!*

Now it is time to break down the vision into specific and manageable goals and determine how we can assess goal attainment. You can brainstorm on the following questions and/or go into detail and fill in the table if this is meaningful for you. If you need inspiration for how to solve this task, see the tool guidelines for an example.

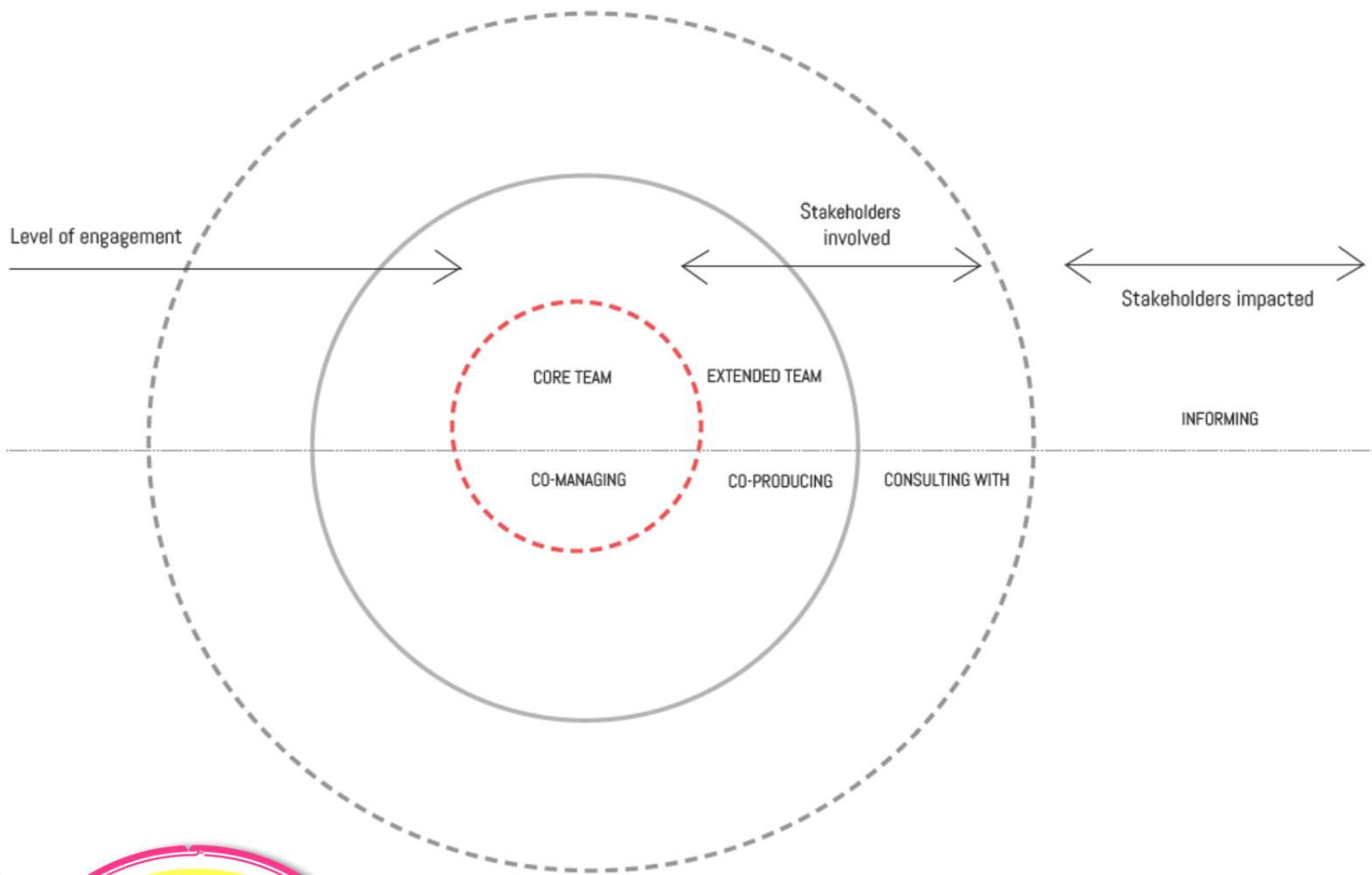
What are the goals of our initiative? *Please list them as specific as possible!*



How do we assess goal attainment; what kind of documentation can we collect and use?

Goal	Operational succes criteria	Documentation

Who are the stakeholders in our initiative? Try to identify everyone who may be affected by or should have influence on your decisions e.g. in government, industry, academia, or cultural and civil society. You can use the figure below to map your stakeholders¹.



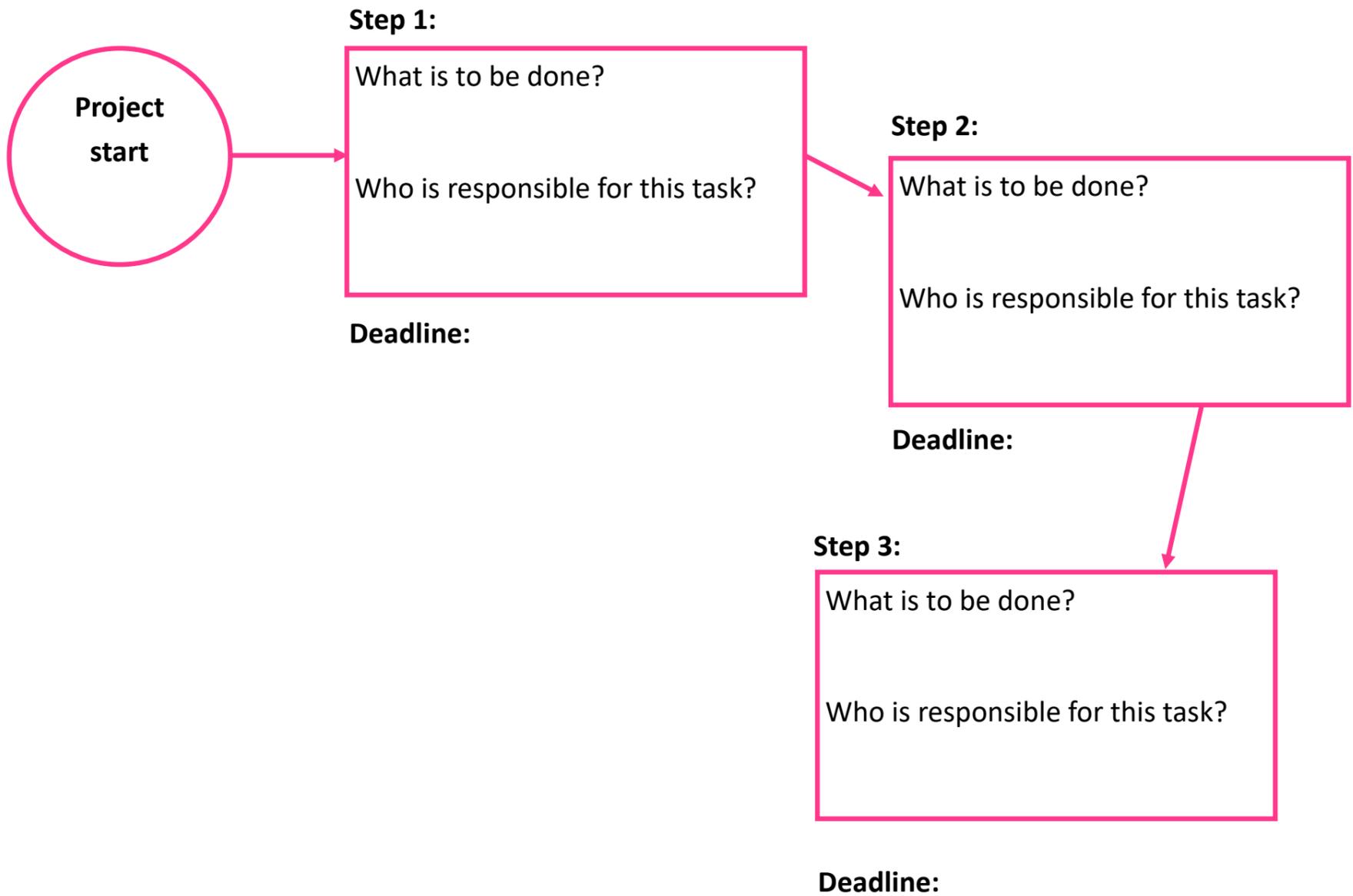
3. STAKEHOLDER INCLUSION

How will we involve stakeholders in the decision-making and execution of our initiative? It can be useful to think about how to involve stakeholders (formats for doing so) and when in the process of developing, implementing, and evaluating the initiative this is feasible and beneficial.

¹ Figure adapted from the SISCODE toolbox, has received funding from the European Union’s Horizon 2020 Framework Programme for Research and Innovation under grant agreement No. 788217

Now it is time to pin out the implementation plan of the initiative step-by-step.

Who does what, when, and how? If you find it useful, you can continue the timeline we have started below or you can simply jot your plans in the free space.



What obstacles or difficulties could we run into in the implementation of our initiative?

How can we take these difficulties into account? *Try to connect each specific challenge with one or more ideas for how you can work around it or try to solve it*





What resources do we need to implement our initiative?

This could for instance be external expert advise, specific employee competencies, tools, or facilities such as a workshop venue.

How can we obtain these resources? *Think about who to ask, where to look for resources, but try to address, at the same time, who will do this and when.*

THE TEAM

Name of the organisation:

Who took part in this discussion?

Who are or should be additional members of the core team, if any?

Who are or should be additional members of the extended team, if any?