RM
ROADMAP

Ambassadors Network

The network bringing together community builders and leaders from countries accross Europe to co-create the future of research management in Europe through the RM ROADMAP project.

The Ambassadors Network

An important tool to design the future of research management in Europe is **the Ambassadors Network**. RM ROADMAP Ambassadors will be community builders and online moderators. Up to 72 Ambassadors are anticipated to be recruited for the following roles:

→ Engage communities to participate in RM ROADMAP to design the future of research management.
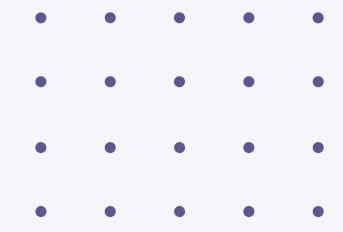
→ Gather intelligence and input from national and local Research Management (RM) community, gain their perspectives for the RM ROADMAP project;

→ Function as online moderators to inform the co-creation of the future of research management in Europe.

The RM ROADMAP Ambassadors Network is crucial for the project's long-term impact. The Ambassadors Network will both contribute to the creation of the RM ROADMAP digital Knowledge and Community Platform (KCP) and play a central role in ensuring its function and vitality.

The role of an ambassador

An ambassador is a community builder and extension of the consortium in the first instance. The primary job of the ambassador is to make sure the information from the project flows into the relevant RM community. The ambassador should advocate for the community to join the co-creation exercise in an active way and assist in the onboarding process. The ambassador is the first point of contact for the community members.

Benefits:

- Be part of a unique international network of peers, created to contribute to a strong and vibrant European Research Manager and Administrator (RMA) community.
- Access to state-of-the-art training for RMAs.
- Be invited to, and reimbursed for, up to three in-person ambassador meetings during the RM Roadmap project period.
- Receive free training in community building and facilitation.
- Be regularly updated on the progress of the RM Roadmap project.

Requirements:

- Demonstrated experience as a research manager/administrator*.
- Experience from national networks or associations
- Experience as a trainer/teacher/leader/community builder for RM, or other relevant professional training, is desirable.
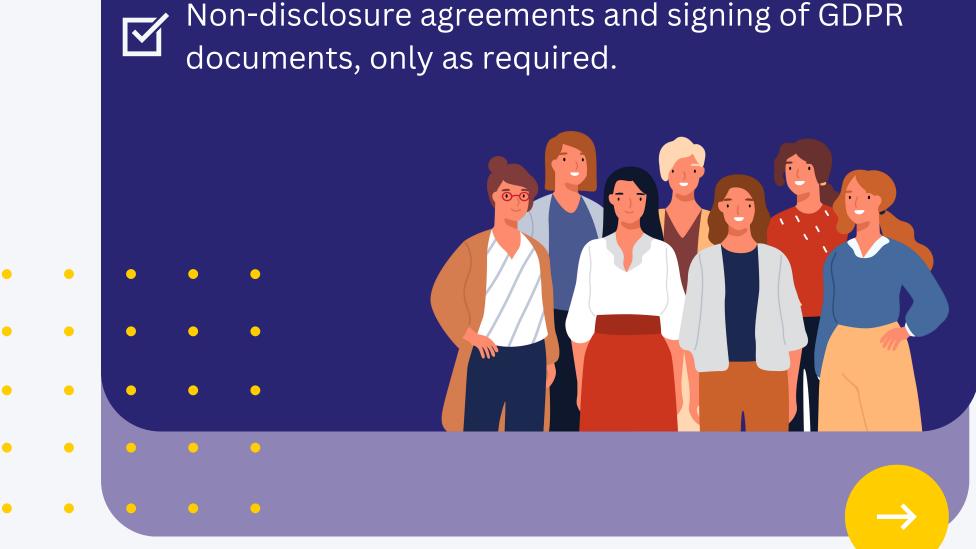
*Example of research manager/administrator as identified under the HORIZON-WIDERA-2021-ERA-01 call: research policy advisers, research managers, financial support staff, data stewards, research infrastructure operators, knowledge transfer officers, business developers, knowledge brokers, innovation managers, etc. This is a not exhaustive list. The RM Roadmap project will work on a more specific definition.

The role of an ambassador

Conditions:

☑ The position as ambassador is voluntary and not salaried (not requiring contract).

☑ Ambassadors are recruited for the duration of the RM Roadmap project (until 31.08.2025).

☑ Up to two ambassadors will be reimbursed for participation up to three in-person ambassador meetings during the RM Roadmap project period.

☑ Non-disclosure agreements and signing of GDPR documents, only as required.

→

Tasks

Ambassadors collaborate in the framework of the Horizon Europe RM Roadmap project and are expected to:

- Recruit and build a community on the Knowledge and Community Platform (KCP) or bring existing communities onto the KCP.

- Spread the project mission, contribute to requests for inputs and dissemination of outputs.

- Play a crucial role in the development and testing of the Knowledge and Community Platform.

- Promote the KCP.

- Create a two-way flow of information in and out of the project – enabling feedback from the RM community as a whole, governments, researchers and important stakeholders' perspectives of the current situation of the RM profession.

- Lead and own the creation of a synthesis report on the online input of the community.

- Contribute to the sustainability and impact of the RM Roadmap outcome.

Time investment

We expect ambassadors to moderate and encourage online discussions on the project platform, with each discussion session lasting around 2 weeks. This is not a full-time commitment, however you should be present online at least few times a week and allocate some time to prepare a final discussion report.

There will be 5 online sessions during three years of the RM Roadmap project lifetime, as well as three in-person/online Ambassador Meetings in European cities.

2023

- 9th-10th of May - Ambassadors Network meeting in Budapest
- 2nd-13th of October - 1st online session

2024

- 13th of March - Ambassador Meeting in Lisbon
- 14th - 28th of March - 2nd online session
- 3rd-14th of June - 3rd online session
- 12-13th of November - Ambassador Meeting in Brussels/or online;
- 14th -28th of November - 4th online session.

2025

- 3rd - 21st of March - 5th online session

In details...

- An ambassador is a community builder and extension of the consortium in first instance.
- The primary job of the ambassador is to make sure the information from the projects flows to the relevant RM community.
- The ambassador should advocate for the community to join the cocreation exercise in an active way and assist in the onboarding process.
- The ambassador is the first point of contact for the community members.
- In such case that the ambassador is representing and was nominated by a certain network or association, the ambassador is expected to periodically brief that network of association.
- When the online community is established on the KCP, the ambassador will stimulate the discussion during the period that a certain topic is in session.
- The ambassador will summarise the discussion in a text in a predetermined template and format set up by the RM ROADMAP consortium. This text will be presented in the community space where members can anonymously either support or not support the text. A non-supported text might either be reformulated or fully changed on the initiative of the ambassador or the consortium.
- An ambassador may have associate ambassadors to support their activities or community members to help draft the text on the KCP but the full ownership and responsibility is with the ambassador appointed by the consortium.

In details...

What do Ambassadors do?

- The travel reimbursement to the ambassador meetings will be exclusive to the appointed ambassador. Additional associate ambassadors may become admins on the KCP for their community based on the recommendation of a selected ambassador and acceptance of the guidelines and term and conditions.
- The ambassador is also very much encouraged to set up or speak at relevant national or thematic events or meetings and should report such actions to the consortium. The ambassador is in that capacity informing about the project based on information given by the consortium and on the relevant community on the KCP.
- The ambassador is not officially representing the project or consortium and cannot make any commitments of any kind.
- The ambassadors will function more and more towards the end of the project as advisors for the Roadmap and RM value proposition.

In short

Community builder and advocate

Liaison between project consortium and community

National representative

Moderator of the online discussion

First point of contact for community members

Once selected through the application process:

- Start building a community interested in the topic: engage with peers on the Knowledge and Community platform to allow them to speak up and have an influence.
- Be present online at least a few times a week during the online discussion sessions to guide the general discourse. Please allocate some time to prepare a final report after the discussion is finalised.
- (we foresee 5 sessions during the course of three years).
- Share work with other ambassador from your group
- Use a standardised report template provided by us to share the results of discussion within your network.
- Have the excellent networking and learning opportunity when joining up to three in-person/online workshops in Budapest, Lisbon and Brussels/online.
- Be a part of change!

In short

Example topics of online discussions:

Definitions, terminologies and categories of RM

Training and network - current situations and needs

Career Development Framework

National network and associations

Recognition of the profession and RM Value proposition

The RM Roadmap

Ambassadors Network Coordinators:

For any questions regarding the recruitment process, please contact your reference Consortium Partner.

For any additional questions about the Ambassador Network or the project, please consult our FAQ page:
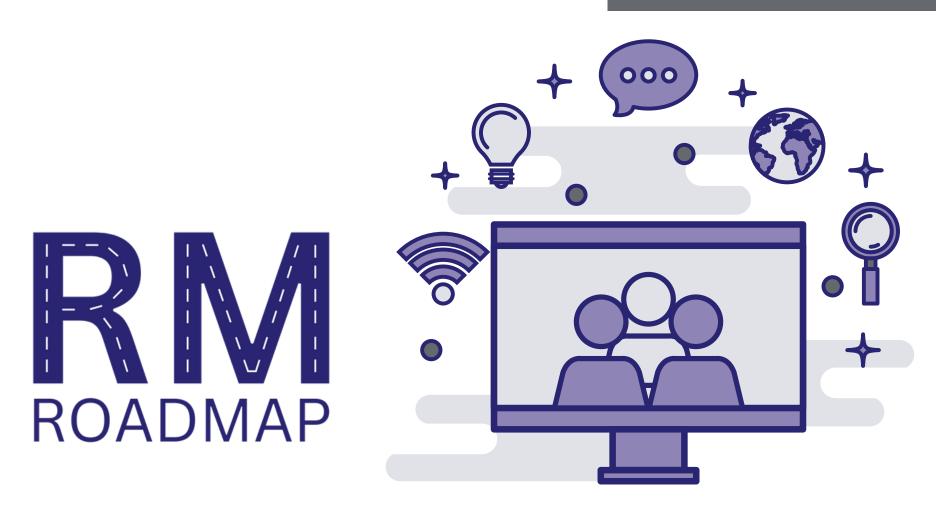
Next steps

Application on the RM Roadmap Website: www.rmroadmap.eu/faqs

The application will have a form of an online submission with an attached CV.

Knowledge and Community Platform (KCP)

Who is it for?

Research management includes a broad range of professionals supporting researchers to achieve excellence in research and we want to include the full variety of individuals that make up the RM community. The participation of research managers (RMs) from across Europe is pivotal to ensure that a diverse range of perspectives is captured in the project's outcomes.

Why is it happening?

The co-creation process is taking place at a critical time, as the European Commission is paying close attention to the needs of the research management community. With a focus on learning insights from RMs, this exercise will seek to establish a robust framework that will support professional growth and collaboration across the EU and associated countries.

What will take place?

National RM communities will discuss topics on the platform in individual groups. Each country will have its own discussion space. These discussions will be concluded by a consensus document that the community members will then vote on per country. Instruction videos and explainer documents on the rmroadmap.eu project website will guide you through the experience. The RM Roadmap consortium is presenting the research management community with an exciting new online co-creation space. The RM Roadmap Knowledge and Community Platform will bring RMs together as part of a European Union funded project that seeks to better understand national perspectives on the research management landscape in the EU and across Europe .

Who will lead the conversation?

RM Roadmap Ambassadors will lead the discussions for each country on the Knowledge and Community Platform, supported by national and regional RM networks. This co-creation exercise will be the biggest collaboration between RM networks ever to take place in Europe which is why we want you to get involved.

RM ROADMAP

Creating Framework Conditions for Research Management to Strengthen the European Research Area

About RM Roadmap

EARMA is delivering an important project that will support the strengthening of an inclusive research management community in Europe. Working with our partners, RM Roadmap will chart a course for the future of research management (RM) in Europe and a community to support its delivery. It will be conducted over 36 months and is funded to the amount of €1.5m.

The overarching objective of RM Roadmap is to identify and adapt the research management capital base of the EU, including the widening countries, and emerging needs of its current and future research management workforce to improve the EU's competitiveness and sustain its economic performance.

RM Roadmap will allow existing European networks to connect on a smart community platform which will enable an unprecedented consultation process in research management in the world. This co-creation process will gather the existing communities and expand upon them to reach two main objectives - To create and inform a bottom-up consensus on the future of RM in a roadmap, and to inform the community about existing training, networking, funding, and career mobility opportunities.

Eight partners are working together on this exciting project: European Association of Research Managers and Administrators (Belgium); HETFA Research Institute (Hungary); Nova University Lisbon (Portugal); Association of European Science & Technology Transfer Professionals (Netherlands); Crowdhelix Limited (Ireland), The Cyprus Institute (Cyprus) and associated partners Janssen Pharmaceuticals (J&J) and Una Europa (Belgium).

The success of this project will be determined by the involvement of the entire research management community. That is why we are encouraging research support professionals of all levels to participate in RM Roadmap. Join us, share your views and work with us to shape the future of the research management profession in Europe.