ENHANCING THE RESPONSIBLE AND SUSTAINABLE EXPANSION OF THE SCIENCE SHOPS ECOSYSTEM IN EUROPE

D3.4

Events roadmap 1

Project

Acronym: **SciShops**

Title: Enhancing the Responsible and Sustainable Expansion of the Science Shops Ecosystem in Europe

Coordinator: SYNYO GmbH

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Program: HORIZON 2020
Theme: Participatory research and innovation via Science Shops

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Consortium: **SYNYO GmbH (SYNYO)**, Austria
              Handelsblatt Research Institute GmbH, Germany
              University of Hohenheim, Germany
              KPMG Limited, Cyprus
              The National Unions of Students in Europe, Belgium
              Institute of Social Innovations, Lithuania
              University of Oxford, United Kingdom
              Katholieke Universiteit, Belgium
              Universidad Carlos III De Madrid, Spain
              Universitatea Politehnica Din Bucuresti, Romania
              Universitá Degli Studi Di Brescia, Italy
              Universiteit Leiden, Netherlands
              International Center for Numerical Methods in Engineering, Spain
              Institute Jozef Stefan, Slovenia
              Wuppertal Institute for Climate, Environment and Energy, Germany
              Vetenskap & Allmänhet, Sweden
              Bay Zoltán Nonprofit Ltd. For Applied Research, Hungary
              SciCo Cyprus, Cyprus

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Authors:	**Christina Zübert**, University of Hohenheim

Contributors:	**Alberto Tena del Pozo,** CIMNE
	Angel Priegue Mayá, CIMNE
	Katerina Kaouri, SciCo
	Louiza Sophocleous, SciCo
	Helen Garrison, VA
	Elias Sanz Casado, UC3M

Review:	**Elias Sanz Casado**, UC3M

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Executive summary

The main purpose of Scishops.eu project is to build on the capacity of already existing science shops in Europe and beyond with the help or research organizations and develop a Knowledge Exchange Roadmap. Furthermore, as an objective within the project, at least 10 new science shops will be established by different types of organizations (large enterprises, research institutes and universities). They will be twinned with already established science shops and the new staff will learn from experienced science shops staff.

One of the main objectives of the Work Package number 3 is to obtain a vast collection of relevant stakeholders and, through conceptualization and organization of training and knowledge exchange events, the engagement of stakeholders will lead to the development of a Knowledge Exchange Roadmap. On that sense, this task is related to the Objective No.2, which is to identify and engage stakeholders through participatory events and to conceptualize (Objective No.5) and organize summer schools and knowledge cafes.

In task 3.4 the concept for organization of knowledge cafés, co-creation events and summer school has been elaborated to engage stakeholders with the SciShops activities. Knowledge cafés, where community, researchers, students, experts, industry and science shops will be invited to share their experiences, issues and needs will be organized. Co-Creation-events will bring together communities and science shops. Summer schools will be realized to ensure knowledge exchange between already experienced and future science staff. The engagement of stakeholders will lead to the development of a SciShops knowledge exchange roadmap.

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Acronyms

CBPR	= Community Based Participatory Research
CBR	= Community Based Research
CSO	= Civil Society Organisation
NGO	= Non-governmental Organisation
NPO	= Non-Profit Organisations
RRI	= Responsible Research and Innovation
WP	= Work Package
SME	= Small Medium enterprise

1   Introduction

Community based research or Community based participatory research (CBR or CBPR) are collaborative approaches to bring together community and academic expertise in the research process. The process involves the development of a research topic that is important to community, implementation of research project, analysis of the results and/or dissemination of the findings to community stakeholders. It enables all partners to contribute their expertise.

Within SciShops project the following definitions were stated (D2.1 Baseline research and best practice report on participatory and community-based research):

CBR is a research activity, performed by public or private, commercial or non-commercial institutions, in response to community's needs. These needs are preferably formulated through community-based research questions.

CBPR is a way of organising research where scientists work together with non-governmental organisations, communities and other groups of society to co-create new knowledge or understanding about community issues. The new knowledge can later be used to attain change in the community.

Engagement of the community is fundamental for the successful translation of research from researchers to communities (Handley et al., 2010). Therefore, within SciShops, knowledge cafés will be organized, where community, researchers, students, experts, industry and science shops will be invited to share their experiences, issues and needs. Furthermore, co-creation-events will be arranged to bring together communities and science shops. Summer schools will be realized to ensure knowledge exchange between already experienced and future science staff. These stakeholder engagement activities, together with their outcomes will lay the foundation for developing the initial SciShops Knowledge Exchange Roadmap.

The main outcome of D3.4 will be the conceptualization of knowledge cafés, co-creation events and summer school. The identified stakeholders (T3.2) relevant for the science shops ecosystem, including science shops, universities and research institutes will be engaged in these events.

This WP and task is directly contributing to SciShops main objective **O2 IDENTIFY** and engage relevant community and research stakeholders through organization of participatory events, **O3 ELABORATE** a strategy for community-based research and knowledge transfer from Science shops to society for the benefit of the community and **O5 CONCEPTUALIZE** and organize summer schools and knowledge cafes with students and trainers from the same field but from different geographical areas.

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2 Strategy

2.1 Methodology of participatory events

SciShops develops a strong concept for involving stakeholders from the European science shops ecosystem. This section provides information on the methodologies that were used to run the knowledge cafés, co-creation events and summer schools. The methodologies used for the events within SciShops are widely recognised and described in literature.

Table 1 provides an overview on the type of events organised within the project as well as related stakeholder groups and objectives. During the organisation of events the following questions should be taken into account: (1) Who are the stakeholders we are engaging with during the events? (2) What outcomes do we expect from engaging the stakeholders in our activities?

Table 1: Overview on the events, related stakeholders and objectives

Event	Stakeholders	Objectives
Summer School	Project partners, advisory board members and external experts	*Education and information* Knowledge transfer for training future and existing science shops staff
Knowledge Cafes	Science Shops and communities (researcher, students, research institutes, policy makers, NGOs, CSOs, SMEs, large enterprises, individual people)	*Dialogue* Engaging stakeholders dialogue to generate and share ideas
Co-Creation events	Science Shops and communities (researcher, students, research institutes, policy makers, NGOs, CSOs, SMEs, large enterprises, individual people)	*Identifying* Assessing needs of different stakeholders (coming from different background and organizations), developing research questions

Knowledge Cafés

The World Café method was introduced by Meg Wheatley and Juanita Brown as an innovative approach for hosting large group dialogue (Brown et al., 2007: 179). The following description of World Café methodology was found in Brown et al., 2007: 179 and Slocum, 2003.

World Cafés, also known as knowledge cafés, are a widely recognized and defined method. The method is used to bring together individuals with a similar interest to interact in small groups. The aim is to resolve a problem or to gain a better understanding about a certain topic. The method uses conversation as a core process to cultivate collective intelligence needed to create social value (conversational leadership). The method is particularly useful for engaging large groups (more than 12

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persons) in a dialogue. It is an effective method to share knowledge, stimulate innovative thinking and to seek for solutions on real life issues and questions. In SciShops this method will be used to exchange knowledge from science shops to communities.

At the beginning of a World Café there will be an input session in which the topic will be introduced by speakers delivering short 5-10 minute presentations. They will finalize their presentation by raising key questions or statement. During a world café event, the participants will explore a question in small groups of 4 -5 people. The session normally consists of several tables positioned around the room where a question or theme is posted for participants to discuss. At each table there will be a facilitator and note-taker (table hosts) permanently. The participants are encouraged to write down key ideas or sketch them e.g. on large flashcard or paper tablecloths. After 10-30 min of conversation the facilitators will give a short summary on the findings and participants will change tables to carry the key ideas and insights from their previous discussion into a newly formed small group and (probably) new question. The facilitators will remain and summarize the previous conversation to the new table guests. Usually, there are 3-4 rounds of conversation. Sometimes, it makes sense to introduce a new question to deepen the exploration. Finally, the tables will be asked to consider and to present the main discoveries. A final plenary "town-meeting style" conversion will ensure that the findings will be shared and discussed in whole group.

Create a hospitable space!

World Cafés are comparatively easy to organize. For running the event there are 4 - 5 tables (depending on the number of participants) should be positioned around the room. The chairs should be arranged in an appropriate way around the tables. The tables should be equipped with a paper tablecloth (for taking notes), large flashcard, flipchart and writing materials but also some decorative elements like flowers or greenery. Furthermore, a beamer and computer should be available depending on format of input sessions. Make sure, that there is social atmosphere in which everyone feels free to contribute their ideas. In order to create a warm and inviting environment a room with natural light and a pleasant temperature should be preferred. The perfect group size contains 4 persons to ensure diversity of perspectives but also enough interaction. An additional table for the organizers should be available. Furthermore, refreshments, coffee and snacks should be offered. Additionally, background music and microphones could be organized.

Clarify the purpose - Explore Questions that Matter!

The question(s) raised are important for the success of the event. It's possible to focus on a single question or to develop several questions related to the same topic. It can be helpful to discuss the following questions during the preparation of the event (Reference):

- What is the topic or issue we want to address or explore?
- Which stakeholders need to invited
- Who can contribute conventional and unconventional wisdom?
- How much time we have for the inquiry?
- What line(s) of inquiry do we want to pursue? What themes are most likely to be meaningful

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> and stimulate creativity?
> - What is the best outcome we can envision? How might we design a path toward that outcome?

It is important to generate questions that are relevant to the actual concerns of participants. Ideally the questions are formulated open-ended and will lead to an examination of the topic leading to new ideas and opportunities. The questions should be powerful which means the question is simple and clear, is thought provoking, generates energy, focuses inquiry, surfaces unconscious assumptions, opens new possibilities and seeks what is useful.

Setting the context!

Depending on the purpose of the event an appropriate name for the event should be chosen. Furthermore, a timeframe for the event should be settled. Depending on topic and ambitions, the world café can take from a few hours to several days. The official invitation should contain the topic or central question examined during the event.

There are some guidelines each participant should respect.

Speakers should focus on the topic and should state their thoughts precise as possible. On the other hand, listeners should actively listen with the implicit assumption that the speaker has something important and meaningful to say. All participants should be willing to be influenced by others and appreciate other perspectives as different opinions will contribute to form a larger picture that none can see by him or herself.

Welcome the participants and seat them at the tables. In the beginning, the concept, process and guidelines of the World Café should be explained to the participants.

Listen together for Patterns and Insights!

Before the event, organizers should agree with presenters that they should focus on the delivery of a key question they would like the participants to engage with. The appropriate questions raised by the presenter should be developed beforehand together with the event organizers in order to ensure clearly formulated questions as well as diversity in the question to be raised. The presentations should be restricted to 5-10 min each and can take place for the whole groups or can be given separately at the tables before starting the discussions. The question should be written down at a flipchart or large flashcards at each table before starting the discussion. The presenters of topics could switch in the role of facilitator and note-taker at the tables. Optionally members of the organizing team can take over this role. It is important to make sure that there is enough time for a final discussion after the ideas from each table were presented to the whole group. This ensures that everyone catches up with the ideas developed and also the organizers will have some time to prepare a short wrap up. The final presentation of findings and discussions should be also captured and analyzed if it's possible to recognize any patterns, if deeper questions are emerging or if a result of the conversation can be seen.

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Encourage Everyone's Contribution!

During the event, the responsibilities of the table hosts will include to encourage the guests to participate, make sure that key findings will be noted or sketched and briefly share the previous findings for the new guests. The organizers task will be to welcome the participants, explain the purpose as well as the logistics of the event and make sure that participants switch tables in time to start a new conversation.

Connect Diverse Perspectives!

It is highly recommended to avoid questions about the nature of truth as they can provoke defensive reactions. Therefore, questions focusing on "What is useful here?" are more effective at generating engagement of participants.

Share Collective Discoveries!

There are several options to make the findings visible e.g. let the conversation be captured by a graphic recorder or make a "Gallery Tour" out of the papers developed on the tables. Furthermore it worth to consider and communicate to what extend or purpose the findings of the event will be used e.g. recommendation, project application.

Co-Creation Events

Co-creation is a powerful strategy mainly used by companies today focusing on customer experience and interactive relationships to avoid customer acceptance problems. A co-creation is defined as a process in which a community outside a company is engaged in the ideation phase of the new product or service. The participants are made aware that they contribute, evaluate, and refine ideas and concepts through a sequence of steps (Visioncritical, 2013).

Within the SciShops project co-creation events will be run to identify local community's needs and challenges to develop research question that have the potential to be addressed through a science shop research project. The co-creation events within SciShops will last 1-2 days.

Depending on the type of challenge, there are different methods which can be used for organizing a co-creation event. One possibility would be to employ a classical method of participation as the already mentioned methodology of a knowledge café. Alternatively, future workshops method or online tools can be used. Further information can be found here:

Lauttamäki V. (2014): Practical Guide for facilitating a futures workshop, Finland Futures Research Centre
(https://www.utu.fi/fi/yksikot/ffrc/kehittamispalvelut/futuresfocus/Documents/futures-workshops.pdf)

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Summer Schools

A summer school is known as an educational course on a particular subject that is run during the summer. The participants usually stay at the place where the summer school is being held. A summer school usually comprise lecture courses, enhanced by practical exercises, workshops and group works as well as half- or full-day excursions like field trips and site visits.

Within SciShops project two rounds of summer schools over a duration of one week will be organized. The summer schools will address the issues of training new science shops' staff by experienced science shop owners or actives.

2.2 Aims and Outcomes

Knowledge Transfer Events

Two iterative rounds of knowledge cafés and co-creation events will be organized. The findings and feedback provided by the community after the first round of events will be used improve the second round of knowledge transfer (WP3). The findings on a better involvement of the community from running the Knowledge Cafés and Co-Creation events will feed in WP4, where a comprehensive strategy for CBPR and for knowledge transfer from science shops to the civil society will be set-up. Research question which will be developed during the stakeholder engagement events will be used for WP6. The SciShops findings and results, as well as innovative concepts, will be communicated through scientific papers and presentations within specific conferences and symposia (see figure 1).
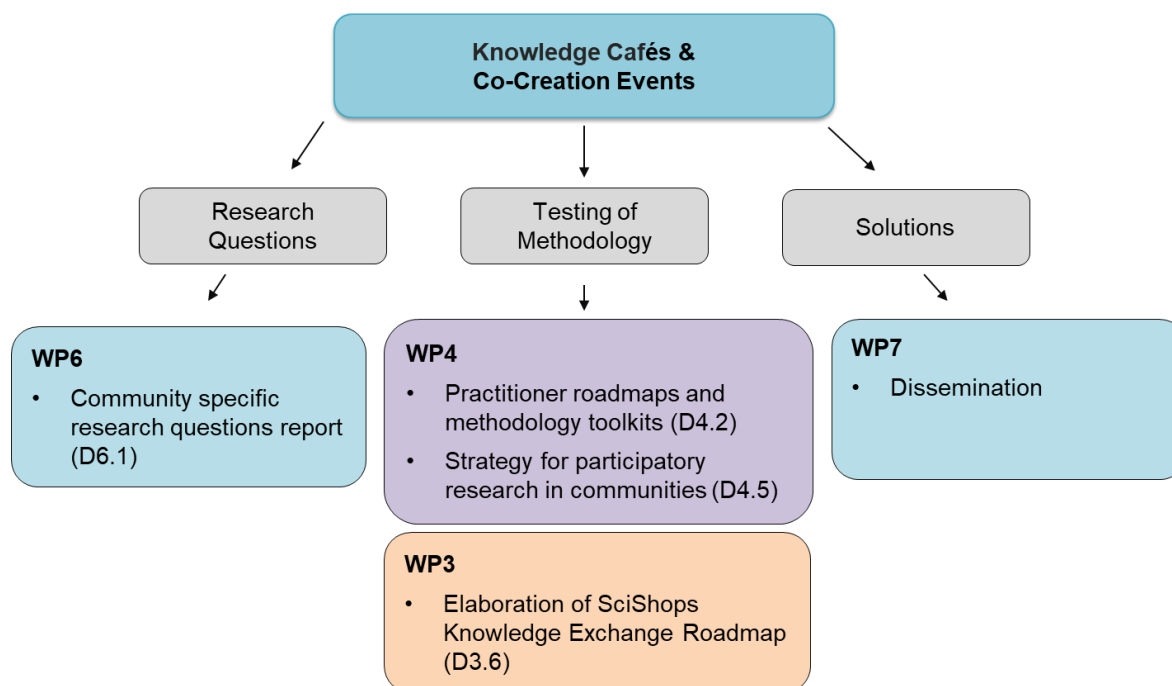

Figure 1: Overview on outcomes of Knowledge Cafés and Co-Creation events

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Summer Schools

Within SciShops, at least ten new science shops will be established within different types of research organizations (SMEs, Large enterprises, universities, NGOs and research institutes) based on the acquired knowledge, experience, best practices and guidelines.

Modules for training science shops' staff

Training modules for the science shops' staff will be developed and delivered during summer schools. The development of the training materials (e.g. lesson plans, presentations, different scenarios) will be led by experienced science shop staff, supported by and with input from the RRI experts.

Summer Schools are a great option for an extra-curricular training to those who wish to gain additional knowledge in a concentrated manner and in a relaxed atmosphere. SciShops will organize two summer schools over a duration of one week during the projects runtime. Within this summer schools future science shops staff will be trained by experienced science shop staff the ones established will highlight and improve their concept. Advisory Board members and external speakers will be invited to provide additional expertise. The first summer school will focus on the topic of working in and setting-up a science shop. Practitioners of science shops with different background (geographically, organizationally and thematically) will introduce their business concept and transfer existing knowledge about the successful running of science shops.

During the summer school conceptualization working session the project partners were allocated to three main groups. (1) science shops practitioners, (2) future science shop practitioners, (3) science shop supporters (see Table 2).

Table 2: Overview on SciShops partners role at the SciShops summer school

Partners with future science shops
SYNYO, KPMG, UOXF, KULeuven, UC3M-INAECU, UNIBS, UL, JSI, WI, BZN
Partners with already existing science shops
SII, UPB, VA, SciCo
Research partners / supporting partners
UHOH, HRI, ESIB, CIMNE

The first summer school will serve as a basis for developing training modules (D4.3) which will be applied in the second round of summer schools (see figure 2).
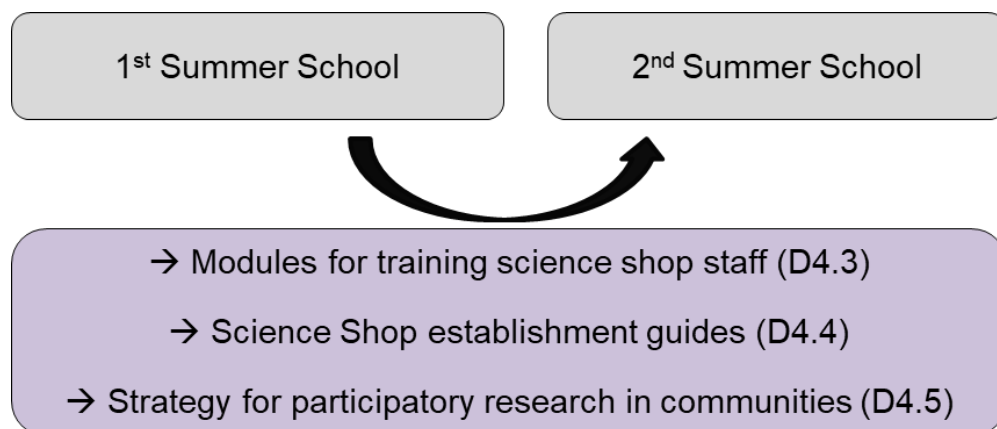
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Figure 2: Overview on summer school procedure

2.3 Time Planning

The following timeframe (Figure 3) will serve as a rough guide for the planning process of events, depending on the size of the event as well as the local situation.

Figure 3: Planning of events

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2.4   Budget Planning

The actual performance of a Knowledge Café /World Café or a Co-Creation event can last from a few hours (minimum 4 hours) up to several days. The timeframe for organization as well as implementation is depending on the availability of participants as well as topic and ambition of the event. The main budgetary items for organizing a world café are personnel costs, travel costs (in case that travel costs for speakers will be reimbursed), food costs (incl. refreshments) depending on the duration of the event, facilities costs, materials (office and decoration material) and sometimes costs for communication, recruitment and promotion of the event.

In SciShops project there are 40.000 € budgeted for the organization of knowledge cafés, co-creation events and summer schools. Since there will be two rounds of events, each incl. one summer school and minimum four knowledge cafés/co-creation events there will be approximately 20.000 € per round.

Table 3: Budget estimation for the events organized within WP3

Event	Duration
Summer School	5 days
Knowledge Cafés	1 x 1 day
	1 x 2 days
Co-Creation Event	1 x 1 day
	1 x 2 days
	11 days

For the calculation of the budget we assume that there are in total 11 event days (see table 2). This will lead to an average budget of 1.800 € /day. Furthermore, there are 3.000€ for materials available, which is 1.500 € per round and 136 € per day. The SciShops partners hosting a local event will provide a budget calculation beforehand. Budget leftovers from events where less budget is used can be utilized for events where higher spending is necessary e.g. higher number of participants.

2.5   Evaluation of SciShops events

All events organized within SciShops will be evaluated. Therefore, an evaluation form will be used for Knowledge Cafés and Co-Creation events (ANNEX 2). The evaluation form contains fixed questions and optional questions which can be chosen by the organizers depending on topic and setup of event. A more comprehensive evaluation form will be used for the evaluation of Summer School training session (ANNEX 3). In general, the questionnaires will contain closed questions (multiple choice) as well as open questions and possibility to give further comments. This approach using a questionnaire will ensure a fast feedback and ensure the comparability of results. The feedback of participants from the first round of events will be analyzed and used for improving the organization and methodology of second round of events. The results will also be introduced in the knowledge exchange roadmap, which developed within the project.

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There are several options to perform the evaluation of events. The questionnaires can be printed out and shared among the participants after the event. Alternatively, the feedback process can be performed more interactively e.g. by preparing sheets with the questions from the questionnaire and encourage the participants to share thoughts and fill in feedback together.

3   Event Planning

In the frame of SciShops at least 4 Knowledge Cafés, 4 Co-Creation Events and 2 Summer Schools will be organized. The first round of events will be held in summer 2018 and the second round in summer 2019. Each round of events will comprise at least 2 Co-Creation events, 2 Knowledge Cafés and one Summer School (Figure 4).
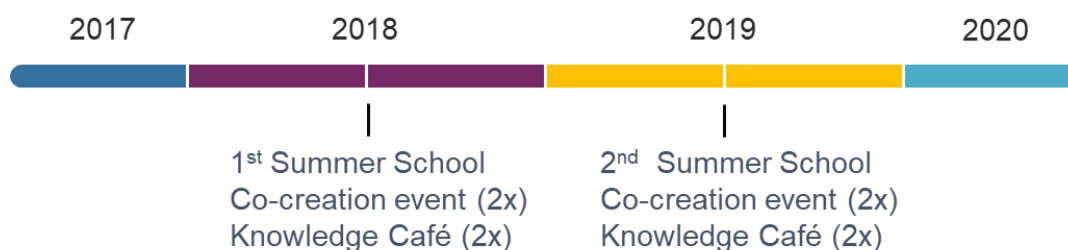

Figure 4: Overview on events within SciShops project

The following SciShops events are planned for 2018:

Event	Location	Date	Responsible Partner	Supporting Partner
Co-Creation Event	Vilnius (Lithuania)	22 March 2018	SII	
Knowledge Café	Stuttgart (Germany)	6 July 2018	UHOH	
Knowledge Café	Vilnius (Lithuania)	May 2018	SII	
Co-Creation Event	tba, Cyprus	December 2018	SciCo	
1st Summer School	Castelldefels (Spain)	16 – 20 July 2018	CIMNE	INEACU, UHOH

3.1   Knowledge transfer events

Knowledge Café in Lithuania

Topic: Science for Community and with Community

Date: 22 March 2018

Participants: Members from universities; representatives of NGOs, local communities, associations, foundations; researchers (from various fields, related to RRI elements) (40 people)

Location: Vilnius, Lithuania

"Science and society" is a roundtable discussions event focused on topics related to examples of community based participatory research and innovations. The dialogue will be initiated by experts, then the audience will work in small groups to formulate their advice on making research more responsible and including. Here everyone is an expert and everyone is learning something.

The goal is to present the concept of Science shop, to foster discussion on participatory research with various stakeholders and to promote the idea of RRI.

Agenda:

09:15–09:30 Registration, coffee

09:30–09:35 Welcome (Ingrida Gečienė, Institute of Social Innovations)

09:35–10:00 Community based participatory research in Lithuania (Prof. dr. Arūnas Poviliūnas, Vilnius university)

10:00–11:30 Good practice of Science shops in Europe. Living Knowledge network (Norbert Steinhaus, Living knowledge)

11:30–12:00 Light lunch

12:00–12:20 Science shops in Lithuania (Ingrida Gečienė, Institute of Social Innovations, Ana Aleknavičienė, Vilnius College of Technologies and Design)

12:20–13:00 Discussion. The future possibilities of community based participatory research in Lithuania

Knowledge Café in Germany

Topic: Strengthening Farm Direct Marketing - From Farmer to Consumer

Date: 6 July 2018

Participants: local stakeholders (20 people)

Location: University of Hohenheim in Stuttgart, Germany

This multi-stakeholder workshop will bring together regional key stakeholders involved in short food supply chain domain enabling them to share knowledge and generate ideas in a relaxed atmosphere.

The goal is to strengthen regional collaborative short food supply chains. The workshop will be held in German language. The workshop will held in the frame of the 5th International ISEKI_Food Conference 2018 at University of Hohenheim, Stuttgart (https://www.isekiconferences.com/).

Co-Creation Event in Lithuania

Topic: Healthcare and responsible research

Date: May 2018

Participants: Researchers/innovators, general public (who wants to attend participatory science communication events), 40-50 people

Location: Vilnius, Lithuania

Short and focused discussion meeting with different RRI stakeholders and the public. The event will be divided into two parts. The first will be expert's presentation on the chosen topic. The second will be the time for discussion and questions**.**

The goal is to build a two-way dialogue where both sides learn about each other needs, opinions, fears and values – building bridges between society and science.

Co-Creation Event in Cyprus

Topic: Co-designing and solving pressing societal challenges with mathematical modelling and data analytics modelling and data analytics

Date: December 2018

Participants: Researchers, civil society, companies dealing with societal problems, and policy makers (around 100 people)

Location: Cyprus

The aim is to activate the Cypriot society in view of establishing the CY SciShop, to identify interested researchers and quickly launch CBR projects, to disseminate info and increase publicity for SciShops, to compile a database of challenges to come back to later.

One day public session – opening event with a lot of publicity

- Beforehand: meet with civil society organisations and identify some challenges (focus: water & air quality, noise pollution, transport, etc.)

- Invite organisations to the event and ask them to do short presentations (maybe 7-8 presentations) – perhaps a competition?

- Open discussion and identification of challenges – choose/vote on 3-4 challenges

- Info session and SciShops booth

Two days of solving challenges

- Intensive teamwork (researchers and organisations)

- Public presentations by the researchers at the end

3.2   Summer School

Topic: How to start a new Science Shop

Date: 16th to 20th July 2018

Participants: Partners + Expert and Advisory Board (around 40 people)

Location: Castelldefels near Barcelona, Spain

On the first and second day, the training sessions within the summer school will include lectures about various aspects of science shop establishment and operation, starting from general topics and moving to more specific ones. Topics will include e.g. science shop taxonomy, best practices case studies and business models. The third day will be used to organize an excursions to an existing science shop near Barcelona. At day 4 there will be workshops on e.g. open science online tools, RRI knowledge, and communication strategies as well as interactive working sessions where participants will develop own science shop plans and scenarios. The last day will be for final presentation of concepts.

Day 1	Day 2	Day 3	Day 4	Day 5
Input Sessions	Input Sessions	Visit of a Science Shop	Interactive Working Sessions	Final presentation of concepts

Figure 5: Draft Agenda of 1st Summer School

3.3   Other Events

The SciShops consortium has also the mission of disseminating project results through participation at external events. The Living Knowledge 8th Conference is one of the largest event in the field of science shops and community-based participatory research, hosting various types of stakeholder groups from researchers until civil society. A large group of the SciShops team will take part in the activities planned within this conference, including in their summer school. The full SciShops participation in this event will be reported in D3.5, due in summer of 2018.

One example of planned session for the Living Knowledge 8th Conference, introducing SciShops research results is presented below:

Session at Living Knowledge Conference, 2018 (Partner: Helen Garrison, VA)

Title: How experiences and knowledge from the past will guide us into the future - studies from the SciShops project

This session will present a number of different findings from the newly started Horizon2020 SciShops project. SciShops aims at building on and expanding the capacity of the science shop ecosystem in

Europe and beyond. We will present results from four different studies done during the first year of the SciShops project. The overall focus of the session will be on the following question: what can be learned about the successes and weaknesses of community-based participatory research and science shops for the future of public engagement with science?

The first part will be to provide an overview of the existing studies, reports, and initiatives in the field of community-based participatory research. What can be learned from the previous literature about general strengths and shortcomings of science shops, including their role in society? This will be presented by Sven Jung, Handelsblatt Research Institute, also a partner in the SciShops project.

The second part will be on findings from case studies of organisations conducting community-based participatory research with a focus on success factors and challenges and the lessons that can be elicited from them. The case studies investigate a number of aspects about the organisations themselves, such as their business models, how they are funded and managed, their relationships with community organisations and other stakeholders, how work and impact is evaluated, as well as Responsible Research and Innovation (RRI) practices. This will be presented by Helen Garrison, Project and Communications Manager at the civil society organisation VA (Public & Science), a partner in the SciShops project.

The third part will be about the outcome of an European-wide online survey on awareness, experience and impact of community-based participatory research. 600 respondents within the three main stakeholder groups researchers, community organisations and policy makers gives useful insights into the awareness and experience of community-based participatory research projects. This will be presented by Martin Bergman, Researcher at the civil society organisation VA (Public & Science), Sweden, also a partner in the SciShops project.

The fourth part will focus on the results of an analysis of the impacts that existing science shops have had on their communities and the quality of knowledge transfer they conduct. This will be presented by Rodica Stanescu, Director of the science shop InterMEDIU Bucharest, University Politehnica of Bucharest, Romania, also a partner in the SciShops project.

The presentations will be interspersed by comments from two guest commentators who will comment on the findings. The session will then be opened up into a plenary discussion involving the whole panel with invited comments from the audience in order to stimulate a broad debate on the topic. We welcome suggestions from the LK8 organising committee on suitable guest commentators.

Draft Agenda:
1. Welcome: Purpose and structure of the session. (5 min)
2. Two research presentations of 10 minutes each (20 minutes)

3. Observations and comments from two external experts (e.g. from science shop/CBPR world or with an even broader RRI perspective?) (5 minutes)

4. Two research presentations of 10 minutes each (20 minutes)

5. Observations and comments from 2 external experts (5 minutes)

6. Plenary discussion: (30 min)
7. Closing remarks (5 mins)

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4   References

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ANNEX 1 - Workshop Planning Sheet

ENHANCING THE RESPONSIBLE AND SUSTAINABLE EXPANSION OF THE SCIENCE SHOPS ECOSYSTEM IN EUROPE

Workshop Planning Sheet

Title	

Date		Location	
Contact Person		Contact Details	

Concept	Topic	
	Goal	
	Workshop Style	
	Questions for Discussion	
	Stakeholder groups to be invited	
	Number of Participants expected/ Upper limit	

Invitation & Announcement	Step	Planned by
	Announcement on website	
	Invitation sent out	
	Social Media (Pre-Event; During Event and Post-Event activities)	

Budget	Item of expense	Amount
	1. Room rent	
	2. Catering	
	3. Experts	
	4. Preparing and printing dissemination material	
	5. Other	
	TOTAL	

Catering	Breakfast	
	Lunch	
	Dinner	

Equipment	Existing	
	Required	

Agenda (can be attached separately)	Date/Time	Description

Speakers	Name	Topic

Miscellanous	Steps	Planned by
	e.g. Reservation of hotel room contingent	
	e.g.Photographer	
	e.g.Registration Link	
	e.g.On-site signs	

ANNEX 2 - Evaluation Form

SciShops

ENHANCING THE RESPONSIBLE AND SUSTAINABLE EXPANSION OF THE SCIENCE SHOPS ECOSYSTEM IN EUROPE

Event Evaluation Form

Knowledge Café / Co-Creation Event

<mark>*<Event, Date, Location>*</mark>

Please indicate your current occupation or position:

☐ I am a scientist or a researcher, or work for a research performing organisation

☐ I work at a community/NGO/non-profit organisation

☐ I work at a governmental or policy making institution

☐ Other: _____

Please comment on the organization of the event (from 1 = insufficient to 5= excellent)

1	2	3	4	5

Do you think the timeframe of the event was appropriate? (optional)

☐ Yes   ☐ No, too long   ☐ No, too short

Do you consider the day of the week and time suitable? (optional)

☐ Yes, because_____   ☐ No, because_____

Knowledge and information gained from participation at this event? (optional)

   a) Met your expectations?

☐ Definitely   ☐ Mostly   ☐ Somehow   ☐ Not at all

   b) Will be useful/applicable in your work?

☐ Definitely   ☐ Mostly   ☐ Somehow   ☐ Not at all

Did the event increase your interest in community based participatory research and science shops? (optional)

☐ Definitely   ☐ Mostly   ☐ To some extent   ☐ Not at all

Did the event increase your knowledge on community based participatory research and science shops? (optional)

☐ Very much   ☐ Somewhat   ☐ Not at all

What went well in this event? (optional)

Do you have any comments, suggestions about this event?

What topics would you be interested to discuss in future events? (optional)

What was the reason for joining the event? (optional)

☐ Private interest ☐ Professional interest

What is your overall assessment of the event? (1 = insufficient - 5 = excellent)

| 1 | 2 | 3 | 4 | 5 |

How did you hear about this event?

☐ Mailout
☐ Website
☐ Social media
☐ Posters
☐ Personal invitation
☐ Other: _____

Thank you for your feedback!

Do you want to learn more?

Yes, please add me to the SciShops e-newsletter mailing list!

E-Mail address: _____

ANNEX 3 - Evaluation Form

SciShops

ENHANCING THE RESPONSIBLE AND SUSTAINABLE EXPANSION OF THE SCIENCE SHOPS ECOSYSTEM IN EUROPE

Event Evaluation Form

1st Summer School

Please comment on the organization of the event (from 1 = insufficient to 5= excellent)

| 1 | 2 | 3 | 4 | 5 |

Do you think the timeframe of the event was appropriate?

☐ Yes   ☐ No, too long   ☐ No, too short

Knowledge and information gained from participation at this event?

Met your expectations?

☐ Definitely   ☐ Mostly   ☐ Somehow   ☐ Not at all

Will be useful/applicable in your work?

☐ Definitely   ☐ Mostly   ☐ Somehow   ☐ Not at all

What went well in this event?

What would you like to change in this event?

SciShops

Do you have any other comments, suggestions about this event?

What topics would you be interested to learn about in future events?

What is your overall assessment of the event? (1 = insufficient - 5 = excellent)

1	2	3	4	5

Thank you for your feedback!

SciShops