

ORGANISATION MANUAL FOR MOBILE NUCLEI

Deliverable 5.6



NUCLEUS

DELIVERABLE DESCRIPTION

The Organisational Manual for Mobile Nuclei presents and explains what Mobile Nuclei are and each of the formats that a Mobile Nuclei Host can choose from to run its activity.

DELIVERABLE

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PROJECT

NUCLEUS is a four-year, Horizon 2020 project bringing Responsible Research and Innovation (RRI) to life in universities and research institutions. The project is coordinated by Rhine-Waal University of Applied Sciences. For more information, please visit the NUCLEUS website, follow our social media, or contact the project management team at info@nucleus-project.eu.

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EXECUTIVE SUMMARY

Mobile Nuclei within the NUCLEUS project consist of a minimum of twenty units to test innovative RRI approaches in different settings and environments. They aim to share and reflect the concept of RRI in the context of research and its relations with various stakeholders outside the consortium.

20 Mobile Nuclei will perform a set of formats developed in a co-creative way with consortium partners. The content of each module represents an aspect of RRI, and will use varying formats to encourage discussion, engagement and participation of several target groups. This task is part of WP5 - Implementing the Nuclei. It is coordinated by EUSEA, the European Science Engagement Association, and delivered with Mobile Nuclei hosts all over Europe.

This Organisational Manual for Mobile Nuclei outlines the “Mobile Nuclei Format Menu” and describes how to organise and effectively deliver the agreed formats for Mobile Nuclei: Basecamp training on RRI; Installation Science and You; Societal-based Hackathons; Reverse Science Café; Pop-up Science Shop; RRI Stakeholders workshop and a Design experience. This document also contains information about the hosts and the feedback mechanisms. It is a handbook for Mobile Nuclei hosting organisations. The modules are also available for the Embedded Nuclei to train and test during the Implementation Phase in the ten institutions.

In the Appendices section, Appendix 1 contains detailed information about each Mobile Nuclei Host. Appendix 2 gives further information about the process of establishing the Mobile Nuclei community and the capacity building instances through the Working Groups for Mobile Nuclei held in Leuven and Hannover. Appendix 3 and 4 present the agreement that is to be signed between EUSEA and each Mobile Nuclei Host and the Template to collect information about each of their institutions. Appendix 5 shows the questionnaire that will collect participants’ inputs. Finally, Appendix 6 presents a pool of resources to support the understanding of RRI in the context of Mobile Nuclei and Embedded Nuclei.

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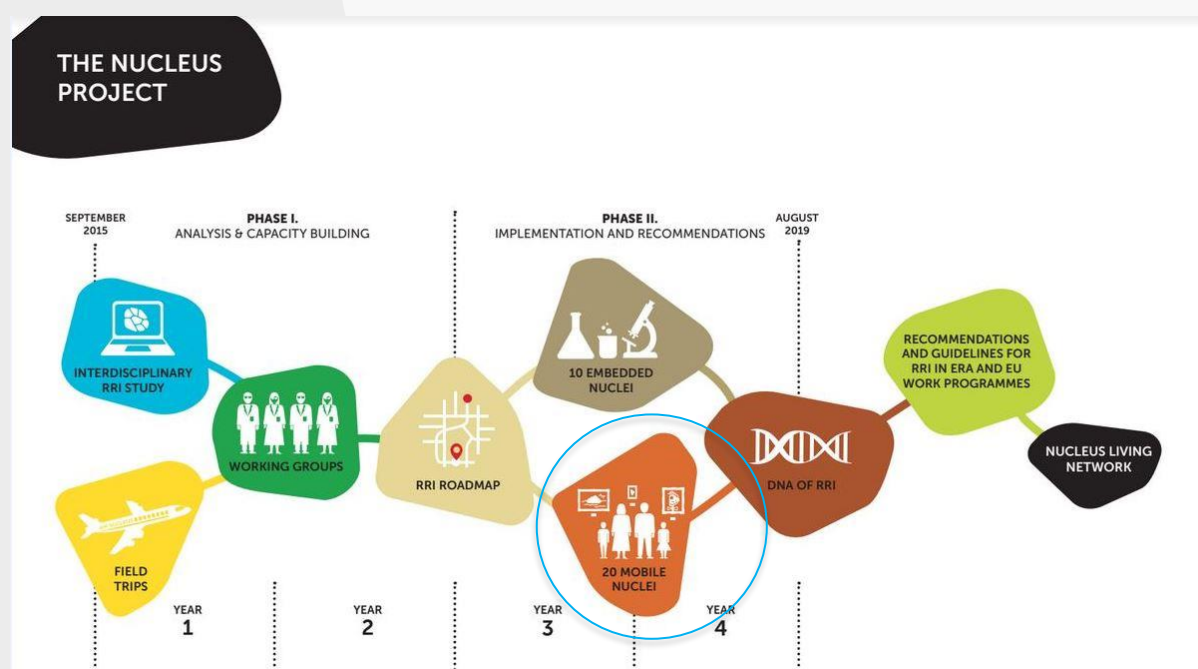
1 INTRODUCTION TO THE MOBILE NUCLEUS CONCEPT

Responsible Research and Innovation (RRI) processes aim to include actors from society, research, industry, policy and education into science and research to take up collaborative forms of knowledge, thus enhancing the consideration of possible impacts. RRI focuses on engaging citizens and its representative institutions as active agents to solve the grand societal challenges. Enabling easier access to scientific information and results so a diverse range of stakeholders can participate in immersive discussions on scientific developments, is central to the RRI approach of encouraging enriched societal inputs into research. RRI must be seen as an evolving concept: its implementation will depend on the will and transformative capacities of the different actors in the research and innovation systems. The NUCLEUS project strives to find out how research can better relate and respond to societal needs and challenges in scientific institutions. NUCLEUS elaborates ways of performing scientific research with and for society not only by sharing results of research and innovation but by involving a wide range of stakeholders in the process of scientific discoveries and innovations. This is the prolific ground in which the Mobile Nuclei will be set up.

A Mobile Nucleus is an activity in the shape of a format, that the host organisation agrees to include or incorporate into existing events. It could be part of running science communication or science dissemination event (e.g. science festival, science week, researchers' night or other regular formats). It can also be considered as an enlargement or a further development of an existing activity. The host organisations are of different kinds: universities, NGO's, science centres or companies.

Mobile Nuclei are advised to follow the NUCLEUS Project approach of interrelatedness and reflect the RRI concept in the context of research and its relations with various stakeholders. Delivering the Mobile Nuclei are part of the tasks of Work Package (WP 5) *Implementing the Nuclei*. Its main goal is to produce input for the elaboration of the "RRI DNA" which will be one of the main results of the NUCLEUS Project.

Figure 1: Overview of NUCLEUS Project phases, highlighting the Mobile Nuclei stage



The following five goals are the goals for the Embedded Nuclei. Although the Mobile Nuclei are more flexible in nature, they also use these goals as guiding principles:

1. Build institutionalised bridges between the research community and different stakeholders
2. Catalyse ongoing debates about the role of research in open societies
3. Develop, nurture and support new forms of transdisciplinary research
4. Question and redefine prevailing notions about science agents and recipients
5. Stimulate co-responsibility in all actors involved in the process of research and innovation

Mobile Nuclei formats have been co-defined in a collaborative process involving the NUCLEUS partners and the host organisations. Creating and hosting a Mobile Nucleus will offer partners a chance to develop innovative formats of relating research processes to the expectations and demands of different stakeholders. The “Mobile Nuclei Menu” come in an array of formats, inviting different partners and addressing new audiences. The format, the content and the participants will vary, depending on the needs and individual profiles and contexts of each host.

The implementation of the Mobile Nuclei started in November 2017 and will run until 2019.

2 BUILDING THE NETWORK OF MOBILE NUCLEI

During the grant proposal stage, all institutions that manifested their intention to become a Mobile Nuclei during the design of the NUCLEUS project and the proposal writing (20) were contacted. From this list, a majority agreed and some new candidates were invited, based on the suggestions from different NUCLEUS partners and the criteria that they should represent different regions in Europe and come from different organizational backgrounds. Each organisation was issued a document outlining the details about becoming a Mobile Nuclei. Skype Meetings with EUSEA Project Officer were held and each interested party between March and April 2017. The conversations aimed to manage the expectations of interested parties and to address any concerns.

3 OVERVIEW OF THE MOBILE NUCLEI

After the set of actions described above, twenty institutions agreed upon becoming a Mobile Nuclei Host and are committed to run their activity during the coming two years, until June 2019. The institutions represent the variety of stakeholders -or cells- that the NUCLEUS Project aims to gather, to promote the ways in which science can become better related and linked with societal needs. The analogy that the NUCLEUS project fosters is considering each stakeholder as a “Cell”, establishing five cells that in interrelatedness with the core cell, a university or research institution, perform research more responsibly and innovative. The cells that NUCLEUS work with are Economy, Media, Public Engagement, Public Policy and Civil Society organisations. All these cells perform an orchestrated work with universities and research institutions. The following chart shows the institutions that will run a Mobile Nucleus between 2017 and 2019.

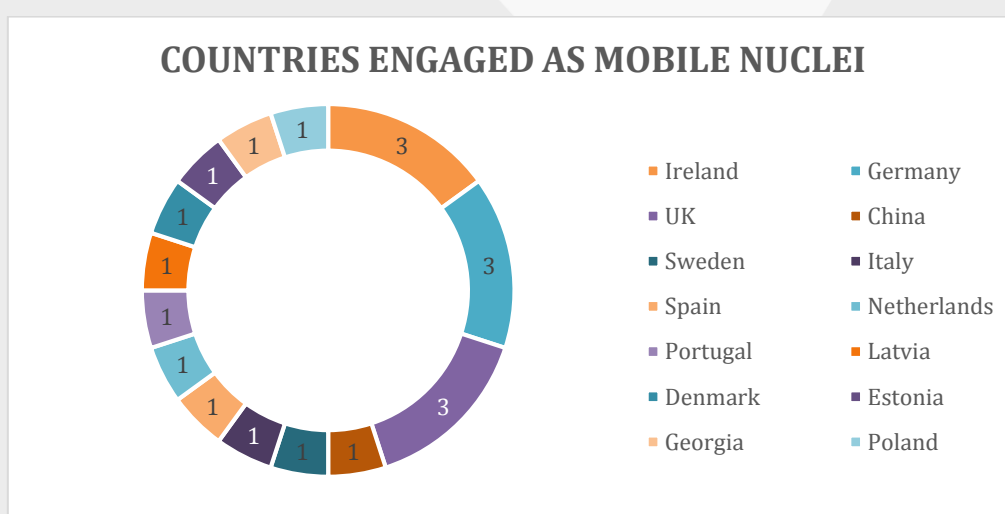
| | | | | | | |
|----------------------------|----------------------------------|------------------|--|-----------------------------------|------------------------------------|---------------------------------------|
| 1.Bochum City, DE | 2.Nottingham City, UK | 3.CALMAST, IE | 4.IBM, IE | 5.VA Public and Science, SE | 6. BAST, Ch | 7. Daugavpils University, LV |
| 8. Hannover City, DE | 9. Bielefeld Marketing, DE | 10. AHHA, EE | 11. Festival of Curiosity, IE | 12.Psiquadro, IT | 13.University of Wroclaw, PL | 14.EUSJA, DK |

| | | | | | |
|-------------------------|--------------------------------|------------------------|---------------------|------------------------------|-------------------------------|
| 15.Delft University, NL | 16.Bristol Natural History, UK | 17.Fundació Català, ES | 18.Ciencia Viva, PT | 19.Ilia State University, GE | 20.Wellcome Genome Center, UK |
|-------------------------|--------------------------------|------------------------|---------------------|------------------------------|-------------------------------|

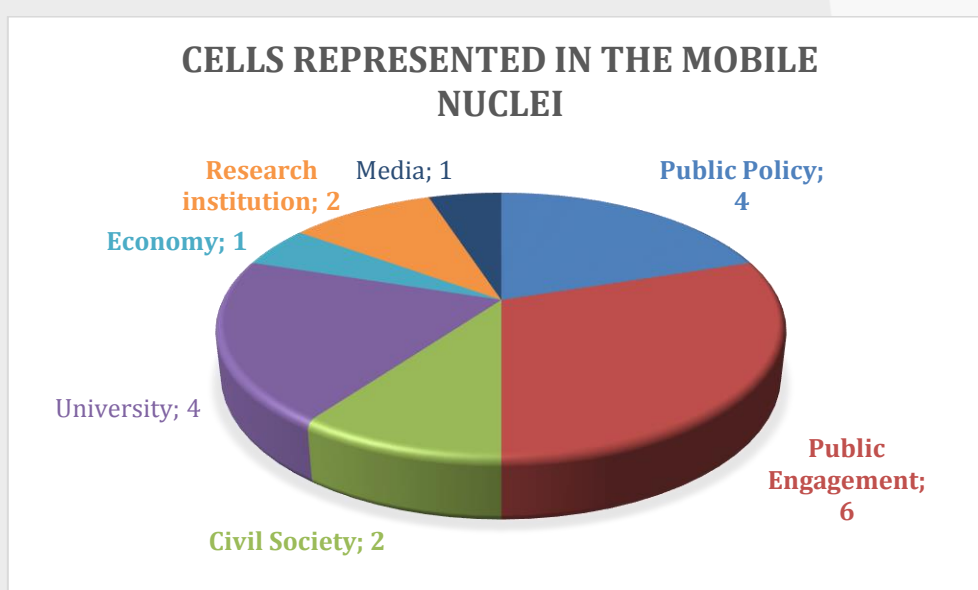
A detailed list of these institutions and the cells that each of them are representing is given in Appendix 1.

The following graphics show the diversity of countries and cells which are represented by the Mobile Nuclei Hosts.

Graphic 1: Countries participating as Mobile Nuclei



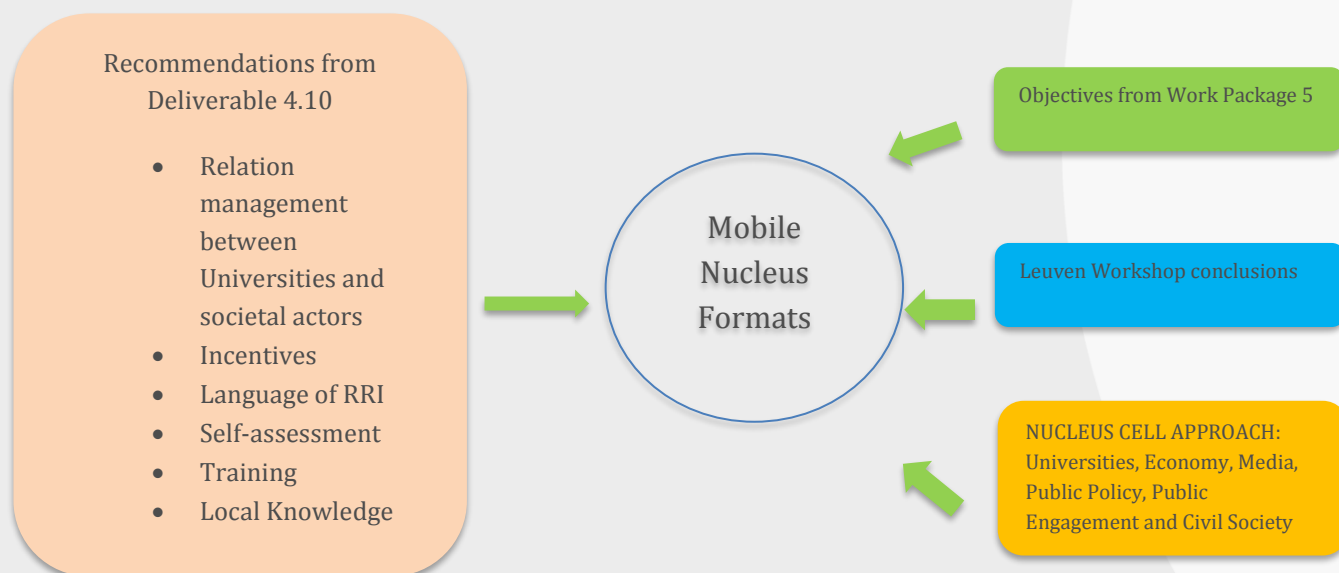
Graphic 2: Cells engaged as Mobile Nuclei



4 MOBILE NUCLEI FORMATS DESCRIPTION

A Mobile Nucleus should be seen as an ongoing process and not solely as an event focused on public engagement. The formats will be part of the project's co-design approach to commonly establish the best suitable formats to challenge the theoretical learnings of the NUCLEUS project with practical needs of research related institutions and a variety of stakeholders.

To decide about and select the best formats to be offered to Mobile Nuclei hosts, we agreed that they should meet different requirements: the seven formats selected are aligned with the objectives of WP5 Nuclei Implementation, mentioned early on page 5. We also considered the Leuven Working Group conclusions (shown in this chapter as letter g) in 4.1 and as a summary in Appendix 3), the Capacity Building Recommendations for the Implementation Roadmap (Deliverable 4.10) and the approach of the NUCLEUS Project, which is focusing in the interrelatedness and collaboration of different cells involved in the Research and Innovation landscape.



The formats represent RRI, and will encourage discussion, engagement and participation of several target groups. Table 1 shows an overview of the proposed formats.

TABLE 1. OVERVIEW OF THE PROPOSED MODULES

| Name | Type |
|--|-----------------|
| 1.RRI Training for researchers and scientists. RRI Basecamp, getting a grip of the basics (and more)” | Training |
| 2.Science and you: installation to collect peoples’ connections/expectations/feelings to science. | Installation |
| 3. Societal-based Hackatons on real problems in cities *Only if there is a planned activity like this that could be enhanced with the Mobile Nucleus budget | Co-design |
| 4.RRI stakeholder workshop: open discussions for close collaborations- (Mapping and navigation sketch) | Open discussion |
| 5.Pop-up Science Shop on specific issues | Co-design |
| 6.Discussion formats for citizens: Fish bowl and Reverse science café | Open discussion |
| 7.Design Workshops | Co-design |

4.1 GENERAL RECOMMENDATIONS FOR MOBILE NUCLEI

- a) **Be tuned:** RRI is about thinking if a societal need is being addressed; involving as many relevant stakeholders as possible; considering the impacts of the research; being transparent and open to discuss and disagree and being able to respond and adapt, when necessary.
- b) **Be inclusive:** We recommend our hosts investing time to make sure that the participants invited represent a cell, or groups with a recognisable interest. We assume that participants also bring in knowledge on an expert level.
- c) **Be diverse:** Audiences should consist of representatives of different cells, but also ordinary citizens interested in the subject of the activity. If invited people are already interested in the topic to be discussed, they will likely already have some

opinions, something that can be confronted with other views or can be shared with others. This will make the discussions more fruitful and augment the likelihood of ending the event with a substantial outcome. On the other hand, the greater the diversity of the audience, the more likely that thought-provoking ideas may appear. This will open new possibilities for networking.

- d) **Get out:** We highly recommend to look for and actively recruit participants and cell's representative in universities, research institutions, associations, foundations, NGOs, municipalities, training centres, science museums and centres.
- e) **Wrap-up:** Always sum up your event, highlighting the main ideas, controversial points or new findings: it will give everyone an important sense of achievement and it will be easier for you to recapitulate while writing the Mobile Nuclei report.
- f) **Disseminate:** Invest time and energy in disseminating actively, especially before and during your event. Use your traditional communications channels but also think of inviting some journalism or communication student, who can come with fresh ideas for dissemination. We also recommend to have someone tweeting and posting about interesting moments during your Mobile Nucleus: ideas, statements, quotes, pictures are powerful at the moments of capturing the attention of social media users.
- g) **Keep in mind:** the Leuven Workshop conclusions
 1. Start from your needs, your local challenges and shared motivations: win-win
 2. Researchers are essential: think which other stakeholders could be relevant
 3. Decide the scope and the impact you want to provoke: think of learning outcomes
 4. Take risks and experiment: see Mobile Nuclei as an opportunity to try something new
 5. Keep it simple (resources are limited)
 6. Decide your format
 7. Think of the six cells: Media, Economy, Public Engagement, Civil Society and Public Policy and University and try to include the relevant ones.
 8. Run your Mobile Nuclei as a test bed. Repeat it if you consider it successful.
 9. Save evidence and report on the outcomes and impact

4.2 FORMAT DESCRIPTIONS

The following charts are a detailed guideline of each of the formats.

| Name | 1. RRI BASECAMP TRAINING |
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| Short description | A RRI Basecamp training consists on a workshop focused for scientists. The RRI concept, its backgrounds and applicability will be discussed with and among researchers. |
| A <i>Basecamp training</i> is a format which can be very helpful to... | Bring together interested researchers, scientists and research mediators or brokers, to expand the understanding of RRI, its usability, its limitations and the opportunities that it presents. It's a good chance to talk openly about new ideas and new ways of looking at the way research is conducted. |
| RRI scope | An open dialogue involving experts and specialists representing different research fields. |
| Experts to invite | A mix of researchers/innovators and specialists covering with experience in collaborating with different stakeholders, as well as experts with no experience at all. |
| Materials required | A room suitable for a day or half-day workshop. Staff: Facilitator of the event and an experienced RRI Trainer. Equipment: Office supplies (flipchart paper, markers) for each group. A screen or projector for the trainer. |
| Time required | Ideally, consider a period of 2 months to organise this event smoothly: promote the event and raise the interest of researchers in this science policy approach. |
| What to do | To gather the researchers and scientists, create a clear message about the goals of the training session: understand the concept and its model, know how to prioritize RRI in research proposals and to appreciate their responsibility within science and be able to identify ways to influence innovations that may flow from their research to ensure that this is societally responsible. Before the session, plan together with the trainer the main topics that could be discussed with the scientists. Try to divide the session in moments: inspiration (open the session, why are we are there, show the utility), impulse (create a dynamic set of steps), interpretation (think collectively about the topics and the progress) and integration (wrapping-up). What would be most useful for the group to learn and discuss? Possible topics: a) appreciate why RRI needs to be built into the early stages of research planning b) be able to apply RRI principles throughout the cycle of a research project c) be able to map out the issues in their own work that would benefit from RRI, be able to identify what in their own practice would need to change as a result of RRI, and be able to plan for implementing these changes; d) be able to reflect on their own values and assumptions about the kind of world that they wish to create with science, and understand why it is important to incorporate wider perspectives and e) be able to identify ways in which their institution can support them in delivering research that is responsible and responsive to societal needs. |
| Tips for conducting the workshop | *If you don't have an experienced trainer in your institution, talk to EUSEA Project Officer. We might be able to coordinate one of the NUCLEUS partners to deliver the training. * The RRI tools project worked at a national level with RRI Hubs in each of the EU countries. The list of hubs is available in RRI Tools |

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| Expected outcomes | At the end of the workshop, the participants should be able to explain the concept of RRI, and its components, identify the opportunities offered by RRI; be able to identify the possible obstacles and conflicts of interest that might make it difficult to implement and know how to address them, and be able to map out the stakeholders that need to be involved and how to develop contacts amongst other stakeholder groups who can help deliver RRI. |
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| Name | 2. INSTALLATION |
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| Short description | <p>An Installation is a setting that creates a context for discussion and facilitate the possibility to dialogue with people and to collect their visions on a specific topic or issue. It can be a booth-like space with a particular shape/structure (a) and color or it can be an interactive exhibit, a symbolic installation (b) or even an artistic installation that is related to the topic to reflect on. Here are two examples that can help to better identify the concept.</p> <p>(a) The orange umbrella</p> <div data-bbox="528 510 884 1097" data-label="Image"> </div> <div data-bbox="928 470 1366 779" data-label="Image"> </div> <div data-bbox="928 842 1366 1106" data-label="Image"> </div> <p>Here's a link to the design of the umbrella used during the Nanopinion-project http://www.postlerferguson.com/design/nanopinion-exciteeuropean-union and more about the project: http://nanopinion.archiv.zsi.at/</p> <p>(b) The cigarette</p> <div data-bbox="584 1391 1222 1814" data-label="Image"> </div> <p>The installation was used in the campaign “A kick to smoke” to persuade people from smoking, in Umbria, by the Association of respiratory diseases patients. The vertical giant cigarette on the left situated in the middle of a pedestrian street in the center of a city is an iconic installation combined with vertical banner explaining the content of the campaign. In</p> |

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| | this case the interaction with the mediators takes place inside one of the building on the side of the street. |
| <i>An Installation</i> is a format which can be very helpful to... | <ul style="list-style-type: none"> - Creates a physical context well identified and characterized in relation to a specific topic - Facilitates the gathering of people of different ages and interest whose attention is grasped by the installation and that are interested to interact with mediators - Associate an iconic place to the concept and the experience you are creating for the participants - Present and show questions that can trigger dialogue and discussions and facilitate the collection of expectations, opinion, visions of the participants - Develop a dialogue in unusual places (streets, squares, area of museums, train stations, shopping mall, etc...) |
| RRI scope | <ul style="list-style-type: none"> - Create a place focusing on one or more RRI process requirements to be discussed with different group of citizens - Trigger conversation around one or more RRI process requirements and relate this to the local context (e.g. Local University policies on public engagement etc...) |
| Experts to invite | <ul style="list-style-type: none"> - Mediators (early career researchers, science communicators, journalists etc...) - Experts on the chosen topic to provide knowledgeable information on demand if required but not to teach (note: avoid any top-down approach but provide competent information when people ask for it) - Sociologists and philosophers to develop participant observations and interviews with the people that will take part |
| Materials required | <ul style="list-style-type: none"> - The moderator bag with post-it, scissors, etc.. White boards to write - Flipchart if needed to collect idea during brainstorming with the participants - Props for activities or demonstration to be held by the installation according to the topic chosen. |
| Time required | <ul style="list-style-type: none"> - 3 weeks to 1 month to plan, design and develop and to train and brief mediators who will animate the installation and interact with participants - 1 days to 1 week-end to develop the activity on the identified site |
| What to do | <ul style="list-style-type: none"> - STEP1 – Who is working on RRI on my territory? Which is its agenda? Identify one among the RRI Values to focus on according to your context agenda. To achieve this goal, you should first analyze your context to understand who are the stakeholders that are already working or reflecting on RRI and what topics are they focusing on. If nobody is working on RRI think how you can contribute to critically start a process to reflect on this area and identify stakeholders to work with both in identifying topics and the format of your installation. - STEP2 – Choose which kind of installation develop among those described above or develop your own original installation coherently with these guidelines. |

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| | <ul style="list-style-type: none"> - STEP3 – Jointly with the stakeholders and the mediators design the kind of interaction that you want to develop by the installation and prepare a program for the 1-day event or for the week-end activity. - STEP4 – Brief and train all the actors involved in the installation use - STEP5 – Develop the communication activities to advertise for the installation in order to encourage a large participation. |
| Tips for conducting the workshop | <ul style="list-style-type: none"> - STEP1- define the kind of interaction you want to have by the installation in terms of (a) dialogic format (conversation triggered by a demonstration, interviews, pools etc...) (b) time length of the interaction (e.g. consecutive short slots of 30' for instance taking place at different moment of the day) - STEP2- design a draft script that describe this installation where the actions that the mediators have to implement are well identified and explained. |
| Expected outcomes | <ul style="list-style-type: none"> - A set of opinions and comments on the identified topics organized against different parameters previously identified, according to the goal of the project (age, gender, education, job etc...). Video/Audio interviews about the RRI topic selected. - Ideas than can nurture guidelines for the stakeholders, based on the vision collected by the installation |

| Name | 3. SOCIETAL-BASED HACKATHON |
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| Short description | A Hackathon is an event format which is about actual problem solving. At a scientific hackathon (or hackathon), researchers, developers, designers and all those who enjoy tinkering come together. Together, the work in interdisciplinary groups on solving a problem: they discuss, craft and develop prototypes which can come in the form of tools and hardware or apps and software. |
| <i>A Hackathon</i> is a format which can be very helpful to... | Bring together people with different backgrounds and various forms of knowledge and expertise which allows for solution on real problems which wouldn't be possible otherwise. Very successfully, Hackathons are established on a local basis e.g. working with a local community on urban problems. |
| RRI scope | By using scientific methods and research approaches to work on prototypes, people not only with scientific but also with different backgrounds are actively practicing co-design in innovation and thereby shape its results with their needs and values. |
| Experts to invite | Participants should be a mix of researchers and innovators but also people with different backgrounds and perspectives such as designers, activists, craftsman or social workers. Depending on the topic and the context if the hackathon, it can be started by impulse talks of experts presenting their research results or opinions on the topic. |
| Materials required | <ul style="list-style-type: none"> • A suitable and flexible location for working in groups • Materials for communication and marketing such as flyer/posters • Wi-Fi is essential for working on software or app prototypes • Tools and materials (such as sensors or 3D printers but also simple things such as wood or office supplies) for prototyping hardware. • Moderation and presentation materials as well as a motivating moderator • Catering since Hackathons often take place at weekends and therefore usually last until late at night. |
| Time required | Depending on the complexity of the hackathon (e.g. topic, partner, organisational details) it takes between a couple of weeks to a couple of months to prepare a hackathon. Hackathons usually take place during weekends; starting on a Saturday morning, lasting until late at night and being finished with presentations of results on Sunday afternoon. |
| What to do | <p>The preparation of a hackathon includes mainly the organisational preparations as well as the marketing/communications and administration/management of participants. A hackathon usually starts with presentations of various project ideas by the participant. This can be preceded by short impulse talks by experts depending on the topic as well as the thematic openness of the event.</p> <p>After working on their ideas and projects (usually for one a half days) using the provided tools and materials, the teams present their results and prototypes at the end of the hackathon. Depending on the context or topic, this part of the event can be attended by officials and representatives from business, politics or administration who act as potential recipients, supporter or investors for the projects.</p> |

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| Tips for facilitating | An innovative and informal atmosphere and a creative mixture of people is essential for a successful hackathon. Therefore, the location and the setting (e.g. catering) should be chosen and prepared carefully. Also, the moderator should do his or her best to create and open and flexible working atmosphere to make the participants feeling comfortable during the event. |
| Expected outcomes | Depending on the size of the group, 3-10 projects/prototypes on which groups have worked for one to two days and which in some cases have potential for further development. Sometimes, room and resources for such a process are also made available by the organizers or partners such as public administrations in a local context or local businesses. |

| Name | 4. RRI STAKEHOLDERS WORKSHOP |
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| Short description | It's a workshop activity that can last from one single day to two days exploring specific aspects of a general topic or plan and possibly implemented as a part of a broader process that is already in place. It is strictly structured according to a framework broken down in phases and goals for each phase (e.g. - Your University/City is developing a process to involve citizens in the development of the new department/division for public engagement with science and technology). The workshop can be part of an already existing process or can trigger a new one but your main concern in both cases is to give continuity to this action in order to avoid participant frustrations after the workshop experience. It is an RRI workshop about stakeholders' involvement in a particular process. |
| An RRI Stakeholders workshop is a format which can be very helpful to... | <ul style="list-style-type: none"> - Broaden and enrich an on-going process adding a new perspective to it according to your expertise and background. - To promote the encounter of stakeholders that can be and active part in the process and are not yet involved - To be part, with your institution, of a relevant process for your territory |
| RRI scope | <ul style="list-style-type: none"> - CASE (A) Broaden the spectrum of stakeholders involved in an already existing process - CASE (B) In case no RRI related process is taking place, your RRI stakeholders workshops can be a 1 to 2 days workshops to make potential stakeholders aware of how RRI can be beneficial for the local processes. In this case you have to be sure that your awareness intervention has to trigger a continuous process. Hence as part of the workshop you have to aim at a schedule of future workshops and the commitment of the participants to continue it. |
| Experts to invite | <ul style="list-style-type: none"> - It strongly depends on the topic or process chosen but a general criterion is to involve experts that might be useful to broaden the spectrum of expertise necessary for the on-going process, experts that have not been involved yet: scientists, researchers, head of institutions, policy makers, civil servants. The experts are expected to give ideas about topics, methods and approaches. - Experience mediators, moderators and hosts who have already developed workshops-like activity - Journalists or communicators, social media activists |
| Materials required | <ul style="list-style-type: none"> - The moderator bag with post-it, scissors, etc. - Flipchart if needed to collect idea during brainstorming with the participants - White boards to write - Internet fast connection in the site where you are developing the workshop in order to broadcast specific session of it. |
| Time required | <ul style="list-style-type: none"> - 1 to 2 months to analyse the local context, select a topic, design the workshop - 1 to 2 days for the implementation |
| What to do | <ul style="list-style-type: none"> - STEP1 – CASE (A) Identify who is already developing a process RRI focused and analyze how you can contribute to it through a workshop shaped according to your field of action or of expertise (e.g. if you are a museum how can you contribute to the setting |

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| | <p>up of the RRI department of your University?) CASE (B) Ask yourself why your territory needs an RRI stakeholders workshop and plan what a desirable continuation of it could take place.</p> <ul style="list-style-type: none"> - STEP2 – Get in touch with Institution or potential partners that are already developing a process related to RRI or that would like to involve in case B - STEP3 – Jointly with the stakeholders define the main goal of the workshop in order to make them part of it even before implementing it. - STEP4 – Implement the workshop - STEP5 – Give continuity and life to the outcomes of the workshops with on-line tools and off-line actions. |
| Tips for conducting the workshop | <ul style="list-style-type: none"> - STEP1 – Co-design the workshop with stakeholders. - STEP4 – Develop a focused communication campaign to invite more representatives to take part - STEP5 – Implement the workshops taking into account a strict structure of it that must be respected by all stakeholders. Identify very practical and measurable goal for each of these phases. |
| Expected outcomes | <ul style="list-style-type: none"> - Involvement of new stakeholder in a process relevant for the local context - Triggering a new process focusing on RRI where it doesn't exist yet. - Guidelines to continue the actions needed after the 1 to two-day workshop |

| Name | 5. POP-UP SCIENCE SHOP |
|--|--|
| Short description | Science Shops mediate between citizens, citizen groups and research institutions. ‘The Pop-up Science Shop’ refers to a single event in time, that simulates the way civil society’s requests and problems can be transferred into a research setup. Citizens are called clients, in the context of the “shop”. Science Shops operate under different names and in different ways throughout Europe and worldwide. What they share is that research is done on the basis of concerns of civil society, and that projects are governed in a partnership between civil society organisations (CSOs) and research institutes. |
| <i>A Pop-Up Science Shop</i> is a format which can be very helpful to... | Include public participation in research. Science Shops’ methodology transfers requests from community groups to research organisations. Thus, the event allows many important and pertinent questions to be raised – social, political and ethical– with regards to a determined topic of your selection, and you can discuss with people how innovation is encouraged, and about who is involved in the research process. Science Shops as a way of transferring knowledge are innovative and effective and have a positive impact both on research and on civil society. They mediate between citizens or citizen groups and research institutions. Many Science Shops have structural links to universities and use the work of students under appropriate supervision to respond to the needs of civil society (mostly NGOs). This provides a symbiotic relationship between these two communities. |
| RRI scope | Science Shops can be seen as valuable experience to bridge the gap between research and society and mediate mutual learning and cooperation processes. By engaging different groups and organisations in dialogue reflects the idea of responsiveness and diversity. The research question development is based on anticipation, reflection, adaptation and reflectivity. |
| Experts to invite | Find a supervisor and a researcher/student to promote the idea of piloting or experimenting with participatory approaches. The activity will be connected to a specific event and all visitors will be asked to express their requests, needs and concerns. This may include: citizens & local associations, researchers and scientists, local experts, students, policy makers, administration and civil servants, technical experts, SMEs, business people. |
| Materials required | A space well located within the context of the major event where the Science Shop is happening. It could be a stand with a table and some chairs. A flipchart, markers and study cases printed to give away as an example will always be helpful. No catering needed – although it’s nice to offer a coffee when you invite the client to your office. |
| Time required | Ideally, consider a couple of months in advance to contact the researchers and the students willing to listen and consider the citizens requests as possible research topics. If the researchers are not familiar, you will need time to collect information and evidence that this is a valid and relevant methodology. Living Knowledge.net is a website with relevant resources. Refer to Appendix 5 for more information. |

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| What to do | <p>Once you have the topic you will be presenting to the public and the researchers interested in hearing to the peoples' concerns, manifest your institution's interest in generating research questions from visitors, or people that take part in its participatory activities.</p> <ul style="list-style-type: none"> • Introduce the idea of the Science Shop methodology and its possible impact in the local community. • Emphasize the chance to express research needs, concerns or requests • Develop new or customize existing tools for collecting open questions, requests and concerns from visitors and participants of the project. • A facilitator to underline the opportunity to express requests. • Calculate the time to convince possible local partners to cooperate already when developing local partnerships. <p>The 'intake' of the question during the event is very important – finding out the “question behind the question”, checking what information or hypotheses the persons asking the question may already have. Select, edit, and translate questions or topics to be further elaborated. Get the contact information of the people that are raising their questions. Share and discuss with the team and contact the person or association that raised the question to give them feedback.</p> |
| Tips for facilitating | <p>*Keep the atmosphere informal</p> <p>*Be clear with the topic you are opening to the public. Be open with the invitation to express concerns and further questions about the topic.</p> |
| Expected outcomes | <p>The questions and concerns from citizens, civil society organisations and other stakeholders are rephrased into topics and questions to be worked in scientific research. Researchers and their students, under the supervision, perform the research. The research will lead to a report (or other product) which is made public and will be of utility, hopefully, to the “client”.</p> |

| Name | 6.1 FISH BOWL |
|---|---|
| Short description | Fishbowl is a discussion format/method which is especially useful for interactively debating together with (science) experts and 'laypeople'/citizens. The circular layout of the space is specially intended to stimulate dynamic discussions. |
| A <i>Fishbowl</i> is a format which can be very helpful to... | discuss controversial or emotional science issues or societal aspects of research. Fishbowl also work very well for topics of local or regional relevance. |
| RRI scope | A fishbowl allows for including different expert perspectives (e.g. experts from research, business, politics or civil society) as well as the opinions and values of citizens in an open and interactive discussion. |
| Experts to invite | The inner circle of a fishbowl is usually composed of three to four experts with different backgrounds, a facilitator/moderator and two empty chairs which are supposed to be taken over by people from the audience for some parts of the discussion. Ideally, the expertise of the experts is complementary and focused on different aspects of the topic which is to be debated. |
| Materials required | A flexible location for having seating in different circles which get bigger from the inside to the outside Technical equipment such as microphones Materials for communication and marketing such as flyer/posters |
| Time required | Depending on the complexity of the event (e.g. invited experts, partners, organizational details) it takes between a couple of weeks to a couple of months to prepare a fishbowl. Often a fishbowl takes place in the evening or on the weekend which allows for citizens to attend but of course this can be different regarding different target groups (e.g. (school) students). |
| What to do | The preparation of a fishbowl includes mainly the organizational preparations as well as the marketing/communications and the briefing of the experts and of the moderator. A fishbowl discussion is divided into an inner circle and outer circles. In the inner one, a small group of experts and participants discusses, while the majority in the outer circles observes the discussion. If somebody from one of the outer circles wants to take part in the discussion, then a free chair in the middle can be taken or the place can be exchanged with a participant from the inner circle. The experts and the moderator are permanent members of the inner circle, while all the others must give their seats if someone else from one of the outer circles wants to join the discussion. |
| Tips for facilitating | An experienced moderator and open-minded experts are essential for successfully facilitating a fishbowl. |
| Expected outcomes | A fishbowl can offer a constructive atmosphere for discussion due to its essentials features: The discussion can include different experts as well as the perspective of citizens and still remains manageable since only a small group is actively discussing at the same. However, everyone can participate. By switching between inner and outer |

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| | <p>circle dominance of single participants can be avoided and dynamic processes are made possible.</p> <p>Ideally, the results of a fishbowl discussion are documented in written form and e.g. video statements can be added.</p> |
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| Name | 6.2 REVERSE SCIENCE CAFÉ -RSC |
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| Short description | The Reversed Science Café is a discussion event focused on various societal and ethical topics related to locally relevant examples of research, technologies and innovations. The dialogue is initiated by experts posing questions and listening to answers from the audience. Together they work in small groups to formulate their advice on making research and innovation more responsible. |
| <i>A Reverse science café</i> is a format which can be very helpful to... | Bring together interested citizens and representatives of various stakeholders and talk openly about new ideas and new ways of looking at a topic. The group should be inclusive of people from various backgrounds, of different genders and points of view. |
| RRI scope | An open dialogue involving experts and specialists representing different cells (Universities, Media, Economy, Public Engagers, Public Policy and Civil Society) or the <u>RRI</u> process requirements (Adaptive, Inclusive, Responsive, Open, Diverse, Anticipative) is nurtured by allowing the event's audience to share their opinions and knowledge on the chosen topic. |
| Experts to invite | <p>A mix of researchers/innovators and specialists covering different cells or being involved in one of the RRI processes. Experts are scientists, researchers, engineers, innovators and people who in their professional work represent one of the cells of Nucleus. The group of experts should be selected with the following in mind:</p> <ul style="list-style-type: none"> • The diversity aspect: Ideally with each expert representing a different cell. • Experts' curiosity for the audience's opinions about their work, openness to hearing them and discussing them. • Experts should be able to formulate questions that will initiate discussion around the chosen topic. |
| Materials required | <p>A room: which can hold your number of participants divided in groups of 6-8 people (for e.g. 6 audience members, 1 expert and 1 moderator), sited around tables, where they can discuss easily and move from table to table. Catering is highly recommended.</p> <p>Staff: Main coordinator of the event, Main moderator (and experts' assistant), Group moderators (1 for every table) and 5 to 8 experts (one for each group), 1 IT & audio assistant, 1 photographer (advisable – one event assistant may serve this function.)</p> <p>Equipment: Microphones and loudspeakers for the main moderator. Office supplies (flipchart paper, markers) for each group. A screen or projector for the expert presenting the her/his research topic.</p> |
| Time required | Ideally, consider a period of 3 months to organise this event smoothly. Then recruit and prepare moderators and disseminate the event: get the public aware and interested by starting a planned communication campaign (personal contacts and social media). The RSC should last three hours. The event could be attended by 30 people easily. It is your choice whether you want to make it larger. |

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| What to do | <p>Unlike a regular science café, here the dialogue is initiated by experts posing questions and listening to answers from the audience. Together they work in small groups to formulate their advice on making research and innovation more responsible. Previous to the event (months hopefully), and after choosing your topic: environment, mobility, health, security, aging, for e.g, continue with choosing the experts. Work together on their questions for the audience. Some questions that are interesting to reflect together with the scientists: How is your research topic talked about in the public domain? How well is information used? What are the misconceptions? What context is missing? What are the key underlying assumptions? or work out the significance for different groups and how to involve them: Which individuals and groups are most interested, concerned or involved in this issue? Who isn't but should be? Who is driving the public conversation? Who should be part of the project team? Who should you invite to user-testing? Who can help share your findings?</p> <ul style="list-style-type: none"> a) On the event day, once you have the public and the experts in the venue, welcome the audience, introduce the activity and divide the groups: each small group consist of approximately: 8= 6 Audience members, 1 Expert and 1 Group moderator. b) Experts are introduced and they explain their researches and questions. The questions posed by the experts to the audience should be connected to the expert's field of expertise. It should be phrased as an open question, designed to spark discussion – not to test the audience's knowledge on the issue. Examples of questions: How can we better engage our citizens with research and policies for inclusive urban spaces? How open should sharing medical data be? What are the pros and cons? Our team is researching XXXX. What could we add at this model to make it more inclusive? Consider also some of the questions mentioned above The experts leave the groups and stay together aside, talking among them. The host institution takes care of them. c) Meanwhile, the groups analyse for 20-30 mins. what different factors should be taken into account to make research and innovation more socially responsible. In each group a person is selected to write down the recommendations. The expert then joins back the group and the group presents their discussion results. d) Then all groups visit other tables. One group member must stay onsite to explain the others while they visit the table. The others visiting become "the delegations", which will gather the main points of the other group discussions. e) After the round visits, all the group comes back together and writes two sentences as main recommendations: e.g.: <i>Set a shared agenda with XX: meet the locals on a regular basis (twice a year).</i> f) The recommendations are then voted by the whole audience. They move and visit each table, and vote on a flipchart or something similar. Once the recommendations are voted, the result is presented by the main moderator. |
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| | Recommendations are a tangible outcome of a Reversed Science Café, summarized in a few written sentences. These may be also sets of advice or requirements for research and innovation processes in general. |
| Tips for facilitating | <p>-Keep the atmosphere informal</p> <p>-The RSC should be moderated simultaneously at two levels: at a central level by one main moderator and inside each group by group moderators. The Main Moderator plays the role of a host, ensuring that the event proceeds smoothly, in line with the scenario. She or he will help the organisers to monitor the whole event and react, when needed.</p> <p>*The second level makes it possible for each group to be led and monitored separately. Their role is to accompany audience members throughout the whole event and help groups follow through all the planned stages of the event. The people who will be assigned this role should be very sensitive to group needs, moods and be able to assure an open discussion and a positive experience.</p> |
| Expected outcomes | <p>-Five to ten short (one or two sentences) written recommendations with respect to the local case study.</p> <p>-Another, more intangible benefit is the networking process that is kicked-off with this event. The informal style of a RSC helps to establish relations between all audience members, including experts and your organisation.</p> |

| Name | 7.Design Workshops |
|--|---|
| Short description | <p>Design workshops are a format to develop science communication activities and strategies, in a collaboration between scientists/engineers and others (including social scientists, communication experts, policy makers, etc.). These communication activities could take any shape and form (e.g. outreach activity, open discussion forum, reflection tools, brochures, ...), but one thing sets them apart from other science communication activities: they are based on design requirements (wishes and demands) of both people with a background in actual science/engineering, and experts in the field of communication/collaboration.</p> <p>The basic setup of a design workshop is as follows:</p> <ul style="list-style-type: none"> - 1) Gather design requirements for the communication activity for all stakeholders involved - 2) Collaboratively develop prototypes / scenarios based on these design requirements - 3) Select and develop one suitable activity - 4) Run a pilot workshop and develop it further through iterating these 4 steps. |
| <i>Design workshops</i> are a format which can be very helpful to... | <p>... bring together scientists/engineers and societal stakeholders (NGOs, general public, policy makers, etc.) in a format that suits the requirements of all involved parties, and through ownership in the design phase of the activities, organizes commitment for participation of all involved actors.</p> <p>To give examples:</p> <ul style="list-style-type: none"> - The development of a communication activity for post-doctoral researchers in the field of neurosciences, to better disseminate their research and results to a wider audience. - The development of a tool or method for researchers in the field of fundamental nanobiology to better reflect on their work in a socio-ethical (and socio-economic) context. |
| RRI scope | <p>This approach takes actual science/engineering practice as a starting point for finding requirements to organise communication activities or develop communication strategies. These activities and strategies form ways for scientists and engineers to shape RRI starting from their own needs and desires. E.g., communication activities or strategies could be developed with scientists/engineers to better understand societal values (inclusion), help them anticipate the results better through interaction with potential (non-)users (anticipation), help them understand and think about viewpoints of other stakeholders (reflection), or help them include insights based on such activities/strategies in their daily work (responsiveness).</p> |

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| Experts to invite | This activity requires the input of scientists/engineers, and organisers of a design workshop with skills to facilitate such workshops. The workshops can take various forms (comparable maybe to a focus group setting), and generally includes 4-10 people. |
| Materials required | <p>An interview set-up to gather the design requirements (including a small room and an interview protocol, and possibly a voice recorder for research purposes). In the first example stated above, the interviews are complemented by a survey to identify consistent barriers for RRI over a larger group of neuroscientists, which gives extra insight in the design criteria. Materials therefore also include a questionnaire.</p> <p>To develop the scenarios a room that can accommodate up to 10 people, a large (A0) communication design chart (morphological chart) and markers/pens are necessary. And of course, in a later stage, all materials required to run the developed activity or to create the developed tool.</p> |
| Time required | <p>Per phase:</p> <ol style="list-style-type: none"> 1) Gathering design requirements for the communication activity for all stakeholders involved will take one or two months, running a survey, speaking to many different stakeholders and doing a literature research. 2) Collaboratively developing prototypes / scenarios based on these design requirements will take a month. This session should be well prepared and evaluated. The results should be gathered for the next phase. 3) Selecting and developing one suitable activity will take two weeks 4) Running a pilot and developing further through iterating through these 4 steps can take one month to a year, depending on the amount of iteration steps. <p>In total this activity will take around three months to a year.</p> |
| What to do | <p>Activities per phase:</p> <ol style="list-style-type: none"> 1) Gather design requirements for the communication activity for all stakeholders involved. This can be done by combining a literature research, an optional survey and interviews with stakeholders. 2) Collaboratively develop prototypes / scenarios based on these design requirements. This can be accomplished by organizing a meeting with the stakeholders filling in a morphological chart. This is a chart including all design requirements and possible solutions for this. Combining these solutions, a variety of scenarios can be build. 3) Select and develop one suitable activity. To do this, the different scenarios should be evaluated and a (combination of) scenario should be picked and transformed into an activity, tool or method. 4) Run a pilot and develop further through iterating through these 4 steps. With a |

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| | new group of participants, a pilot can be run. These results should be evaluated and taken into account to improve the tool, method or activity. This can be done by iterating through these four steps. |
| Tips for facilitating | <p>A number of points of advice:</p> <ul style="list-style-type: none"> - Before conducting the interview, do a literature study to find possible design criteria in literature - A designer could be invited for the scenario forming session to help developing a tool or method. - Define the boundaries of your research (participants, amounts of iterations etc) - Before asking scientist to engage in this process, see if you can get to know them a bit first: sit in with a monthly group meeting or talk to them over weekly drinks. |
| Expected outcomes | Designs of prototypes of strategies/activities made in collaboration with scientists and/or engineers. |

4.3 HOST TEMPLATE AND TENTATIVE CALENDAR

Each Host filled a *Host Template* with their relevant information. You can find the template in Appendix 4. We are currently liaising with the partners listed as “New host” on the list below to support them in finalising their plans, which will be completed in February. The following chart summarises the formats selected and possible dates to run their Mobile Nuclei.

| Summary of Mobile Nuclei Plans | | | | |
|--------------------------------|-------------------------|-------------|-------------------------------|------------------------------|
| | Organisation | Country | Chosen Format | Tentative time |
| 1 | Bochum City | Germany | Installation | March 2018 |
| 2 | Hannover City | Germany | Fishbowl discussion | December 2017 |
| 3 | Bielefeld Marketing | Germany | Installation | July 2018 |
| 4 | Nottingham City council | UK | RRI Stakeholders training | February 2018 |
| 5 | CALMAST | Ireland | Installation | October 2018 |
| 6 | AHHAA | Estonia | New host, in definition stage | 2018 |
| 7 | VA Public and Science | Sweden | RRI Basecamp training | September 2018 |
| 8 | Psiquadro | Italy | Installation | September 2018 |
| 9 | Delft University | Netherlands | Design workshop | Ongoing since 08.17 to 02.19 |
| 10 | Fundació Català | Spain | Installation | March 2018 |
| 11 | Bristol Natural History | UK | Fishbowl discussion | November 2017 |
| 12 | IBM Research | Ireland | RRI Basecamp training | February 2018 |
| 13 | Festival of Curiosity | Ireland | RRI Basecamp | July 2018 |
| 14 | Ciencia Viva | Portugal | RRI Basecamp workshop | March 2018 |
| 15 | Ilia State University | Georgia | Installation | September 2018 |
| 16 | Wellcome Genome Center | UK | Hackathon | July 2018 |
| 17 | BAST | China | RRI Basecamp training | September 2018 |
| 18 | University of Wroclaw | Poland | Reverse Science Café | September 2018 |
| 19 | Daugavpils University | Latvia | New host, in definition stage | 2018 |
| 20 | EUSJA | Denmark | RRI Stakeholders training | May 2018 |

5 FEEDBACK MECHANISMS

Feedback is a key element for reflecting on the way we are performing our tasks and communicating our concerns, aiming to solve them and make the most of the learning experiences. There will be a two-layer on-going feedback: one related to the internal communications among the Hosts and the project officer and the feedback related to the information and learnings gained by running a Mobile Nucleus. All this information will be collected by EUSEA Project Officer and will be provided by the Hosts.

Mobile Nuclei Hosts will have on-going communications with the EUSEA Project Officer. A Slack platform is being used, where all relevant documents are uploaded and all members have access to it. Regular communication happens in the form of emails and Skype meetings. Facebook and Twitter will be the social media used to disseminate the events and keep the community aware of the happenings. The communication with the Embedded Nuclei will be structured on bi-monthly meetings to have knowledge exchanges, share lessons learned and communicate relevant information with our respective networks.

After Month 40 in the project's timeline the collected data will feed in the overall recommendations by delivering practical activity cases based on their experience with the different formats and their results. Data will be collected in a template containing the following information:

| | Mobile Nucleus Data Collection Sheet |
|---|---|
| 1 | Host name |
| 2 | Address |
| 3 | City |
| 4 | Country |
| 5 | Website |
| 6 | Name of the event (MENTION THE EVENT YOUR MOBILE NUCLEUS IS INVOLVED IN and WHY YOU CHOOSE TO INCLUDE A MOBILE NUCLEUS IN IT) |
| 7 | Format selected (PLEASE EXPLAIN IN FEW LINES WHY YOU DID CHOSE THIS FORMAT AND HOW IT RELATES TO RRI IN YOUR TERRITORY) |
| 8 | Date of the event |

| | |
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| 9 | Cells invited |
| 10 | Name of researchers that participated (MENTION EU FUNDED PROJECT THEY ARE INVOLVED IN IF ANY) |
| 11 | Field of research of the participants |
| 12 | Other relevant names and positions |
| 13 | RRI Topics treated |
| 14 | Special valuable insights for NUCLEUS |
| 15 | Own reflections about your event (MENTION THREE MAJOR SUCCESSES AND THREE MAJOR FAILURES DURING THE EVENT) MAX 500 CHARACTERS |
| 16 | Number of total participants |
| 17 | Total duration of the event |
| 18 | Pictures attached (4 at least) |

A questionnaire will be issued to the Mobile Nuclei participants and the information will be collected by the host before being sent to the EUSEA Project Officer. The questionnaire seeks to collect motivations and perceptions of the participants, researchers and the hosts, about the workshop or event content, depending the case, and their understanding of RRI after attending the activity. An example of the questionnaire, which can be adapted for the Mobile Nuclei context is in Appendix 5.

The information collected through these questionnaires will be considered by Work Package 7 as internal (for the consortium members). The procedures on how they will be involved in the evaluation and monitoring are presented in the respective deliverables of WP7 namely D7.1 as well as the annual Evaluation Reports. Mobile Nuclei are a one-time activity and the information collected through the questionnaire does not represent any ethical challenge. Moreover, NUCLEUS Ethical Deliverables (D 8.1-D8.5) were reviewed and no critical point could be identified.

APPENDIX 1: HOSTS INFORMATION

Mobile Nuclei Institutions

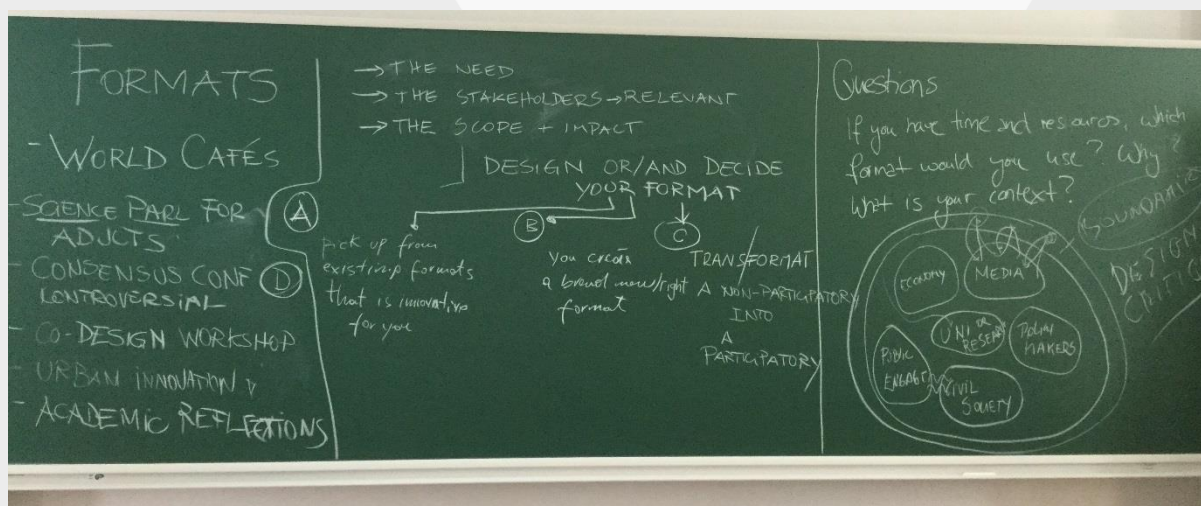
| | Organisation | Country | Contact Person | Cell represented |
|----|--|-------------|---------------------|----------------------|
| 1 | Bochum City | Germany | Joanna Loewen | Public Policy |
| 2 | Hannover City | Germany | Theda Minthe | Public Policy |
| 3 | Nottingham City | UK | Jon Rea | Public Policy |
| 4 | Bielefeld Marketing | Germany | Giovanni Fusarelli | Public Policy |
| 5 | CALMAST | Ireland | Sheila Donegan | Public Engagement |
| 6 | AHHAA Science Centre | Estonia | Helin Haga | Public Engagement |
| 7 | Vetenskap: Science and Public | Sweden | Lena Strödhom | Public Engagement |
| 8 | Psiquadro NGO | Italy | Leonardo Alfonsi | Public Engagement |
| 9 | Delft University | Netherlands | Steven Flipse, PhD | University |
| 10 | Fundació Català | Spain | Belen López | Research Institution |
| 11 | Bristol Natural History | UK | Miriam Gooch | Civil Society |
| 12 | IBM Research | Ireland | Gal Weiss | Economy |
| 13 | Festival of Curiosity | Ireland | Vincent MacCarthy | Public Engagement |
| 14 | Ciencia Viva Science Centre | Portugal | Sofia Lucas | Public Engagement |
| 15 | Ilia State University | Georgia | Nino Sharikadze | University |
| 16 | Wellcome Genome Center | UK | Sarion Bowers | University |
| 17 | BAST, Beijing Science and Technology Association | China | Wu Qiong | University |
| 18 | University of Wroclaw | Poland | Barbara Cader-Sroka | University |

| | | | | |
|----|--------------------------|---------|-----------------|------------|
| 19 | EUSJA | Denmark | Jens Degget | Media |
| 20 | Daugavpils University | Latvia | Viktorija Cirse | University |

APPENDIX 2: MILESTONES IN THE MOBILE NUCLEI PROCESS

In order to stimulate the Hosts' understanding of the project, the scope of Mobile Nuclei and to enhance the networking capacities, we organised two Working Groups for Mobile Nuclei Hosts.

Leuven Workshop: Setting the scene



SCOPE: The institutions that accepted the invitation to become a Mobile Nuclei were invited to participate in the Working Groups. The objectives of the first workshop were the following: a) Establish a common ground for all Mobile Nuclei Hosts b) Discuss and reflect on different participatory formats to be implemented as Mobile Nuclei c) Agree on a set of formats to be shared and adapted, as a Menu to be offered to each Mobile Nucleus Host

ORGANISATION: The working group was held in Leuven, on May 28, in the context of the EUSEA Conference. 14 participants attended and three groups worked in parallel answering the following questions: Group 1: When it comes to RRI/engagement in science, can you share an experience in which an exchange between researchers and external stakeholders was really inspiring and made a difference?

Group 2: When it comes to RRI/engagement in science, which formats did work really well to get science in contact with society? Why?

Group 3: When it comes to RRI/engagement in science, can you think of a situation, in which a research project failed since the right people weren't involved?

OUTCOMES: The partners got to know each other, sharing their necessities and experiences in running science engagement events and trainings. They understood the goals of the NUCLEUS Project and the aims of the Mobile Nuclei.

REFLECTIONS: The workshop gave an important insight into the individual contexts of the participants. The format of the workshop, with different group discussions was very useful to collect the participant's experiences and to come up with the 9 statements that are part of the spirit of Mobile Nuclei (See page 10, 7. Keep in mind)

Hannover Workshop: Fundamentals for running engaging Mobile Nuclei



SCOPE: Meet with the hosts in the context of the NUCLEUS Conference 2017.

The objectives of the workshop were the following: a) Recap the Mobile Nucleus objectives and update the current progress b) Share the designed formats and discuss on each local context and ideas c) Present the Mobile Nucleus plan of the two first hosts that are ahead with their organisation.

ORGANISATION: The working group was held in Hannover, on October 4, in the context of the NUCLEUS Conference. 20 participants attended. The organisers Andrea Troncoso, Ricarda Ziegler and Leonardo Alfonsi presented the formats selected to constitute the Formats Menu. Three hosts presented their plans: City of Hannover, Bristol Natural History Consortium and Delft University. Finally, in groups, participants reflected on the most suitable options for their local contexts.

OUTCOMES

The partners got clearer about the formats to be used as Mobile Nuclei. They got inspiration from the institutions that were more advanced with their planning. They agreed on sharing their own plans by the beginning of November.

REFLECTIONS

The workshop gave important insights on the participatory and open formats and made them reflect on the best suitable formats. They shared their concerns about the messages to communicate in order to get the interest of the stakeholders and they manifest their preference for well described formats rather than free style options.

APPENDIX 3: MOBILE NUCLEI AGREEMENT

MOBILE NUCLEI AGREEMENT

BETWEEN

[Official name of institution], having its registered office at [address], VAT number [VAT number], referred to as (institution short name), referred as the “Host”,

AND

the European Science Engagement Association, having its registered office at c/o Science Center Netzwerk Landstraßer Hauptstraßer 71/1/309, Vienna, Austria, referred to as EUSEA.

A. ABOUT THE PROJECT

NUCLEUS is a 4-year project, coordinated by Rhine-Waal University, in Cleves, Germany. EUSEA is a member of the consortium. NUCLEUS stands for **New Understanding of Communication, Learning and Engagement in Universities and Scientific Institutions**, and it involves 26 renowned institutions from 15 countries, among them leading representatives of 14 high-level universities.

The overarching goal of NUCLEUS is to develop, support and implement inclusive and sustainable approaches to “Responsible Research and Innovation” (RRI) within the governance and culture of European universities and research organisations. By doing so, new cultural and organizational approaches will allow universities to better respond and react to societal needs and challenges.

Aiming to achieve tangible and measurable results within the 4-year timeframe, NUCLEUS will design and implement 10 institutionalised “NUCLEI” - organisational units structurally embedded in scientific institutions based in Europe, China, Russia and South Africa. These units will be complemented by 20 “Mobile NUCLEI” hosted by public engagement platforms, science centres and science and technology-related associations. Together, these unique “RRI-test beds” will generate best practice examples, develop applicable criteria and practical recommendations, offer trainings and mentoring for the

cultural and organisational implementation of RRI in research organisations and Higher Education Institutions in Europe and beyond.

A Mobile Nucleus is an event conducted within an activity that the host normally organises. It could be part of a running science communication or science dissemination activity (for e.g. a science festival, science week, researchers' night or other regular formats). It should not just repeat these formats, but could serve as an enlargement or a further development of this activity.

The characteristics of a Mobile Nucleus are:

Content: A Mobile Nucleus will show research in relation to societal challenges. The topics and formats can vary, but each Mobile Nucleus will show new ways to conduct scientific approaches in an inclusive and collaborative way.

Format: Mobile Nuclei can be conducted in 7 different formats: RRI training; RRI Installation; Fish Bowl; Hackathon; RRI Stakeholder Workshop; Reverse Science Café and Design Thinking Experience.

Participants: Mobile Nuclei will invite audiences that are not the usual target group. A larger variety of publics, including different age-groups, or stakeholders from different sectors, will foster new dialogues, encourage new voices and bring new points of view into debates between science and society. In each Mobile Nucleus at least one scientist needs to be involved. Other partners should come from the 6 "cells" the NUCLEUS project has defined as vital for a successful and responsive RRI process: Media, Economy, Public Engagement, Civil Society, Policy Makers and Universities.

Mobile Nuclei are part of NUCLEUS Work Package 5t: Implementing the Embedded and Mobile Nuclei. The objectives of Work Package 5 are the following:

- (1) Build institutional bridges between the research community, stakeholders and general public.
- (2) Catalyze ongoing debates about the role of science in open societies.
- (3) Develop, nurture and support new forms of transdisciplinary research including RR principles in the scientific community.
- (4) Stimulate co-responsibility of all actors involved in the process of research and innovation.
- (5) Question and redefine prevailing notions of "recipients" and "agents".

More information about the project can be found at www.nucleus-project.eu and each MN Host has been provided with several explanatory documents.

B. AGREEMENT SPECIFICATIONS

Between EUSEA and XXXXXXXX is agreed as follows:

Article 1: Definitions

The following terms will appear in this agreement:

- “Commission”: The European Commission.
- “Project”: the NUCLEUS project as described in the preamble.
- “MN Host”: Mobile Nuclei Host, the institution that will run a Mobile Nuclei and who is signing this agreement.

Article 2: Description of work

2.1 Every MN Host will carry out at least one Mobile Nucleus event within the timeframe November 2017 until May 2019. It is possible to conduct more than one Mobile Nucleus per institution, but the budget will not be raised above 500 €.

2.2 XXXXXXXX receives and reads the Guiding Documents provided by the EUSEA NUCLEUS project officer: Q&A about Mobile Nuclei, Mobile Nuclei Menu, Mobile Nuclei Dissemination Brief and Reporting Templates.

2.3 XXXXXXXX will fill with the requested information and will send to EUSEA the templates needed to keep track of the activities.

2.4 XXXXXXXX will perform the Mobile Nuclei through the following steps:

- a) Choose the format/s that meet/s your needs.
- b) Gather the resources needed for your Mobile Nuclei.
- c) Inform the EUSEA Project Officer about your choices and dates. Send the templates on time.
- d) Communicate and promote the Mobile Nuclei and follow the guidelines provided by the NUCLEUS project.
- e) Run the Mobile Nucleus event. Keep track of the participants and activities. Document the event with pictures and/or videos.
- f) Report to EUSEA with the given Reporting Template.

2.5 The contact person from the MN Host regarding the duties of the project will be XXXXXXXXXXXX. The contact person from EUSEA will be Project Officer Andrea Troncoso.

Article 3: Budget

3.1 Budget: An amount of 500 € (five hundred Euros) shall be allocated to contribute to perform the tasks mentioned above.

3.2 Payment: The MN Host will receive the payment before or after the event, upon request. If the payment is required before the event, an overview of all costs covered by the 500 € needs to be provided prior to the payment.

3.3 Expenses statement: An expenses statement will be requested after the Mobile Nuclei event. This statement needs to include all expenses covered with 500€ budget. The receipts, bill and/or invoice will be needed as a back-up.

3.4 Funding of the activities carried out by XXXXXX within the present agreement will be granted by EUSEA as a reimbursement of real costs incurred. The activities will be subject to a full report, documentation and approval by the Commission.

Article 4: Reporting

4.1 MN Hosts will provide detailed reports on the Mobile Nuclei event as required by EUSEA. A Gant Chart will be agreed with each MN Host with individual reporting times.

4.2 The MN Host **shall provide EUSEA with all necessary reports, documents and information**, in the specified form and in due time, in order for the Project Coordinator to fulfill their obligations under the Grant Agreement.

4.3 XXXXXX shall identify its eligible costs to the Project in accordance with the costs items: Personal Costs, Travels and other Direct Costs.

4.4 All eligible costs declared by the MN Hosts will have to be accompanied by supporting documents such as invoices and copies will have to be sent to EUSEA.

4.5 XXXXXX must keep the original receipts, vouchers, tickets, that can back up the expenses done and the financial templates on hand.

Article 5: NUCLEUS logo

5.1 XXXXX is entitled to use the NUCLEUS logo and visual identity materials for activities that are carried out in the framework of the Project.

Signed in two originals, each party acknowledging having received one original

For and on behalf of EUSEA:

Name: Dr. Annette Klinkert

Position: EUSEA Executive Director

Date:

For and on behalf of XXXXXX

Name:

Position:

Date:

APPENDIX 4: HOST TEMPLATE

Host Template

The following template collects information from each partner, showing us the individual contexts and features.

| | |
|--|--|
| Name of the organisation | |
| Type (University, NGO, Private, Government) | |
| Address | |
| City and Country | |
| Contact Person | |
| Email | |
| People involved in the Mobile Nuclei (Team) Name, email and role | |
| Needs from the point of view of collaboration with new stakeholders? | |
| Other needs? | |
| Level of familiarity with RRI (Totally new / Beginner / Some experience/ Advanced) Write as much as you like to explain how comfortable you feel with the approach and its uses. | |
| Areas of expertise that your institution has and that you are willing to bring to the Mobile Nuclei | |
| Ideas or topics you would like to address? | |
| Relation with RRI? | |
| Tentative date of your Mobile Nuclei event? | |
| Experts and their areas, that you would like to involve in your Mobile Nuclei | |
| Stakeholders /cells that you would like to involve in your Mobile Nuclei | |
| Format chosen for your Mobile Nuclei | |

APPENDIX 5: WORKSHOP EVALUATION QUESTIONNAIRE

We are carrying out a survey to get to know more about our audiences and to understand how well you and other members of the public are being served.

We'd be delighted if you could spare 5 minutes to answer some questions. Your answers will be kept confidential and will only be used by Science View and NUCLEUS EU project for research and development purposes.

Getting started

Have you been to an RRI workshop before? Please tick one box only

☐ Yes - *how many*

Date: _____ Time: _____ : _____ *times?* ☐ No ☐ Don't Know

What brought you here?

What made you decide to come to the workshop? *Tick as many boxes as apply*

- | | |
|--|---|
| <input type="checkbox"/> I found the description interesting | <input type="checkbox"/> I am participating in it |
| <input type="checkbox"/> I wanted to discover what it is about | <input type="checkbox"/> I know someone participating in it |
| <input type="checkbox"/> To spend some time with colleagues | <input type="checkbox"/> I was just passing by |
| <input type="checkbox"/> I want to know about RRI | <input type="checkbox"/> I've been before |
| <input type="checkbox"/> I have a professional involvement | <input type="checkbox"/> [Other specific motivations] |
| <input type="checkbox"/> It was recommended by someone | <input type="checkbox"/> Other (please specify below) |

And which was your main reason? *Circle or highlight your one main reason in the above list*

How did you find out about the workshop? Tick as many boxes as apply

- ☐ A brochure or leaflet picked up – *where?* _____
- ☐ Poster – *where?* _____
- ☐ A colleague/ friend/family member told me about it
- ☐ NUCLEUS website
- ☐ Email from NUCLEUS
- ☐ Through social media (e.g. Facebook, Twitter) – *which?* _____
- ☐ [Other festival-specific marketing channels]
- ☐ Other – *please explain* _____

☐ None of these – I was passing and decided to visit

What did you think?

How would you rate your experience of the following? *Please tick one box for each statement*

| | Very Good | Good | Neither | Poor | Very Poor | I do not know / n/a |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Information about the workshop before coming | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Atmosphere at the workshop | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accessibility of the workshop | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Scientific quality of the workshop | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Creativity quality of the workshop | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The whole experience | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

To what extent do you agree or disagree with the following statements? *Please tick one box for each statement*

| | Strongly agree | Agree | Neither | Disagree | Strongly Disagree | I do not know / n/a |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| The workshop has enhanced the sense of engagement in RRI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The workshop has shown me that there is a good range of things to do in RRI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The workshop has made me view RRI more positively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I was able to meet new people at the workshop | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The workshop has increased my knowledge of people whose backgrounds are different to my own | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Do you have any other comments about the workshop? Please describe below

Other things you do

Not including today's event, have you attended or participated in any creative, artistic, theatrical Musical, or scientific events in the last 12 months?

☐ Yes - how many times? ☐ No ☐ Don't Know

About you

Your answers to these will help us to understand if we are offering an equally good service to everyone in our community.

Are you... *(please tick one)*

☐

Male

☐

Female

Prefer not to say

How old are you... *(please tick one)*

☐

Under 20

☐

20-24

☐

25-29

☐

30-34

☐

35-44

☐

45-54

☐

55-64

☐

65 or over

☐

Prefer not to say

Do you have any particular access needs that you feel we should know about? *(please tick one)*

☐

No

☐

Yes – *please describe*

APPENDIX 6: DIG DEEPER-RESOURCES AND FURTHER READINGS

| Name of the source | URL Guide |
|---|---|
| 1.Unibility Project University meets Social Responsibility | Guidelines for Universities engaging in Social Responsibility |
| 2.Science shops Toolkit | http://www.livingknowledge.org/resources/toolbox/ |
| 3.Public engagement: a practical guide | http://senseaboutscience.org/wp-content/uploads/2017/11/Public-engagement-a-practical-guide.pdf |
| 4.Learning outcomes for RRI Trainings | https://www.rri-tools.eu/documents/10184/193151/RRIToolsTraining-LearningOutcomes.pdf/2469e76e-3b90-480c-b59f-0086b7f31653 |
| 5.Planning engagement events | https://wellcome.ac.uk/sites/default/files/planning-engagement-guide-wellcome-nov14.pdf |