# Evaluation plan for centres in the Competence Centre Programme

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# Competence Centre Evaluation Plan

This document describes how the evaluation within the Competence Centre Programme is to be carried out during stage 1, which is from years 1 to 5. The evaluation plan includes the following parts:

* Annual report
* Follow-up during year 2
* Year 5 evaluation

# Annual report

The annual report is written and consists of: questionnaires to all centre parties and a comprehensive one to the centre managers; a description of activities based on the annual report template; and a cost accounting that is presented in both the portal and in the budget template.

For the annual report to be approved, all questionnaires and templates must be submitted to Vinnova. The questionnaire for the centre managers includes qualitative accounts of goals achieved according to the project’s own objectives and more quantitative reports like those used to capture aggregate results and effects of the whole programme. For the quantitative reports, it’s important that you compile and save the background data for these.

The templates for the annual report are on Vinnova’s website under Competence Centre.

**The questionnaire to all parties**

A major focus of the questionnaire that goes out to all parties is capturing the results of a centre participant’s activities in a centre. As such, there probably will not be much to report at first.

The questionnaire will be sent out via email one month before the status reporting date. Centre managers must ensure that current email addresses are available for all those centre participants responsible for responding to the questionnaire. If a contact person for a centre participant is replaced and the contact email address must be changed, Vinnova is to be notified of this.

It’s also important that centre managers ensure that all centre participants understand the importance of responding to the questionnaire sent to them.

# Follow-up by centres during year 2

Follow-up by the centres is done to identify possible needs and to point out areas that have potential for development to strengthen the centre’s competitiveness.

The following areas are followed up:

* Context
* Organisation
* Leadership
* Collaboration
* Plan for gender equality
* Communication strategy
* Mobility within and outside the centre
* Support for doctoral students and researchers at the intermediate level
* Strategy for strengthening the centre’s appeal
* Internationalisation

More specifically, the follow-up is concerned mainly with looking at the organisational structure within the centre and how collaboration takes place within and outside the centre. In addition, it’s important to have a plan for how to increase the visibility of the centre, both nationally and internationally. A central consideration here is having a communication strategy with an overview of how the centre intends to disseminate knowledge more widely in the host organisation, to other parties and to the surrounding environment. Therefore, the follow-up is not focused on the scientific aspects.

The result of the follow-up provides a basis for recommendations for the centre to work on in the coming years. In addition, the various follow-ups taken together give Vinnova important information for centre theme days and input for specific training initiatives.

The follow-up from year 2 should not be the basis for the year 5 evaluation, which is important to emphasise for the centres. Instead, it should provide them with important information about what needs to be developed for them to be able to meet competition head on.

**Implementation**

The programme coordinator, the responsible centre officers and two international (external) evaluators visit the centre for a day. All are involved in the centres’ inquiry, but it is the international evaluators who compile the specific recommendations for the centres.

A month before the follow-up, the centres submit a brief description of themselves along with the strategic plan. This material then is distributed to the external evaluators.

As noted above, the follow-up is done to identify the development needs of the centre. Follow-up recommendations for improvement are the basis for the centre's action plan to respond to these recommendations. The action plan must be received by Vinnova no later than two months after the follow-up was conducted.

During the day, the follow-up team will meet with:

* 1. The centre management (centre manager and vice centre manager)
  2. Representatives of any/some companies or public organisation
  3. Researchers (junior and senior) within the centre
  4. Chair of the centre board of directors
  5. Representatives from university management
  6. Doctoral students within the centre

At the beginning of the day, the centre presents its activities based on the organisation and its operations and, to a lesser extent, research.

# Year 5 evaluation

The evaluation is done to choose the six best centres of the eight participating centres. The six best centres may apply for money for a new five-year stage. The other two centres receive a one-time payment for restructuring/phase-out of no more than SEK 4 million.

**Implementation**

The evaluation will be implemented by international evaluators, but with the programme coordinator and the centre officers on site to provide the necessary information. The evaluation will consist of three parts:

**Self-evaluation**

The self-evaluation is done on the basis of these areas:

* Context
* Internationalisation
* The centre’s excellence and appeal
* Collaboration
* The centre’s contribution to competence supply
* How the centre utilises knowledge
* Contribution to the strengthening of R&D investment and innovation in Sweden
* Impacts of integrating gender equality into activities
* The centre’s current position and how it can be developed further during the next five years

More specifically, the evaluation is about evaluating the centre’s achievements throughout the stage. This can be in terms of concrete results or through impacts on the surrounding innovation environment, both in and outside the host organisation. This is to be done both on a national and international level.

Each centre must evaluate its contributions by describing what has been done in the areas identified above by submitting an evaluation report during Q1 2022.

The report – together with the annual reports and questionnaires the centres have responded to each year – is the supporting material for the evaluators before the interviews. Vinnova compiles the supporting material for the external evaluators and sends it to the them. The evaluators prepare questions for interviews based on this material.

**Evaluation team and assignment**

An evaluation group consisting of: 2 generalists + 2 experts have one month before the interviews to become familiar with the material to prepare for the evaluations.

The generalists are the same for all evaluations, while the experts are recruited depending on the field. The experts are to focus on the scientific quality of the results produced by the centre, while the generalists look more at the utilisation of the results and the centre’s ability to influence and attract its surrounding environment, both nationally and internationally.

These evaluations are done over a two-week period, four centres/week. The evaluation starts with an initial meeting in which the centre officer briefly introduces the centre, and the evaluation concludes with an assessment meeting. On this occasion the evaluators, both the generalists and the experts, give a grade between 1 to 5 for each area that is specified in the self-evaluation. After each individual evaluation, a report will be written by the evaluators; both specialists and generalists will compose the report.

When all eight evaluations are completed, the generalists will rank the eight centres from 1 to 8. The ranking is based on the grade that was previously established at the final evaluation meeting held at each centre’s evaluation. The generalists can make adjustments in the ranking at this time, but they must give a clear justification for their ranking and to each centre. Clear justifications are especially important for those that do not receive continued funding.

The two centres that end up at the bottom of the rankings will not receive grants for another five years but will receive a one-time payment for restructuring.

**Centre schedule for 2017**



**Centre schedule for 2020 and forward**

