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## **Suggestions of the IOCB Board concerning evaluation of Research-Service Groups**

*Updated July 23<sup>rd</sup>, 2019 by Radek Pohl and Pavlina Rezacova*

The presentations of research-service groups at meetings with users over the year 2018 revealed that each research-service group has its own strategy how to provide services and how to perform science. Some differences in financing also exist: Some groups are mainly financed from outside sources, e.g. Bioinformatics, but the majority is predominately financed by IOCB for the service part and finances their research through own grants.

These meetings were well attended by current and perspective users, quite positive feedback was provided by them and the detailed information about provided services was appreciated. It was suggested that such meetings should be regularly organized by the research-service groups. Some groups are now organizing workshops for their users, but so far not all of them have a well-defined user community.

The IOCB Board believes that regular evaluation of research-service groups would be helpful in keeping a high quality of services provided at IOCB. This also represents an opportunity to steer them according to the future needs of IOCB research groups. Research and service components should be evaluated separately.

### **The purpose of the evaluation is:**

- Achieving and maintaining high-quality services at IOCB
- Establishing or closing research-service groups
- Motivating research-service groups to conduct their research (collaborative and/or individual)
- Responding to requirements of research-service groups (equipment, space, staff)

The satisfaction of users from research groups is most important. In order to meet users' requirements and to keep the service dynamic and flexible, regular workshops or discussions with users are expected, which should preferably take place once a year. These workshops will be organized independently by the individual research-service groups.

In addition, to keep users' feedback continuous, a Board of Users will be established. The members of the Board of Users can either nominate themselves or be nominated by research-service group leaders. The task of the Board of Users is to collect and transmit users' feedback and to assist the IOCB Director during the evaluation.

Each research-service group leader will submit an Annual Service Report to the IOCB Director by September/October.

### **Contents of the evaluation report, which should be provided using the accompanying template:**

- Info about users, e.g. user database
- Info about quantity of provided services, e.g. number of measured samples

- Info about the equipment and how is it used, e.g. complete self-service, assisted service by research-service group staff etc.
- Info about keeping the state-of-the-art of service, e.g. implementation of new techniques
- Info about training of users
- Info about regular workshop or discussion with users
- Info about financing the research-service group, e.g. running grants, financing of equipment and staff
- Info about the budget plan for the following year and potential investments
- Info about requirements of the research-service group for the following year, e.g. equipment, space, staff
- Info about research activities (both collaborative and individual research)

The evaluation of both, the service and research parts, will be internal. The IOCB Director and the IOCB Board will evaluate the research-service groups based on the provided report and will give recommendations.

Prague, July 23<sup>rd</sup> 2019

The IOCB Board