

Background information to the preparation of the HEInnovate workshop at the Danube Rectors' Conference meeting

Venue:

Danube Rectors' Conference meeting venue, Bucharest, Romania

Timing:

Date: 13th March 2014, with the possibility of a second workshop on the 14th March

Participants:

Ideally, around 20 participants, representing senior management of the higher education institutions.

Workshop facilitators:

The lead facilitator of the workshop will be Rebecca Allinson, a director at Technopolis Group, who will be accompanied by Zsuzsa Jávorka, a senior consultant at Technopolis Group. Both of the facilitators have been engaged in the development of HEInnovate since its inception and run multiple HEInnovate workshops across Europe during the past year.

The objectives of the workshop:

The workshop is potentially the first out of two sequential workshops, with the latter one to be organised in half a year time (subject to confirmation). The objectives of the March workshop are twofold:

- (1) First it is aimed at familiarising workshop participants with the self-assessment tool, the supporting materials available as well as make them aware where can they can get further support and advice for using HEInnovate. The workshop will also highlight the potential benefits of the tool and explain how it might be applied in the individual institutions, including the interpretation of the data
- (2) Second, the workshop will aim at identifying strengths and weakness of the participating HEIs through a facilitated process, discussing emerging issues and agree on priorities for action to address in the future. The workshop will be also aimed at formulating actions and agreeing on the allocation of roles and responsibilities for the implementation of potential follow-up activities

Producing a forward-looking strategy or roadmap is too ambitious a task for a workshop. However, HEInnovate has the potential to be used as a base for preparation and generation of a future strategy for higher education institutions, and the workshop in March will be planned to lay the foundation for such activities.

Preparation for the workshop

To run a successful workshop, the following input is needed from the workshop organiser from the Danube Rectors' Conference, the workshop participants and the HEInnovate Team (Technopolis).

Requirements prior to the workshop:

Input from the HEI workshop organiser	Input from participant	Input from HEInnovate
Organisation of the workshop (date, venue, technical equipment*) Selection of participants from the institutions Sending contact details of participants to the HEInnovate Team (including emails) Initial briefing of the participants based on the discussion with the workshop facilitators Sending out the workshop programme and workshop date and time to the participants	Completion of the self assessment prior to the workshop to familiarise themselves with the issues discussed	Appointment of the workshop facilitators Discussion between the workshop facilitator and the HEI workshop coordinator to: <ul style="list-style-type: none"> ▪ Discuss further details ▪ Agree on the overall objectives ▪ Shape the final workshop programme Setting up a group on HEInnovate and inviting workshop participants to complete the self assessment Analyse the results of the group in advance of the workshop Facilitate the workshop

*The following equipment is needed for the workshop

1. A room which facilitates group work (a room with multiple tables for small group work)
2. Access to Internet
3. Overhead projector

As described in the table above, ideally, as part of the preparation to the workshop, we would like to invite workshop participants to complete the self-assessment online. Such completion will help them familiarise with the self-assessment tool and the available materials. Technopolis is happy to provide assistance to inviting workshop participants through the heinnovate.eu website to complete the self-assessment. In order to do so, we would need to receive the list of workshop participants preferably the latest two weeks in advance of the workshop (i.e. end of February 2015).

Completion of the self-assessment prior to the workshop will enable us tailor the discussions better to the needs of the participants. The results of the self-assessment completion will be downloaded and analysed prior to the workshop. Additionally, participants will be asked to reflect on their individual results.

Based on the objectives set for the workshop, we suggest the following provisional agenda. The exact timing and time available for the workshop is not known to us yet, therefore the agenda serves only as a preliminary suggestion. It will be finalised in discussion with the workshop organisers.

Provisional agenda

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| 9:00-9:20 Welcome and introduction by Technopolis – HEInnovate self-assessment tool and the aim of the workshop |
| 9:20-9:45 Online presentation of HEInnovate including a Q&A session |
| 9:45-12:15 Facilitated group work - Selected areas of the self assessment (including a coffee break) |
| <ul style="list-style-type: none">• Introduction to the group results by the facilitators• Discussion on the group results - agreements and disagreements |
| <ul style="list-style-type: none">• Identification of areas of strengths and good practices, further to areas in need of improvement at the different HEIs |
| 12:15-12:30 Reporting back from the group work |
| 12:30-13:30 Lunch |
| 13:30-15:30 Facilitated group work – From challenges to action |
| <ul style="list-style-type: none">• Prioritisation of areas of interest for action• Identification of barriers of addressing weaknesses |
| <ul style="list-style-type: none">• Discussion on the enabling factors that can facilitate change |
| 15:30-15:45 Reporting back from the group work |
| 15:45-16:30 The way forward: next steps and follow up activities, conclusions |

Background information on HEInnovate

HEInnovate is a self-assessment tool for Entrepreneurial Higher Education Institutions wishing to explore their entrepreneurial/innovative potential. HEInnovate began as an idea first discussed at the March 2011 University Business Forum¹; a European Forum which brings together higher education institutions and businesses to look at mechanisms for cooperation and encourage knowledge sharing. A group of participants at the Forum formulated a recommendation to take a closer look at the underlying concepts and characteristics of an Entrepreneurial Higher Education Institution and to develop a 'Guiding Framework' that would be made available as a tool for learning and inspiration. As a result HEInnovate was produced under the aegis of the European Commission's DG Education and Culture, in collaboration with the OECD LEED forum.

The self-assessment tool has the simple purpose of helping Higher Education Institutions identify their current situation and therefore potential areas for action, taking into account their local and national environments. The assessment covers seven broad areas, under which are the statements for self-assessment:

- Leadership and Governance
- Organisational Capacity, People & Incentives
- Entrepreneurship Development in Teaching & Learning
- Pathways for Entrepreneurs
- HEI – Business / External Relationships for Knowledge Exchange
- The Entrepreneurial HEI as an Internationalised Institution
- Measuring the Impact

¹ http://ec.europa.eu/education/higher-education/business_en.htm

The HEInnovate website also provides case studies and other materials which give ideas, guidance and inspiration for the effective management of institutional and cultural change. The online self-assessment tool is freely available at: www.heinnovate.eu

It can be used in two ways:

1. Individually - any individual can create a personal account and complete the self-assessment
2. In groups - the self-assessment tool has a group function where anyone can assign themselves to be a group administrator. Once the group is set up, the group administrator can invite other participants (colleagues, students ,external partners) to complete the self-assessment as part of that group. The results of the self-assessments within that group can be compared.

The group function is a very versatile feature of HEInnovate which allows people with different functions within higher education institutions to compare their results and use them to generate discussion, dialogue and strategies for change. The self-assessment tool works best if it is used as part of a process for HEIs who are exploring their entrepreneurial potential rather than on its own. Workshops form an important part of this process as they inform, engage, discuss and prioritise actions for the future.