

# Biennial evaluation criteria and procedures

Severo Ochoa Programme

Severo Ochoa Centres of Excellence

Call 2011

June 2013

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## GENERAL

Pursuant to the 2011 Call of Severo Ochoa (Orden CIN/936/2011, BOE 15/04/2011) a biennial monitoring report is urged to make by those awarded Centres with Severo Ochoa Accreditation.

The monitoring process as a whole is structured to also serve as a tool for guidance to the Centre/ Unit' scientific directors and contributes to more effectively manage the projects and activities of the Centre.

This guide describes the structure and evaluation criteria and procedures that apply. The process consists of three stages: a first stage of self-assessment by the awarded Severo Ochoa Centre through a report that includes the activities implemented and the outputs achieved in accordance with the provisions of its monitoring and evaluation plan. A second stage in which a panel of internationally renowned reviewers, assess the progress made by the Centre, based on the self-evaluation report and on an interview with the Scientific Director, and a third stage consisting of the elaboration of an assessment report that includes the conclusions of the Committee panel and final recommendations to the centres.

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## STRUCTURE OF THE BIENNIAL EVALUATION

The mid-term evaluation model chosen for monitoring the Severo Ochoa Centres /units, just two years after the accreditation was granted, consists of a review of the evolution and achievements as part of their Research Programme, Human Resources Programme and Planning and Monitoring Indicators.

Therefore, the structure of this mid-term evaluation of the accredited Centres in 2011, provides a "quantification" of the achievements that occurred during the time of accreditation and also a "relationship of cooperation and assistance" with the Centres evaluated in order to establish the basis for improving the effectiveness and efficiency of the Centre for the rest of time-accreditation.

Noted that unlike in the case of ex-ante evaluation (a competitive process among various Centres), for this biennial assessment each centre is evaluated on its own merits and future prospects without incurring a competitive process.

Below the three steps and chronology of performances scheduled for this evaluation are described:



## STAGE I: SELF-EVALUATION

This self - evaluation offers the opportunity to reflect on how and to what extent activities carried out by the centre have contributed to the mission and objectives of the Severo Ochoa Programme and to establish if there is room for improvement.

Besides, as part of a further assessment process, it offers a platform for the Centre to present itself and its results in the best possible way and establishing a constructive dialogue between the Centre and the Severo Ochoa Programme' management unit.

The self-assessment report consists of four sections: identifying activities and outputs comparing to de proposed indicators, defining new monitoring indicators if necessary, benchmarking to a similar organization and summary of achievements and opportunities.

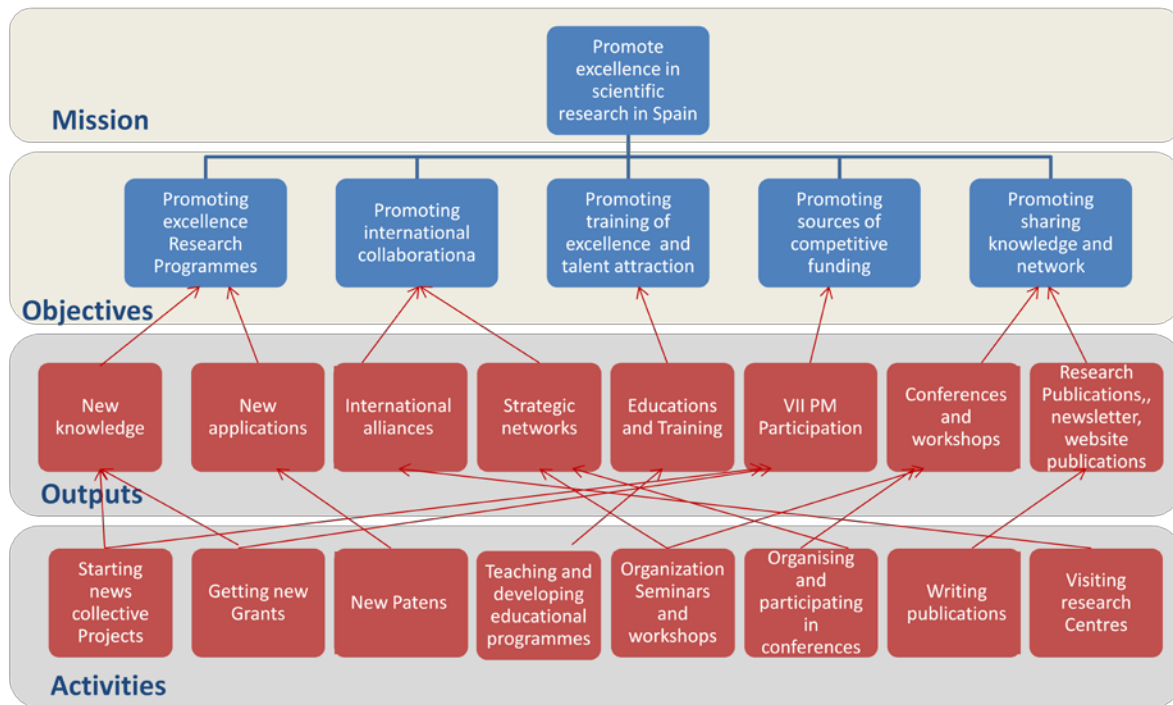
### Objectives

Under this section the progress towards the objectives presented by the Centre during the call Severo Ochoa are monitored, listing the objectives and making a descriptive analysis of the major developments for each of them.

### Activities and outputs

A conceptual scheme of how to present the activities and outputs of the Centre is shown in Figure. Both mission and objectives correspond to those highlighted by the Severo Ochoa Programme, so this part of the scheme is the same for the 8 Centres which are evaluated. Outputs and activities that have been carried out in the two previous years are specific to each Centre. In the scheme shown in Figure 1 are defined some exemplary only.

Figure 1. Conceptual scheme for the biennial self- evaluation



The purpose is to explore whether, and to what extent, the activities that have been implemented all contribute to the formulated objectives and mission and includes: conducting research, arranging training courses, organizing networking sessions, organizing seminars and conferences , developing specific tools etc.

### Indicators

As a general rule, monitoring of main outcomes will be measured accordingly to the indicators presented in the initial proposal - "Planning and monitoring Indicators"- but if necessary, new indicators may be defined.

The activities serve to define indicators in order to measure the efforts and results. These indicators must indicate the extent to which the mission and objectives are being realized.

Based on the "planning and monitoring" of the Centre in 2011, the self-evaluation should contemplate at least **five indicators** each of one should refer to: research outcomes; international activities and leadership; training and recruiting activities; funding sources and opportunities and dissemination of results. Differences in those activities with respect to the starting point (2010) should be highlighted.

Please note the performance indicators most frequently used in each institution for monitoring its own evolution.

## Benchmark

Benchmarking each center to other international organizations on the main dimensions that may be useful to clearly understand how the center Severo Ochoa has perform internationally in the last two years.

## Achievements and opportunities

Based on the previous sections of this self-evaluation a summary of achievements and opportunities should be performed. This is considered to be a useful way to present the highlights of the status of the centre and may constitute a basis for the plans for the next years of operation for the centre.

## Summary of expenditures and Proposal of Modifications

Finally the self-evaluation report has one section to summary expenditures and one section to propose modifications to the Committee.

## STAGE II: REVIEW PANEL

The biennial assessment monitoring will be carry out by reputed international reviewers that are members of the Severo Ochoa Research Monitoring Committee.

The Research Monitoring Committee will meet in Madrid at the end of June to deliberate and conduct a panel evaluation exercise based on previous individual evaluations of the centres. Each centre will be reviewed and assessed individually by at least two members of the Research Monitoring Committee. These members will be responsible for identifying and analyzing the key issues to be discussed during the panel evaluation.

In addition, the monitoring exercise includes a public and open interview between the Committee and the Scientific Director of each Severo Ochoa Centre.

Materials to be presented by the Scientific Director should be submitted to [severo.ochoa@mineco.es](mailto:severo.ochoa@mineco.es) one week before the meeting scheduled date.

Finally, the Research Monitoring Committee will issue its conclusions on the progress made by the Centre, the weaknesses identified, if any, improvements or opportunities and recommendations for the remaining years of Severo Ochoa accreditation.

## STAGE III: ASSESSMENT REPORT

Conclusions and the report issued by the Research Monitoring Committee will be presented to the Severo Ochoa Management Committee that is responsible of the "Final Assessment Report" including the main conclusions and recommendations for each centre and the overall Severo Ochoa Programme if necessary.