

## Cost

The cost of participating depends on whether or not the institute is a member<sup>1</sup> of the InnovaWood network:

- € 50 for InnovaWood Special Service Package memberships
- € 150 for standard InnovaWood membership
- € 250 for non-members

The fee will include:

- all refreshments and lunch during the meeting and the optional welcome dinner the evening before the event.
- analysis of benchmark data which in both paper and digital form.

The fee has been deliberately kept low as this is not a profit making exercise for InnovaWood. InnovaWood's objective is to help improve the competitiveness of education and research provision to our sector.

## Reservation and registration

Please reserve your place before the **15<sup>th</sup> May** by sending following registration details by email to [gus.verhaeghe@innovawood.com](mailto:gus.verhaeghe@innovawood.com).

Participant name:  
Institute:  
Position at institute:  
Email address :  
Telephone number:  
Dietary request (if any):

## Contact

Gus Verhaeghe, Secretary General  
Telephone: +32 22 39 23 12  
Email: [gus.verhaeghe@innovawood.com](mailto:gus.verhaeghe@innovawood.com)  
Website: [www.innovawood.com](http://www.innovawood.com)

<sup>1</sup> Non-members may join the InnovaWood network prior to the meeting and will pay the lower rate please contact [gus.verhaeghe@innovawood.com](mailto:gus.verhaeghe@innovawood.com).



**Wednesday 17<sup>th</sup> June 2015**

Vienna University of Technology (TU Wien)

Vienna, Austria



## Introduction

Every institution is faced with strong competition. They must continually struggle to obtain funds, maintain floor space, attract students and, at the same time, ensure that their staff provide a good learning experience for their students and quality research for the community. Successful institutions are those that are well managed. The aim of the meeting is to provide leaders with an opportunity to improve the performance of their departments by the principles of management by quality, which are:  
*Management by Quality = auto-evaluation (self-assessment) + benchmarking*

InnovaWood has organised a meeting to enable Directors, Heads of Department and others with managerial responsibility for researchers and teaching staff in the forestry, wood and furniture sectors to share best practice. The meeting is concerned with the administration and management of staff rather than the technical aspects of what they provide.

In order to provide participants with an appropriate benchmark, each participant will be required to complete a questionnaire prior to the meeting. The organisers will then create a synthesis of these data so that each institute will have a benchmark to use in its self-assessments. It is expected that the institutional self-assessments will begin with the completing of the questionnaire, develop during the meeting itself and conclude

## Programme

The meeting will revolve around the following discussion points:

1. **Benchmarking of staff activities, e.g. numbers of papers published, teaching hours, research students, income generation, etc.**

This will allow institutions to compare the workloads of their staff to those in similar institutions

2. **Tools to monitor staff activities**

How do different institutes record the activities of their staff?

3. **Evaluation of staff activities**

How are staff evaluated? At what frequency and by whom?

4. **Incentives for staff**

Do they exist? If so what are they?

5. **Creating a team spirit within the department/group**

Examples from participants on what they do or would like to do

6. **How to manage under-performing staff**

Sharing of experience and ideas

DAY	TIME	EVENT
<b>Tuesday</b> <b>16<sup>th</sup> June 2015</b>	16:30	Schweighofer Prize ceremony and dinner
	08:30	Introductions and expectations
	09:00	A presentation of the benchmark figures and discussion
<b>Wednesday</b> <b>17<sup>th</sup> June 2015</b>	10:00	Coffee
	10:30	Tools to monitor staff activities
	11:15	Evaluation of staff activities
	12:00	Lunch
	13:00	Incentives for staff
	13:30	Creating a team spirit within the department/group
	14:15	Coffee
	14:30	How to manage under-performing staff
	15:30	Close of meeting

If you would like to attend but you are not available on the proposed day, please contact the General Secretary of InnovaWood at [gus.verhaeghe@innovawood.com](mailto:gus.verhaeghe@innovawood.com). A second meeting will be organised if there is sufficient demand.

## Prerequisite

All participants are to ensure that someone in their institution completes the questionnaire by **Monday the 1<sup>st</sup> June**. The success of the meeting is dependent on accumulating the data necessary to compute the appropriate benchmarks.

The meeting is open to all institutes that offer forestry – wood - furniture science and/or education courses at any level and institutes that provide research to the sector.

