



# RespectResearchGroup Team Canvas

May 2017

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## Introduction

The RespectResearchGroup Team Canvas illustrates the group’s principles with regards to the way we conduct research and work together. The “surface” which includes our purpose, collective goals, values, roles within the group, processes, and activities can be seen as our operating system. It is comparable to a ‘constitution’ according to which we want to work together. The following pages describe this framework. The underlying personal goals, needs and expectations, strengths and opportunities, and weaknesses and risks are individually different and subject to change. Therefore, these aspects will not be made public. More information on the tool “Team Canvas” including a free download of the template can be found here: <http://theteamcanvas.com>

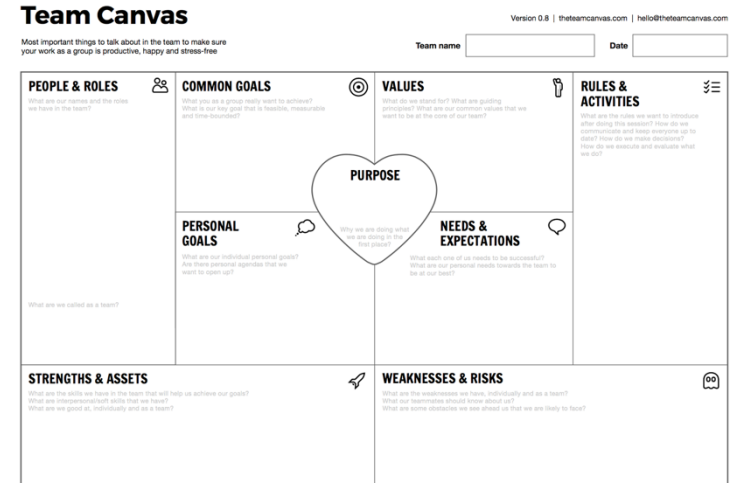


Figure 1 – Template for Team Canvas, Source: <http://theteamcanvas.com>

## Vision

1. Carry respect and research on respect into the world.
2. Academic home for exchange and mutual support.
3. Conduct independent research beyond conventional boundaries of academic institutions.

## Common Goals

The RespectResearchGroup has four core objectives:

1. We contribute to public discourse on respect and its importance for strengthening social cohesion.
2. As a group, we live the values that motivate our research. Thereby we create a space that allows our members to pursue their projects with passion and energy. At the same time, the lively exchange among group members provides a platform for collective learning and new ideas.
3. For our alma mater, the University of Hamburg, we build a space for exchange and discussions across various departments and disciplines.
4. Through our colloquia and other activities, young researchers gain the opportunity to present their research in an interdisciplinary context, develop new ideas for their projects, and receive collegial support from like-minded researchers.

## Values

We make an effort to incorporate and live the following values in our research and group culture.

### *Research-related values*

**Passion, Curiosity, and Spirit:** We want to enjoy our work and not waste our energy on projects that we are not passionate about. We stand behind our research projects and strive to gain new insights. We emphasize formats that allow us to share knowledge (e.g., colloquia, research day) and foster our scientific curiosity.

**Quality:** We seek to conduct research on the highest possible level. To live up to this standard, we proactively seek feedback from each other.

**Constructive Feedback:** Feedback is one of the most precious ‘goods’ that we have and are able to share. We strive for constructive feedback that is understandable beyond disciplinary boundaries.

**Gratitude:** The resources we use (e.g., office) belong to the University of Hamburg. We are grateful for the possibilities and opportunities associated with these resources.

### *Group-related values*

**Research ‘family’:** The group sticks together. We offer mutual support in building our academic careers and in our personal development. We celebrate our achievements and also support each other in difficult times.

**Fairness:** Our decisions are based on needs and equality. In general, we try to find solutions that suit everyone along a so-called “safe enough to try” principle.

**Openness & Respect for Diversity:** We are open and honest to each other. Thereby, we allow everyone to show their true selves in the group. Human dignity is the basis for our collaboration. We respect each other’s individuality, following the principle “Live and let live”.

**Equality among Group Members:** Each group member has the same right to voice his/her opinion.

**Taking Care:** We are considerate of each other’s needs. If we want something to change, we openly address it.

**Confidentiality:** What happens in the RRG, stays in the RRG. Information you share as confidential remains within the group.

## Members & Roles

**Team:** All active members including representatives.

**Representatives:** They act as moderators and organizers rather than as leaders.

### *1. Role: Contact persons and representatives*

- First contact persons for media requests, e-mail correspondence (e.g., for University of Hamburg and its guesthouse)

### *2. Role: Coordinators*

- Supervise collective goals, tasks, and processes: Clarify responsibilities, coordinate tasks within the group, connect current and former group members
- Meta level/helicopter perspective: Overview over all organizational and administrative processes
- Overview over all members and their roles and foster network spirit within the group.
- Manage office keys

**Alumni:** All former active group members who would like to share their respective networks with the group and are open for exchange with the group members.

**Mentors:** Are characterized by their past contributions to the group. They act as contact persons for bigger topics and questions. Our mentors receive regular updates (team meeting protocol) via the protocol mailing list.

**External members** (formerly: Affiliated): Doctoral and post-doctoral students not based in Hamburg who conduct research on a respect-related topic and seek intellectual exchange. External members keep us updated and send us their contributions for the homepage (e.g., essays).

## Active members

### Expectations for active group members

#### 1. Role: Companions

- Preserve and develop the group culture. Do we live our values? Do we stick to our agreements?
- Address conflicts proactively. Moderate conflicts if necessary.

#### 2. Role: Visionaries

- Are committed to the long-term existence and development of the group (e.g., initiating new projects on the homepage).
- Represent the RespectResearchGroup at external events (e.g., group logo on conference presentations, at events with foundations, companies, etc.).
- Participate in the team meetings and the team card: The group can only exist in the long term if we are physically present at the office and actively involved in group tasks. The “team card” is a suitable tool to check regularly check, if we are satisfied with the group culture or whether there are any conflicts that need to be addressed. However, the team card can only do its job if as many active members as possible participate, if they contribute to the discussion, and address the issues that are relevant to the group.

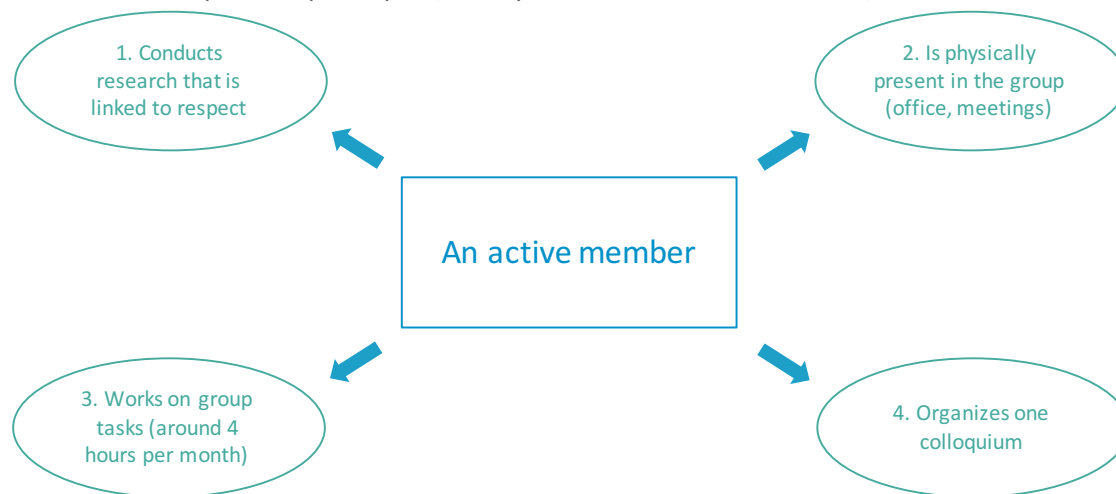
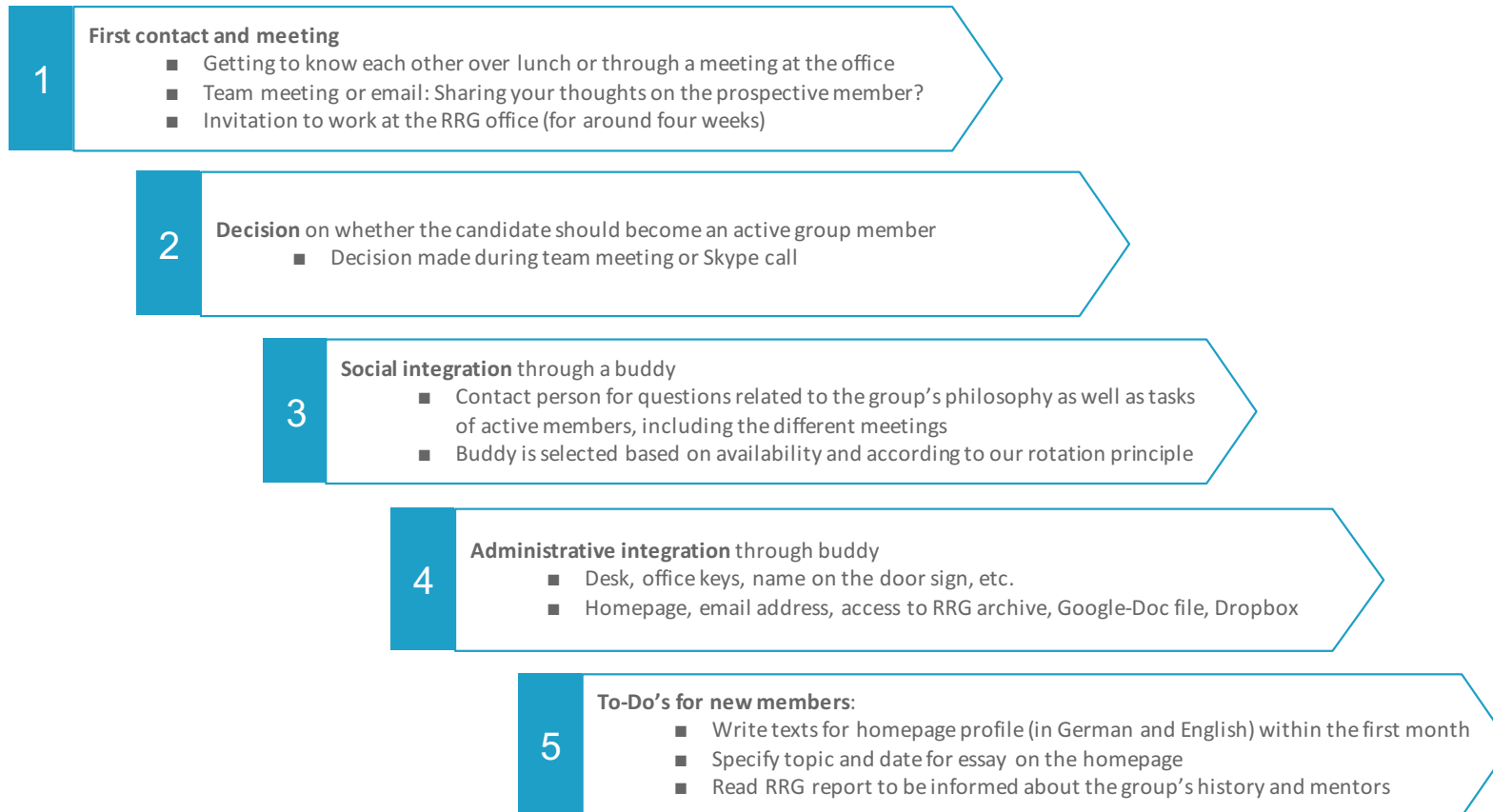


Figure 2 – Criteria for an active membership

## Entry into the RespectResearchGroup



## Farewell/Exit from the group

1. Members whose status will change in the future proactively address and inform the group about the upcoming change.
2. Personal belongings should be removed from the office (desk, shelves, kitchen etc.)
3. We celebrate personal farewells, for example, through a group lunch or after work drinks. After having spent quite some time together, it would be a shame to just disappear.
4. If applicable, alumni make their dissertation/thesis available to the group.

## Processes & Activities

### *Social activities:*

#### **Team Meeting:**

- Takes place every three weeks
- Goal: Update, collegial support, collective learning
- All active members send their protocol updates to the moderator of the meeting

#### **Team card:**

- Takes place six times per year (every third team meeting)
- Goal: Continuous evaluation of the group culture
- We assess and discuss our group culture as well as the status of the group based on twelve self-developed items (see Figure 3)
- The team card serves as a means to address relevant topics, initiate discussions, and define actions and tasks.

#### **Christmas party (baking cookies):**

- Takes place once a year in December
- Goal: Fun and networking with alumni

#### **RRG Birthday party:**

- Takes place every year in May or June (the group's official birthday is May 29<sup>th</sup> 2003)
- Goal: Celebrate (and exchange with the public every other year)
- Anniversaries/jubilees should be made public.

#### **RRG TEAM CARD ITEMS**

##### **Output-related factors**

1. We produce scientifically relevant results.
2. We produce results that are relevant for everyday practice.
3. We are present in journals and at (inter)national conferences.
4. We practice outreach (students, media, homepage and events).

##### **Process-related factors**

5. I am very motivated to work on my research.
6. I feel comfortable and 'horizontally' respected in the group.
7. I am satisfied with my contributions to the group (Do I contribute too much, enough, or too little?)
8. I have enough active and inspiring exchange with other group members.
9. I am happy with the level of support that I receive from the group.
10. I perceive the group climate as non-competitive.
11. All conflicts are openly addressed.
12. We take enough time for social activities.

Figure 3 - RRG Team Card Items

### *Knowledge Exchange:*

#### **Colloquium:**

- Young researchers present and discuss their research projects at a three-day interdisciplinary event.
- Takes place once a year under a different theme (e.g., Sharing, Leadership).
- The colloquium focuses constructive feedback that helps presenters further their research and broaden their perspectives.
- More information on the colloquium can be found here: <http://www.respectresearchgroup.org/kolloquium/>
- Goal: Networking, collective learning

#### **Research Day:**

- Takes place whenever an active member initiates it
- Goal: Collective learning, collegial support, fostering ethical research practices
- Depending on the number of topics, the duration of the research day varies from one whole day to one afternoon or just one or two hours.
- Content: We collectively work through a specific challenge of someone's research project in order to develop potential solutions.

#### **Respect Lounge:**

- Goal: Collegial support, live RRG values
- Similar to "Research Day" but addresses a particular social question, for instance, "How can I receive respect from my students?"

### *Infrastructure:*

#### **Office:**

- Goal: Provide workplace for active members, maintain contact with the University of Hamburg
- Ideally, all active members meet regularly at the office → everyone tries to be present at the office (at least in regular intervals)
- Collective tasks: Design of the corridor, postal mail, mailbox, kitchen equipment (coffee, detergent, etc.)

#### **Homepage:**

- Goal: Knowledge transfer, contact point, contribution to public discourse
- Every active member can access the homepage and is responsible for his/her profile
- All articles are posted in German as well as in English
- Homepage-related tasks are distributed according to a rotation principle.



**Facebook:**

- Goal: Knowledge transfer, contact point, contribution to the public discourse (on respect)
- Postings refer to specific events, for instance, scientific or practitioner-oriented publications, conference visits, and presentations, awards, the colloquium, anniversaries, etc.

**RRG E-Mail Address:**

- Goal: Communication, organization, and reachability for external members
- Every active member receives a RRG-email address. All accounts are based on Gmail
- We have several mailing lists. Each of them serves a different purpose and reaches a specific target group. For instance, the protocol mailing list is used for updates to “everyone” connected to the RRG, the office mailing list facilitates the communication about office matters, etc. Other mailing lists include the active-member mailing list, the info mailing list, and the colloquium mailing list

**Dropbox-File “RespectResearchGroup - Organization”:**

- Goal: Internal knowledge transfer (all active members have access to this folder)
- The folder includes documents related to the group’s internal organization (e.g., template for business cards, door label) and our own academic guides and sources (e.g., sample presentations, instructions for creating posters, online surveys, etc.)

**RRG Report:**

- Goal: Document the group’s history and successes
- At the end of the year, every active member adds his/her publications, projects, achievements, etc. to the report
- Final review through representative

**Annual Report:**

- Goal: Visibility and knowledge transfer
- Is based on the content of the RRG-report of the previous year. We publish the report every February on our homepage
- Aim to present our research in a way that is understandable for non-scholars

**Job Rotation:**

- Goal: Even distribution of tasks
- All tasks are listed on a whiteboard in the office so that the group has an overview about all tasks, responsibilities, and prospective projects.