

Sample List of Network Hub Functions

(Excerpts from a planning document for a proposed Innovation Network in Canada)

Services	Lead	Description / Examples
1 Coordination and Facilitation of Node Activities Including Capacity Building	<ul style="list-style-type: none"> • Hub Unit • Node Contacts 	<ul style="list-style-type: none"> • Assisting the partner nodes to identify, set strategic priorities, plan, resource, fund, develop and implement initiatives in interdisciplinary and cross-cutting <i>research, learning, and knowledge exchange</i>. • Some initiatives will need to involve multiple organizations across the innovation spectrum. • Facilitate and nurture linkages externally for the same purpose. <p>Examples:</p> <ul style="list-style-type: none"> • <i>Leadership in establishing short and long term priorities e.g. Foresight projects;</i> • <i>Nurture communities of interest;</i> • <i>Joint applications for strategic research and education grants/initiatives.</i>
2 Shared Research Infrastructure and Personnel Including Capacity Building (Platform)	<ul style="list-style-type: none"> • Node – Research Infrastructure business units 	<ul style="list-style-type: none"> • Create, facilitate and promote the sharing of research and technology infrastructure and associated expertise of specialized personnel. • Build critical mass <p>Examples:</p> <ul style="list-style-type: none"> • <i>Co-location of researchers from different nodes in existing or new facilities ;</i> • <i>Co-location of facilities such as...;</i> • <i>Access to/shared ownership of (new) facilities and equipment;</i> • <i>Cross appointments of researchers;</i> • <i>Identification of priority areas of expertise of new hires.</i>
3 Shared Technology Development and Commercialization Infrastructure and Personnel Including Capacity Building (Platform)	<ul style="list-style-type: none"> • Node – Technology Development and Commercialization business units 	<ul style="list-style-type: none"> • Create and facilitate and promote the sharing of technology development and commercialization infrastructure and associated expertise of specialized personnel. • Develop linkages with other key technology Networks. <p>Examples:</p> <ul style="list-style-type: none"> • Harmonized intellectual property policies.

Services	Lead	Description / Examples
4 Events and Participation in External Events	<ul style="list-style-type: none"> • Hub Unit • Node Contacts 	<ul style="list-style-type: none"> • Initiate, organize and promote seminars, symposiums, conferences, workshops, industry tours, trade delegations and other formal and informal networking events as led by the Network or by the partner nodes. • Coordination of the Network's participation in such events led by organizations outside of the Network. <p>Examples:</p> <ul style="list-style-type: none"> • <i>An "International Excellence" series co-sponsored with industry featuring a guest speaker that is world class, recognized expert in an area of innovation that provides partnership opportunities for the alliance.</i> • <i>Attracting appropriate professional associations to hold conferences at the location of the main Hub Unit for the Network.</i> • <i>Host meetings with industry providing opportunity for all partners to contribute.</i>
5 Education, Training and Capacity Building	<ul style="list-style-type: none"> • Node – Education, Training & Capacity business units 	<ul style="list-style-type: none"> • Education, training and capacity building which is more coordinated, rationalized, integrated and interdisciplinary across the suite of offering by the partner nodes. <p>Examples:</p> <ul style="list-style-type: none"> • <i>Joint course offerings by staff from different organizations for a variety of stakeholders – students, industry, etc;</i> • <i>Shared professional development opportunities (presentations/workshops organized by one organization made available to all).</i>
6 Market Intelligence	<ul style="list-style-type: none"> • Node Market Intelligence-related business units • Hub Unit 	<ul style="list-style-type: none"> • Coordinate, compile, synthesize and analyze market intelligence information and make it widely accessible to the partner nodes. Undertake gap analyses and determine collective priorities for future market intelligence studies. <p>Examples:</p> <ul style="list-style-type: none"> • <i>Generic trend information from the industry meetings (not proprietary) and SWOT analysis shared with other Network members</i>

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7 Resource Information and Knowledge Base	<ul style="list-style-type: none"> • Hub Unit 	<ul style="list-style-type: none"> • Develop and maintain a database of all <i>facilities, resources, expertise, projects-activities-events catalogue, funding programs, contacts</i>, etc. • Develop and maintain a website including an information and knowledge base (portal) for the partner nodes to use. • The database and collaboration tools are used extensively by the hub and partner nodes • Parts of the database are accessible externally as a service and for business development. <p>Example:</p> <ul style="list-style-type: none"> • <i>Searchable database of all researchers by key words that can be linked to other expertise databases.</i>
8 Strategic Communications and Promotion of Network Activities	<ul style="list-style-type: none"> • Hub Unit • Node: Communications business unit 	<ul style="list-style-type: none"> • Coordinate Network communications and tools in concert with partner node communications staff. Develop a consistent but evolving corporate image and branding for the Network • Note this does not limit Network-related communications by the partner node organizations themselves. <p>Examples:</p> <ul style="list-style-type: none"> • <i>Magazine style publication featuring stories of collaborative efforts of the Network partner nodes</i> • <i>Electronic newsletter providing updates on current events, new publications, market intelligence, etc.</i>
9 Governance and Operating Model Support	<ul style="list-style-type: none"> • Hub Unit • Board of Directors, Management Committees, Leader and special Task Groups 	<ul style="list-style-type: none"> • Provide regular support for the Board of Directors, Management Committee and “Leader.” • Engage Directors and members of Management Committee in establishing agenda, maintain minutes, follow-up, progress reporting, issues management, etc. • Strategy and operations — development, implementation, progress tracking, adjustment and evolution • Administration and management of the Hub Unit activities — work plan development, staffing, budgeting, etc.