

# Danish Development Research Network

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## Minutes of DDRN's 3<sup>rd</sup> Board Meeting

January 31<sup>st</sup> 2007, Institute of Geography, University of Copenhagen

Participants: Alex Percy-Smith (APS), Anne Marie Sørensen (AMS), Arne Wangel (AW), Dean Jacobsen (DJ), Marianne Forti (MF), Marten Sørensen (MS), Ole Mertz (OM), Peter Oksen (PO), Søren Jeppesen (SJ)

Apologies: Ahmed Jahoor (AJ), Claus Jørgensen (CJ), Eskild Holm Nielsen (EHN), Helle Munk Ravnborg (HMR), Mette Kjær (MK), Olav Jull Sørensen (OJS), Peter Brorsen (PB)

### **Agenda:**

1. Approval of the agenda
2. Approval of the minutes from the last meeting
3. Positions in the Secretariat – appointment of evaluation committee
4. Project completion reports of NETARD, GEPPA and ReNED
5. New logframe. Work plan and budget for 2007
  - 5a. FAU Conference 2007
6. Links to Water and Health networks
7. South focus of the network
8. Approval of the revised Articles of Association and Rules of Procedure of the board
9. Timing of the next General Assembly and meeting plan for 2007
10. Other announcements (a. Danida, b. Board members, c. Coordinator)

### **Ad 1. Approval of the agenda**

The application for support to the FAU conference 2007 sent by Søren Jeppesen was added to the agenda as Ad.5a

### **Ad 2. Approval of the minutes from last meeting**

It was argued that the minutes from the last board meeting were too brief, and it was suggested to make them more detailed, but still short, in future. It was also suggested to introduce a clear format to reflect discussions, decisions and possibly related annexes.

**Action 1:** The secretariat develops a new format for the minutes of the board meetings.

As a follow up on Ad.5 on the plan for internationalisation and development of the new University of Copenhagen, MS explained that the document had not yet been finalised.

**Action 2:** MS follows up on the status of the plan and informs the board.

### **Ad 3. Positions in the Secretariat – appointment of evaluation committee**

#### **3.1. New positions**

OM informed that the three positions at the DDRN secretariat had been advertised with application deadline on February 13<sup>th</sup> 2007. It was agreed that an evaluation committee shortlist the candidates and choose whom to employ. The final choice of the committee should be approved by the board and accepted by the Department of Geography and Geology at the University of Copenhagen, which is to take care of the communication and agreements with the applicants. The board briefly discussed the issue of evaluation of candidates who are known by members of the evaluation committee. It was agreed that members should declare themselves disqualified if they are related to the candidates or feel incapable of making a fair judgement for other reasons. Regarding the composition of the committee, it was suggested that MK replace HMR because of HMR's travelling activities in February. AW also showed interest in joining the committee.

**Action 3:** The evaluation committee consists of AMS, PO, MS, AW and possibly MK and selects the three new staff members. Job interviews will be carried out on February 20<sup>th</sup>, 21<sup>st</sup> and 23<sup>rd</sup>.

### **3.2. Current staff**

OM also informed the board about the current situation of the secretariat. The employment situation of AMS has not yet been sorted out by the university administration, but OM expected that the situation be solved within a few days. The board agreed that this was unsatisfactory and APS suggested that the secretariat temporarily stopped working from Monday, February 5<sup>th</sup>, in case the employment situation was not brought in order by then. OM also informed the board that MF would be hired on an hours-basis.

### **Ad 4. Project completion reports of NETARD, GEPPA and ReNED**

The purpose of sending the reports to the board members had been to inform all members on the experiences of the other networks. AMS explained that she had included suggestions on issues of relevance for the discussion of the work plan of the new network. AW suggested sending the reports of the three networks to Enrique Mendizabal (EM), who will facilitate the planned workshop on Networks. The board discussed a possible date for the workshop.

**Action 5:** AS contacts EM and proposes March 13<sup>th</sup> or 9<sup>th</sup>, or the beginning of week 10 for holding the workshop on Networks

### **Ad 5. New logframe. Work plan and budget for 2007**

AMS informed the board that she had consulted Danida, and that due to the delay regarding the establishment of the network secretariat, the board could ask for postponement of the deadline for submission of revised LFA, work plan and budget for 2007. The board briefly discussed whether activities identified by networks members should be included in the plan before or after sending the document to Danida, e.g. in connection with the next General Assembly. It was agreed that the LFA would not require major changes, while the work plan might involve the inclusion of ideas generated from members and from the planned meeting with Danida representatives to discuss the focus on South and other issues

**Action 6:** AS, on behalf of the board, sends a letter to Danida requesting for the deadline for submission of plans to be postponed until April 1<sup>st</sup> 2007.

### **Ad 5a. FAU Conference 2007**

SJ explained that the research networks had in the past years been involved in both financing and organising the annual FAU conference. SJ stressed that cooperation between DDRN and other researchers in FAU would promote common interests. Against this background SJ had sent an application for support for the conference to be carried out in May 2007 on different channels for financing development.

SJ left the meeting while the financial support for the conference was discussed. The board found the theme of the conference very relevant. An allocation of means was though found premature, as it had not yet been announced that the network disposes of means to finance activities such as workshops, meeting, conferences etc. Some board members asked for an overview of which activities the network should prioritise to finance.

**Action 7:** The board takes a final decision on financial support of the conference at the next board meeting. SJ sends detailed information on the conference to the secretariat. The secretariat informs board and network members about the possibility of getting involved in the planning of the conference.

#### **Ad 6. Links to Water and Health networks**

OM informed the board about the previous cooperation with other research networks, including coordinator-meetings and joint activities. The board agreed that this cooperation should continue.

**Action 8:** Cooperation with the other research networks is included in DDRN's work plan.

#### **Ad 7. South focus of the network**

This point was partly discussed under Ad5. The board further discussed whether the network should concentrate on selected geographic areas or cover all partner countries. It was agreed that the network should try to cover all relevant countries with sector programmes financed by Danida and it was suggested that the secretariat elaborate a list of resource persons with knowledge on the different countries. It was also suggested to focus on the contact with the embassies through local partners and that these ideas are presented at the meeting with Danida.

**Action 9:** MS calls John Nielsen to plan a meeting with Danida representatives. Board members attending the meeting will meet prior to the meeting. AMS prepares a draft list of issues to discuss with Danida to give to the board.

#### **Ad 8. Approval of the revised Articles of Association and Rules of Procedure of the board**

APS presented the comments of other board members to the revised version of the Articles of Association he had elaborated. The changes were approved. The agreement between the network and the Institute of Geography was also mentioned. It was not completely clear whether there would be any return from the overhead to the project and it was decided that this should be clarified. The role of the substitutes was also discussed. Finally, some minor changes of formulation were approved in the Rules of Procedure of the board.

**Action 10:** APS sends the revised version of the Articles of Association to the secretariat. The articles will be presented at the next General Assembly.

**Action 11:** MS contacts EHN who was a member of the committee, which chose the location as well as the new head of the Institute of Geography to discuss the details of the agreement with the Institute/University of Copenhagen

**Action 12:** APS also sends the revised Rules of Procedure as a separate document from the Articles of Association, mentioning that substitutes only have a right to vote if replacing a board member who leaves the board.

#### **Ad 9. Timing of the next General Assembly and meeting plan for 2007**

A date for the next general assembly was decided. The announcement of the assembly must mention the election for half of the board and encourage candidates to send brief information about themselves to be posted at the DDRN website. It was also decided that the next board meeting would be held either in connection to the workshop on March 13<sup>th</sup>/9<sup>th</sup> or on March 21<sup>st</sup> 2007.

**Action 13:** The secretariat sends a call for DDRN's second general Assembly to be held on May 8<sup>th</sup> 2007.

**Action 14:** The secretariat sends a call for the next board meeting when a date for the workshop on Networks with EM has been set.

#### **Ad 10. Other announcements (a. Danida, b. Board members, c. Coordinator)**

AW asked for information about existing research networks in other countries.

**Action 15:** AMS will send an email with links to the networks she knows from her work in NETARD.

### **List of issues to be discussed (further) at next board meeting**

- Financial support of the FAU Conference 2007
- Discussion with Danida regarding the South focus of the network
- Content of the general assembly on May 8<sup>th</sup> 2007
- Issue of geographical vs. thematic focus of the network's working groups
- Brief presentation by APS regarding his and NETARD's engagement in networks at European level.

### **List of actions from 3<sup>rd</sup> board meeting**

Reference	Action	By whom	Status 06/03
BM3:Act.1	Develop a new format for the minutes of the board meetings.	AMS / MF	Done
BM3:Act.2	Follow up on the status of the plan for internationalisation and development at KU and inform the board.	MS	Done
BM3:Act.3	Select the three new staff members Job interviews on Febr. 20 <sup>th</sup> , 21 <sup>st</sup> and 23 <sup>rd</sup> .	AMS, PO, MS, AW and possibly MK	Done
BM3:Act.5	Contact Enrique Mendizabal to agree on a date (March 13 <sup>th</sup> 2007).	AMS	Done
BM3:Act.6	Letter to Danida requesting to postpone the deadline for the submission of plans until April 1 <sup>st</sup> 2006.	AMS	Done
BM3:Act.7	Send detailed information on the FAU Conference and inform the board and network members about the possibility of getting involved in the planning of the conference.	SJ, AMS and MF	Done
BM3:Act.8	Cooperation with the other research networks included in DDRN's work plan.	AMS	Done
BM3:Act.9	Calls John Nielsen to plan a meeting with Danida representatives and prepare draft list of issues to discuss.	MS and AMS board members attend the meeting	Done
BM3:Act.10	Send revised version of the Articles of Association to the secretariat.	APS	Done
BM3:Act.11	Investigate details of DDRN/Danida agreement with KU.	MS / AMS	
BM3:Act.12	Send the revised Rules of Procedure.	APS	Done
BM3:Act.13	Call for DDRN's second General Assembly to be held on May 8th 2008.	AMS / MF	Date announced on ddrn.dk
BM3:Act.14	Call for the next board meeting (March 13 <sup>th</sup> 2007)	AMS / MF	Done
BM3:Act.15	Send links to research networks in other countries	AMS	Ongoing

### **List of pending actions from previous board meetings**

Reference	Action	By whom	Status
BM2: Ad.5	Contact Danida with respect to the role as observers in the board.	OM / MS	Done