

# Danish Development Research Network

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## Minutes of DDRN Board Meeting 3/2008

**September 10, 2008 – Institute of Geography and Geology, University of Copenhagen**

Participants: Arne Wangel (AW), Carl Erik Schou Larsen (CESL), Claus Jørgensen (CJ), Esbern Friis-Hansen (EFH), Olav Jull Sørensen (OJS), Ole Mertz (OM), Peter Oksen (PO), Thomas Nielsen (TN). Secretariat staff: Anne Marie Sørensen (AMS), Lluís Armangué (LA), Marianne Forti (MF), Lone Frederiksen (LF) – rapporteur.

Apologies: Bente Topsøe-Jensen and Helene Maria Kyed.

Danida's representatives had announced that they will not participate in board meetings, but may discuss specific issues of common interest at dialogue meetings e.g. before board meetings.

### **Draft agenda:**

1. Approval of the agenda
2. Approval of the minutes of 2<sup>nd</sup> Board meeting of June 19, 2008
3. Briefing on progress of activities by the secretariat (information)
4. Roles of secretariat and Board in relation to visits to Danish institutions
5. DDRN work plan for the coming year– (adoption)
6. Types of DDRN contacts with international institutions? (brainstorm)
7. Applications to fund for member driven activities
  - a) Presentation of proposals (decision)
  - b) Brief assessment of funding mechanisms
8. DDRN beyond 2009: Meeting with Danida on October 6, 2008 (preparation and discussion)
9. Election of new vice-chair
10. A.O.B (including decision of dates and venues for board meetings in first half of 2009)

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

Approved, but items 8 and 9 were to be reversed.

### **Ad 2. Approval of the minutes**

The minutes were approved with the following comments to the list of actions:

TN: BM3/08:Act.6 Contacts have been made to the secretariat at AU, but nothing is settled yet.

OM: BM4:Act.1 OM will hold a meeting with the head of Department of Geography and Geology (IGG) in order to discuss issues related to the future of DDRN and the department.

**Action 1:** OM will hold a meeting with the head of Department of Geography and Geology (IGG) in order to discuss issues related to the future of DDRN and the department.

### **Ad 3. Briefing on progress of activities by the secretariat**

AS Gave a short presentation of activities carried out after the elaboration of the forwarded 'Brief on progress of activities by the secretariat': 'Gender Torch': the planned gender seminar in connection with the handing-over ceremony is targeted at NGOs, so DDRN will not participate. Climate change: An overview of activities planned by the Danish embassies was proposed. DCCD (Danish Centre for Competence Development) is planning information meetings for Danida advisors within Environment and Governance in 2008 (one of them in Denmark). According to Merete Villum Pedersen DDRN shall be invited to the one on Environment. No response received concerning the Governance meeting. The briefing of staff within Agriculture went well. 19 persons from many countries participated. A meeting on the

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Sahel is planned on October 6, 2008 in Denmark. Possibly, a seminar will be arranged together with Danida (Hanne Carus) in West Africa during the first half of 2009. Danida is planning a regional seminar for their staff, and DDRN may organise a research seminar in connection with this. The secretariat is announcing a vacancy for short term student assistance to-day. Board members are encouraged to circulate the announcement among their students. The secretariat participated in the International market Day at KU. There was more interest from the students than last year, but the announcement should be more focussed. No papers have been received from the meeting in Aalborg on the development strategies of the universities. Ulla Tørnæs has invited the rectors to a meeting on October 2 in order to create initiative from the universities. It was agreed that letters presenting DDRN signed by AS and OM be sent to the rectors prior to this dialogue meeting with Danida so that they know us.

**Action 2:** OJS will circulate letter to 'Rektorkollegiet' in the board.

**Action 3:** Letters presenting DDRN signed by AS and OM will be sent to the rectors prior to the dialogue meeting with Danida on October 2, 2008.

**Action 4:** The secretariat will take contact to communications departments and international offices at the Danish Universities in view of increased collaboration.

**Action 5:** Elaborate a proposal for a conference on strategic collaboration within higher education and research in 2009. To be sent to the board before next board meeting

**Action 6:** Investigate the possibility of co-organising a conference with Danida in West Africa

Travel grants: UM has confirmed that DDRN can dispose of a transitory grant of DKK 220,000 (plus 20 % overhead to KU) for travel grants for master students this autumn. There is no salary included, so this will have to be covered by the DDRN budget. The secretariat will engage a student for a short period to help with registration of applications and other tasks. In future the grants will probably be administered by Danida at DFC. 'Health' has also applied for a transitory fund (DKK 200,000 + OH), but 'Water' has not.

## **Ad 4. Roles of secretariat and Board in relation to visits to Danish institutions**

No meetings with heads of Danish universities have been planned as yet, except for the one at AU in relation to the next board meeting. The role of the secretariat and the board respectively was discussed, as was the question of which levels should be targeted at the universities. It is important that the heads know us, but also that DDRN meet the researchers directly. At some universities the international offices may be relevant, at others they only focus on students. The secretariat will make a proposal for the way forward to the next board meeting; and the meeting in Aarhus will be a pilot. It might also be relevant to take contact to other institutions, besides universities.

**Action 7:** The secretariat will make a proposal on visits to Danish institutions before the next board meeting.

## **Ad 5. DDRN work plan for the coming year**

Comments to the work plan:

Darriann Riber (UM) had sent minor comments to the work plan.

Head 3 (Activities in Denmark), item 4: The objective is that voices of individual researchers are heard in e.g. Danida. In order to increase collaboration with foreign universities it was decided to pay a consultant to investigate experiences from other countries of links between research and development. Terms of Reference will be elaborated by the secretariat and

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circulated in the board for comments. This will be added in the work plan for 2008-09 as an activity under Conferences (Collaboration with universities in the South).

**Action 8:** Terms of Reference for an overview of experiences from other countries with collaboration between research and development will be elaborated by the secretariat and sent to the board for comments.

Item 5: The visit from Vietnam (VN) and Tanzania (TZ) will be in October 2008, not November 2008. It was mentioned that DDRN should also focus on other countries than VN and TZ in its activities.

Item 7: The proposed conference on strategic collaboration within higher education and research is a new idea. It was mentioned that it is important to find out whether there is an interest in the idea and to try to engage members in the planning. When the priority themes for FFU for 2009 are known these might be included.

After inclusion of the Travel Grants in the work plan, it is approved by the board for approval by Danida.

**Action 9:** The Travel Grants are to be included in the work plan, after which it is approved by the board for approval by Danida.

## **Ad 6. Types of DDRN contacts with international institutions?**

DDRN is primarily represented in international networks and institutions within agriculture where AS has many contacts as Danish representative. The secretariat wants contacts to relevant institutions in the EU or regionally in the South in view of lobbying and links to funding. MF will send a deadline to the board for sending suggestions of links and contacts to MF.

**Action 10:** The secretariat will inform the board of a deadline for sending suggestions of links (other than agriculture) and contacts to MF.

## **Ad 7. Applications to fund for member driven activities**

### **Ad 7a. Presentation of proposals**

Four relevant applications for funding had been received, one of them after the deadline. Some clarification or conditions were suggested in order for the board to accept the funding:

No.1: Workshops: A Collaborative Research Programme. It was agreed that DDRN can support the objective of capacity building. On the other hand, we do not pay overhead to other institutions. Neither do we pay salaries to people employed at Danish institutions or to the organisers of the supported workshops, but if necessary foreign presenters may receive an honorarium. DDRN funded activities must be open and announced in due time for everybody to register. The target group must be broadened and can not be 12 researchers. The funding can cover transport, hotel and per diem to Danish participants. With these reservations the workshop could be supported.

No. 2: Strengthening links: Participation in conference on Higher Education in Africa. The funding was agreed upon, provided the applicant arranges an after-work meeting when returning. The board agreed to fund 2-4 participants if others should attend the conference.

No. 3: Other: Overview of ENRECA project management challenges. There was some discussion as to whether this was a task for DDRN, for Danida or perhaps with co-funding from ENRECA projects. It was agreed that co-funding is not a good idea as this could raise doubt about ownership to the results of the consultancy. Furthermore, it must be clear that the overview is carried out for DDRN and not for the applicant's main employer (LIFE). Finally, we

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shall ask ENRECA projects whether they see a need for such an overview and try to establish a broad advisory group.

**Action 11:** The secretariat will sort out the issues of interest, ownership and terms of employment in relation to the planned overview of project management challenges in ENRECA programmes.

No. 4: Workshops: OK on condition that they do not receive funding from other sources, but without overhead and without honorarium to Danish participants.

**Action 12:** The secretariat will inform the applicants for funding: Applications 1, 2 and 4: Funding can be granted with conditions

## **Ad 7b. Brief assessment of funding mechanisms**

This will be discussed on e-mail with a short deadline. Proposal of upper limit of DKK 20,000 for networking activities.

**Action 13:** The secretariat will circulate guidelines for the next call initiating an e-mail discussion on the proposed funding mechanisms.

## **Ad 9. Election of new vice-chair**

OJS was proposed and unanimously approved of.

## **Ad 8. DDRN beyond 2009: Meeting with Danida on October 6, 2008**

Danida has invited DDRN to a meeting on the future of the network on October 6, 2008 with participation of John Nielsen and Darriann Riber from UM and chair, vice chair, and AS from DDRN. Before the meeting AS will send the 'Way forward' document, which is an elaboration of present documents and activity plans. From what is clear now, the present structure with three research networks will continue. With regard to activities it was suggested, as has also been mentioned in the investigation among members, that the secretariat does not play a driving role in organising conferences.

### Specific comments to the 'Way forward' document:

The travel grants should be included as an activity in the document. It was decided to increase external honorariums, also with a view of supporting N-S initiatives. Referring to items a, b and c in the 'Background' section of the document, it was underlined that item c (Promote research-Practice collaboration, links and integration) is the most important one. Among the Focal themes, under '2. Prioritised activity areas beyond 2009', the first bullet is too specific, and the third one should be number one.

OM has taken contact to the chairs of the other two research networks in view of arranging a meeting on the future of the networks. Ib Bygbjerg (Health) has agreed. Other issues brought forward were the attachment of DDRN to Department of Geography and Geology and the question of individual and institutional membership. It was agreed that the competencies and skills in the secretariat should reflect the focus in activities. The question of an overhead of 20 or 35 pct. should be clarified in relation to the future budget. Another question to look into is the future funding (institutions, EU...) in case Danida does not fund all expenses in a new phase.

**Action 14:** AS will revise the 'Way forward' document, taking the above remarks into consideration, and send it to Danida with a comment that it has been approved by the DDRN board.

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### **Ad 10. A.O.B.**

The next meeting will be at University of Aarhus on December 15, 2008. With regard to the dates suggested for the meetings in 2009, the one in March coincides with the Climate conference; and for the second meeting, it should be held in May (before the general assembly), not in June.

**Action 15:** The secretariat will send out another proposal for board meeting dates in March and May 2009.

### **List of actions from 3<sup>rd</sup> board meeting 2008**

| Reference      | Action  | By whom   | Status   |
|----------------|---|-----------|--|
| BM3/08: Act.1  | OM will hold a meeting with the head of Department of Geography and Geology (IGG) in order to discuss issues related to the future of DDRN and the department                                       | OM        | Done   |
| BM3/08: Act.2  | OJS will circulate letter to 'Rektorkollegiet' in the board   | OJS       | Not done as the letter was not meant for circulation |
| BM3/08: Act.3  | Letters presenting DDRN and signed by AS and OM will be sent to the rectors prior to this dialogue meeting with Danida.   | AS        | Done   |
| BM3/08: Act.4  | The secretariat will take contact to communications departments and international offices at the Danish Universities in view of increased collaboration   | MF        | On-going   |
| BM3/08: Act.5  | Elaborate a proposal for a conference on strategic collaboration within higher education and research in 2009. To be sent to the board before next board meeting                                    | AS        | Done   |
| BM3/08: Act.6  | Investigate the possibility of co-organising a conference with Danida in West Africa  | AS        | Waiting for response from Danida                     |
| BM3/08: Act.7  | The secretariat will make a proposal on visits to Danish institutions before the next board meeting   | AS and MF | Pending  |
| BM3/08: Act.8  | Terms of Reference for an overview of experiences from other countries with collaboration between research and development will be elaborated by the secretariat and sent to the board for comments | AS        |  |
| BM3/08: Act.9  | The Travel Grants are to be included in the work plan, after which it is approved by the board for approval by Danida   | AS        | Done   |
| BM3/08: Act.10 | Inform the board of a deadline for sending links and contacts (other than agriculture) to MF  | MF        | Done   |
| BM3/08: Act.11 | The secretariat will sort out the issues of interest, ownership and terms of employment in relation to  | LA        | Done   |

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|               |  |           |      |
|---------------|--|-----------|------|
|               | the planned overview of project management challenges in ENRECA programmes   |           |      |
| BM3/08:Act.12 | The secretariat will inform the applicants for funding: Applications 1, 2 and 4: Funding can be granted with conditions                        | LA and LF | Done |
| BM3/08:Act.13 | The secretariat will circulate guidelines for the next call initiating an e-mail discussion on the proposed funding mechanisms                 | LA        | Done |
| BM3/08:Act.12 | The Way forward document will be revised, taking the remarks from the board into consideration, and sent to Danida before the meeting on Oct.6 | AS        | Done |
| BM3/08:Act.13 | The secretariat will send out another proposal for board meeting dates in March and May 2009   | LF        | Done |

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

| Reference    | Action   | By whom | Status |
|--------------|--|---------|--------|
| BM2/08:Act.2 | The climate task force is encouraged to screen ongoing climate activities at other Danish institutions and presents this to the board.   | LA      |        |
| BM2/08:Act.6 | Thomas Nielsen coordinates with the secretariat in view of arranging a meeting with the International Committee at AU in connection with the board meeting on December 15, 2008. | TN      | Done   |

13.10.08

Status of actions up-dated 09.12.08

LF