

Strengthening University-Enterprise Collaboration for Resilient Communities in Asia

— SECRA —

Kickoff Meeting Report



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Introduction

As a corollary of the pandemic, SECRA's kickoff meeting took place online over three days—2-4 February, 2021. Thankfully, the meeting did not become a casualty of the pandemic like many others we have attended: even though the specificities of the online format did not privilege the social aspect of such meetings, the consensus was that the kickoff worked well.

The purpose of the meeting was multifaceted: we sought to situate SECRA in the larger context of University–Enterprise Collaboration (UEC) in Asia; provide a meeting place for the team to get to know each other; inspire everyone to work together towards achieving our goals, and more concretely, to address questions and concerns arising within the team. In this brief report, we will illustrate how the meeting fulfilled its purpose.

The Kickoff as a Meeting Place

All partner institutions had time to present their university, though individual presentations were put in our shared Dropbox folder ahead of time for everyone's perusal. Additionally, and in order to avoid a one-way communication of information from the coordinator to the partners, MIUN had preliminary bilateral meetings with all the SECRA participants in the fall of 2020. This resulted in several WP leads, including Asian co-leads, presenting their WP for the group. These presentations, along with all the material from the kickoff, are on Dropbox as well. We also agreed to create a repository of literature on Dropbox.

The welcome addresses and keynotes served as a means to situate SECRA in the wider context of UECs, provided evidence of institutional engagement, and served as inspiration for the team members. The leadership of MIUN and UCLan (lead and co-lead of the project) welcomed all participants, emphasizing how the SECRA fits in the strategy of the respective universities. Dr. Animesh Kumar, the Officer in Charge and Deputy Chief of the UNDRR office for Asia and Pacific also delivered a welcome address, heralding a very salient collaboration between that office and SECRA. In fact, SECRA will have representation in the next online meeting of this associated partner. The keynotes of Amaratunga and Weerasinghe provided the group with a wealth of experience in UEC and best practices, while the serious game (SG) of Zeshan was a great way to internalize collaboration as well as means to get to know each other.

The SG aimed at facilitating interaction and it was a great addition to this online meeting. It required pairs of players, one from Europe and one from Asia. It was based on prompts, such as making players think how they would think about annual reporting as an art exhibition, or a business plan as a board game. The game sparked thinking outside the box and engendered discussions between two people from different countries on ways to do things differently while challenging their assumptions. It was not only an ice breaker, but also substantively useful for the team.

The Kickoff as an Inspiration for Collaboration

What does it mean to build capacity in Higher Education Institutions (HEIs)? How can we, if not measure, at least visualize collaboration? During the kickoff, we deployed a practical exercise to do just that. We conducted a simple social network analysis (SNA) of the project participants. We bounded the network using the participant list we compiled ahead of the start of the project resulting in 35 individuals. We constructed a roster with these names and asked all participants to mark the people that they (i) have worked with in international projects; (ii) have worked with outside international projects, and (iii) have published together (academically), for the purpose of building a multiplex network with these three relations. We categorized the participants by university and country and visualized the relations among them. We plan to conduct this exercise at different points in time for comparative purposes.

The following figure (Figure1) shows what SECRA looks like for all three relations. There are existing ties across universities and countries, mainly emanating from the previous Erasmus+ projects that the participants have been part of before.

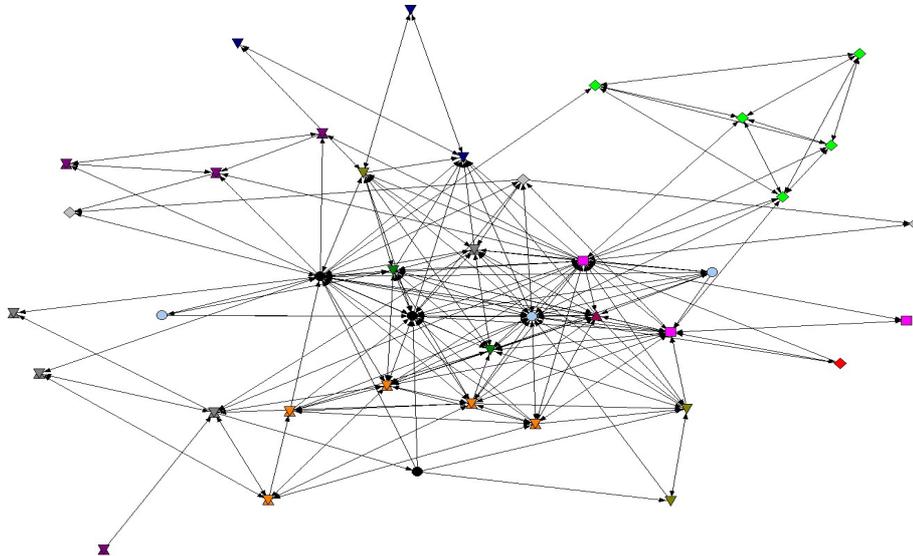


Figure 1 Multiplex network.

Colour: MIUN: Pink; UCLan light blue; HUD: black; TTU: maroon; UoR: hunter green; USJ: olive green; UoP: dark blue; CMU: aubergine; NU: orange; MSU: grey; ADMU: light grey; PNU: red; MCL: neon green. **Shape:** SE: square; UK: circle; EE: up triangle; LK: down triangle; TH: hourglass; PH: diamond.

Note that, for example, MCL has ties among participants within the university, but not so much outside the university. This is shown more explicitly in Figure 2, which visualizes just international collaboration.

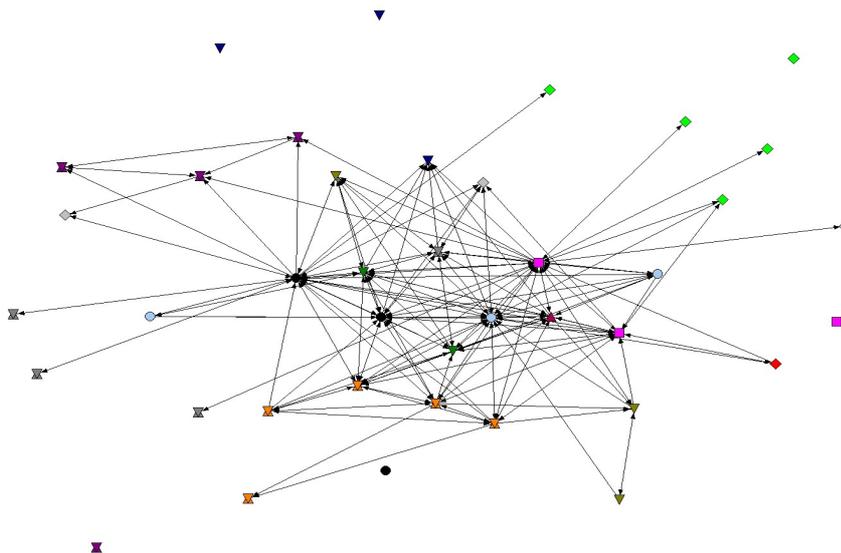


Figure 2 Collaboration in international projects.

Colour: MIUN: Pink; UCLan light blue; HUD: black; TTU: maroon; UoR: hunter green; USJ: olive green; UoP: dark blue; CMU: aubergine; NU: orange; MSU: grey; ADMU: light grey; PNU: red; MCL: neon green. **Shape:** SE: square; UK: circle; EE: up triangle; LK: down triangle; TH: hourglass; PH: diamond.

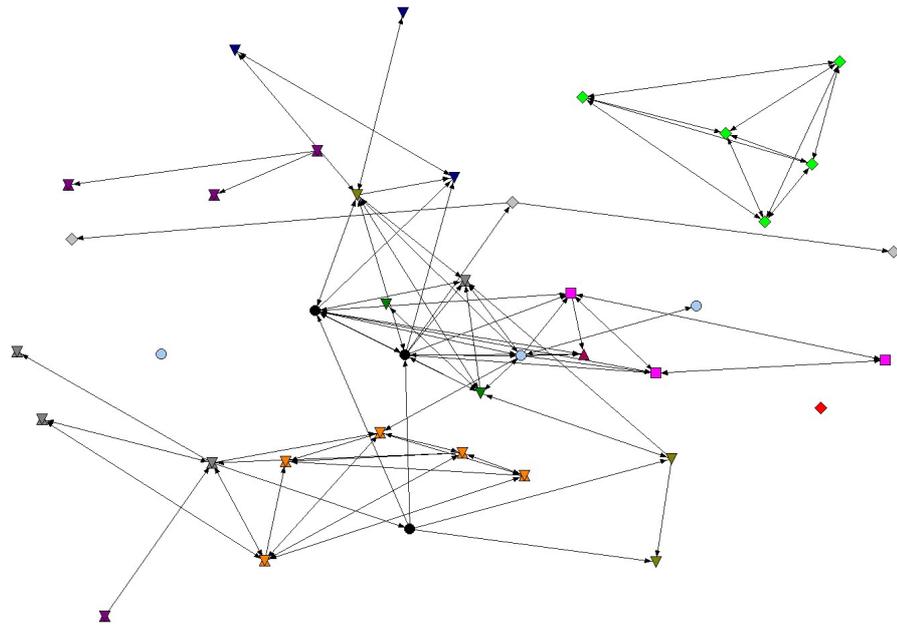


Figure 3 Collaboration other than international.

Colour: MIUN: Pink; UCLan light blue; HUD: black; TTU: maroon; UoR: hunter green; USJ: olive green; UoP: dark blue; CMU: aubergine; NU: orange; MSU: grey; ADMU: light grey; PNU: red; MCL: neon green. **Shape:** SE: square; UK: circle; EE: up triangle; LK: down triangle; TH: hourglass; PH: diamond.

Not all international collaboration leads to publications, but there is some collaboration in the consortium already as shown in Figure 4 below. We aim to increase these connections within the project.

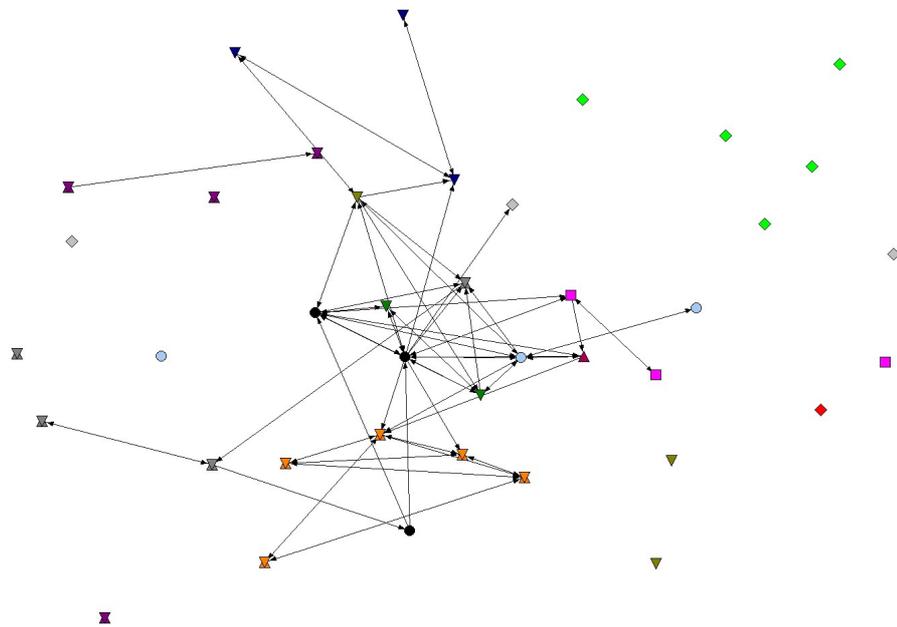


Figure 4 Published with.

Colour: MIUN: Pink; UCLan light blue; HUD: black; TTU: maroon; UoR: hunter green; USJ: olive green; UoP: dark blue; CMU: aubergine; NU: orange; MSU: grey; ADMU: light grey; PNU: red; MCL: neon green. **Shape:** SE: square; UK: circle; EE: up triangle; LK: down triangle; TH: hourglass; PH: diamond.

Finally, SNA allows us to discover the most central actors in a network. As shown in Figure 5, the European partners, as coordinators of projects, remain central. We will work towards increasing the connections among the remaining of the participants, especially the Asian partners within the life of the project and beyond.

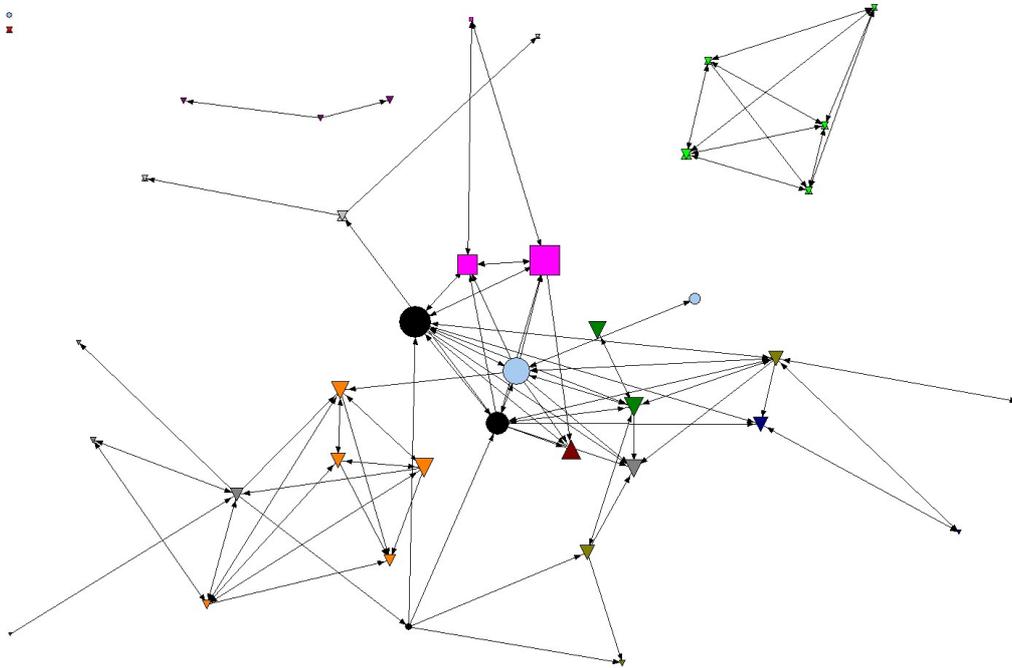


Figure 5 International collaboration, with centrality.

Colour: MIUN: Pink; UCLan light blue; HUD: black; TTU: maroon; UoR: hunter green; USJ: olive green; UoP: dark blue; CMU: aubergine; NU: orange; MSU: grey; ADMU: light grey; PNU: red; MCL: neon green. **Shape:** SE: square; UK: circle; EE: up triangle; LK: down triangle; TH: hourglass; PH: diamond

Strands Emerging from the Kickoff

The first order of business is the signing of the partnership agreements that is under way. MIUN included a detailed presentation of the administration and financial reporting rules in the kickoff and we remain available for questions and support. Additionally, follow up meeting within each WP are taking place as the WP1 data collection work gathers steam. Please see the minutes of the steering committee meeting (SCM) for more details.

Dissemination activities beyond the already launched website, www.drrcollab.org, are also under way. MIUN has had a press release and we encouraged all partners to do the same, especially since the goal is to disseminate in Asia, not in Europe. With ours as a template, the Asian partners are writing their own press releases. We also plan to have a (digital) presence in the International Day for disaster risk reduction (<https://iddrr.undrr.org/>), on 13 October, 2021. We are also consciously tagging on existing hashtags on Twitter (rather than creating our own) to amplify our message.

Plan for Using the Surplus of Kickoff Funds

Following is a plan for different ways we may be able to utilize the unused funds from the kickoff.

- Strengthen the connections to associated partners. The country coordinators are planning meetings with the associated partners this spring. To the extent that these meeting may be

conducted *in situ*, we propose using the funds for actual costs, such as refreshments or domestic travel, if the need arises.

- Facilitate the participation of women in the upcoming SECRA events. These have to be done in a culturally sensitive way. For example, the American Association of Geographers offers day care services during the annual conventions. We propose to consult with our country coordinators for the most efficient ways to facilitate this.

Questions Emerging from the Kickoff

In this section, we summarize the questions that emerged from the kickoff in addition to issues that had cropped up ahead of the meeting.

1. On budget:
 - a. What is acceptable evidence of co-financing for the Asian partners?
 - b. Is the reallocation of teaching units to work on the project an acceptable form of co-financing? If yes, do professors who are deloaded to work on the project become ineligible for staff costs? Or can staff costs be used to pay the university for equivalent units that the professor would have spent to teach?
 - c. How do we document co-financing that is in-kind, e.g. in the provision of office space, utilities, venues for events, etc.?
 - d. Is it correct to say that, we may leverage co-funding from other sources (e.g. other grants) as long as the logo/branding is used? Are there any other rules in using co-funding during the project period?
 - e. May we clarify what is the "deductible VAT" that is not an eligible cost? The Philippines has an Expanded VAT (EVAT) requirement for all goods. This is already incorporated in the sales receipts and is part of the price of goods/services.
2. Associated Partners: Can we add an organization now, after the project has started? If so, how? We received their letter quite late and could not include them in the application, but they would like to be involved in the project.
3. Leftover funding: Can we use it for subcontracting?
4. COVID-related extra costs: How do we deal with travel costs when some quarantine is required by the country being visited or upon return to one's home country? For example, what if we are required to quarantine in a hotel for 7-14 days, and/or to get swab test before/after travel? Can the project participant be reimbursed from the project?

Strengthening University-Enterprise Collaboration for Resilient Communities in Asia

— SECRA —

Kick-off Program

2–4 February, 2021

Online, Teams

[Click here to join the meeting](#)

Welcome note

We are pleased to welcome you to the SECRA project funded by the European Commission ERASMUS+ scheme through the Education, Audiovisual and Culture Executive Agency. This kick-off is the first official project meeting and it provides a meeting place for us to get to know each other and organize our work.

The meeting was originally planned to take place at the University of Central Lancashire in Preston, UK. Due to the lingering COVID-19 pandemic and the related travel restrictions we had to move the meeting online. While being confident that our deliberations will be successful in this digital format, we sincerely hope that the next project meeting can be held *in situ* as planned.

We would like to extend a special thank you to the invited keynotes for their willingness to share their extensive knowledge and experience in university–enterprise collaboration in the fields of disaster risk reduction and resilience. We would also like to thank the University of Central Lancashire for hosting the event and for tending to the technical aspects of the meeting.

After more than two years of proposal work, planning and preparation we are excited to finally bring you, all team members, together. In the next three days we will build a strong project foundation through inspiring keynotes, interesting presentations and fruitful discussions. We are thrilled to start working together to increase capacity in the field of university–enterprise collaboration.

Evangelia Petridou, Jörgen Sparf, Champika Liyanage

General information

Meeting host

Dr Champika Liyanage
University of Central Lancashire
CLLiyanage@uclan.ac.uk

Technical support

Daniel Lythgoe
DLythgoe1@uclan.ac.uk

Times indicated in the program are UTC

Sweden +1	Estonia +2	Sri Lanka +5,5	Thailand +7	Philippines +8
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Housekeeping

- Please arrive 5–10 minutes early each day to make sure your connection works properly.
- Your camera should be on and your microphone muted as default.
- We will use the chat function in Teams for questions and comments.
- All presenters are kindly requested to keep strictly to the allocated time. Because of the online format and the different time zones, the agenda is unfortunately very compact. For this reason, it is crucial that we keep to the schedule.

Keynotes

Dilanthi Amaratunga



Dilanthi Amaratunga is a Professor of Disaster Risk Management at the University of Huddersfield, UK with 30 years of experience in the higher education sector. She is a world leading expert in disaster resilience with an international reputation.

Dilanthi obtained her BSc (Quantity Surveying) Degree with First Class Honours from the University of Moratuwa Sri Lanka in 1993. She was the winner of “Sri Lanka Institute of Quantity Surveyors Award” for the best overall performance and “Professor H.P.S.Caldera Memorial Award” for the Best Performance at the final year examination. In October 1997, she was awarded the prestigious Overseas Research Scholarship Award, which enabled her to begin her doctoral studies at the University of Salford, UK. In 2001, she received her PhD.

Her work recognises that with growing population and more extensive and interconnected built environments, the world’s exposure to hazards is increasing. Central to Dilanthi’s work is undertaking research and advocating for a stronger engagement and empowerment of women and gender mainstreaming in policy planning and implementation of disaster risk reduction programmes. She is engaged in many significant research engagements around the world, in partnership with key academic and other organisational stakeholders. Working closely with partners in the UK and globally, she has project managed to successful completion several major international collaborative research projects. She is regularly invited to provide expert advice on disaster risk reduction and management by national and local governments and international agencies. To date, she has produced over 400 publications, refereed papers and reports, and has made over 100 keynote speeches in around 30 countries.

She is a member of the European Commission and UNDRR’s European Science & Technology Advisory Group (ESTAG) representing the UK, a Steering Committee member of the UK Frontiers of Development programme, a Collaborative Programme of The Royal Academy of Engineering, The Academy of Medical Sciences, The British Academy and The Royal Society. She also is the joint chief editor of the SCOPUD indexed International Journal of Disaster Resilience in the Built Environment and the chair of the International Conference on Building Resilience (ICBR) series, which she co-created. She, together with colleagues won the 2019 Prestigious Newton Prize. Newton Prize recognises the best research and innovation projects which create an impact socially and economically, between Indonesia and the United Kingdom from 2016 to 2019. Newton Prize is supported by the UK’s Department for Business, Energy and Industrial Strategy (BEIS). In 2018, she received the “His Excellency the President of Sri Lanka Award” from His Excellency, Maithreepala Sirisena, President of Sri Lanka, for the contribution to Disaster Resilience in Sri Lanka. In 2018, CADRE research project she led received the UK UALL International Award, which recognises innovative engagement, including partnerships, that create change in an

international and transnational context. She is an expert member of the IOC UNESCO ICG/IOTWMS ICG/IOTWMS WG-1 on Tsunami Risk, Community Awareness & Preparedness, and inter-sessional Task Team on “Tsunami Preparedness for a Near-Field Tsunami Hazard, and a member of the UNDRR Expert Review Group (ERG) for the Development of a new Global Disaster Risk Reduction Research Agenda towards 2030 and beyond She is a Fellow, Royal Institution of Chartered Surveyors (RICS), UK; a Fellow and a Chartered Manager, Chartered Management Institute, UK; and a Fellow of the Royal Geographical Society, UK.

Her networks and partnerships combine local and regional research and engagement with a strong international presence, and these stretch across several continents. These opportunities provide the means to disseminate her research to international policy makers, industrialists and academics. They generate impact and enable her to play a leading role in shaping the built and human environment towards sustainable futures. The key contributions she has made have been in providing leadership within the University and the international research community, and peer respected research in issues relating to disaster risk reduction and management. Dilanthi’s full profile can be read at : <https://pure.hud.ac.uk/en/persons/dilanthi-amaratunga>

K.D.N. Weerasinghe



Professor Weerasinghe holds an MSc (Hons, 1975) and a PhD (1980) from the Friendship University in Moscow and he is Professor Emeritus at the University of Ruhuna. He has over 45 years of academic experience, including as the Head, Dean and Founder Chair of Agricultural Engineering in the faculty of Agriculture. He has served as Director of Research in ORSTOM, France, Advanced Research Fellow in Durham University UK, Consultant to Higher Education for the Twenty First Century project, Sri Lanka (2012), consultant to Gampaha Wickramarachchi Ayurveda Institute (2010-2012) and consultant to ADPC, Bangkok, (2012-2015). Professor Weerasinghe has received special training in atomic energy application (IAEA), (Vienna); research methodology, NAARM,(India); innovation led development (VINNOVA, Sweden), and emergency water treatment for disaster management in Heinrich Sonthierner Lab, Std Werke Karlsruhe. Currently, he is a consultant attached to the World Bank project on agriculture sector modernization through value chain enhancement and technology innovations. He is particularly engaged with the university-industry collaboration program to promote protected agriculture through farmer clustering and entrepreneurship building for the purpose of attracting more women entrepreneurs.

Professor Weerasinghe’s research is focused on climate soil and water sectors, biogas technology adaption, protected agriculture research and technology dissemination. He has coordinated a number of national and international research projects, receiving financing from French, Belgian, and German funding schemes, as well as AusAID , CIDA, UNIDO and the EU.

Since the tsunami in 2004, professor Weerasinghe has been involved in research and development programs in climate change and disaster management. He is the national award recipient for disaster resilience (2014); gold medalist in the world cup competition of computer-implemented inventions (Suzou, China, 2008 and Taipei 2007); most outstanding senior scholar (2006); inventor innovator (2005); UGC award recipient for attracting funds for research (2004), and VC award recipient of Ruhuna University for promoter of the international relations (2004).

Professor Weerasinghe was instrumental in the creation of the Ruhuna business incubator company linked to Ruhuna University in 2001 attracting UNIDO funds and served as the chairman of the incubator until 2014. He also works in the cinnamon sector development in Sri Lanka through mechanization and technology adaption to elevate the livelihood of the underprivileged cinnamon workers, for which he was awarded the Asoka fellowship for social innovation.

Ulrike Zeshan



Ulrike Zeshan is Professor of Sign Language Linguistics and Co-Director of the International Institute for Sign Languages and Deaf Studies (iSLanDS) at the University of Central Lancashire. Her team has pioneered research in the comparative study of sign languages worldwide, and in the multilingualism of deaf sign language users. Ulrike is also Co-Director of the transdisciplinary Institute of Citizenship, Society and Change, where her work focuses on facilitation with diverse groups from different sectors of society, including the use of Serious Games. She is a member of the European Academy of Sciences and has been awarded an Honorary OBE.

Ulrike is committed to supporting deaf people both as staff and as research degree students at the iSLanDS Institute. Over the years, she has supervised MA by Research, MPhil and PhD projects undertaken by deaf people from Uganda, India, Japan, Israel, Turkey, and the UK. She has held several major grants from funders including the Economic and Social Research Council and the European Research Council. As Co-Director of the Institute of Citizenship, Society and Change, Ulrike's role has included the launch of a research satellite called AlterNEXT, which is located on an eco-village campus in rural eastern India. She has also pursued her interest in developing Serious Games for facilitating work with diverse stakeholders from different societal sectors, such as NGOs, public services, and academia.

Program day 1

Tuesday, February 2 nd		
08.00–08.30	Welcome introduction <ul style="list-style-type: none"> - Champika Liyanage, UCLan. Meeting facilitator and host - Ian Allison. Executive Dean, Faculty of Science and Technology, UCLan - Anna Olofsson, Dean, Faculty of Human Sciences, MIUN - Evangelia Petridou and Jörgen Sparf, MIUN. Project coordinators - Group photograph 	
08.30–09.50	Five-Minute Partner Introductions One representative per partner institution	Chair: Champika Liyanage, UCLan
09.50–10.00	Greeting from the European Commission	Eugenio Delfino, project officer
Break – 15 minutes		
10.15–10.45	<i>Research relevance and interest beyond a community of scholars : How can we achieve it?</i>	Dilanthi Amaratunga, University of Huddersfield
Micro break – 5 minutes		
10.50–11.10	Framing the SECRA project	Evangelia Petridou, MIUN Jörgen Sparf, MIUN
11.10–11.15	WP1: Mapping the Collaborative Landscape	P2 & P9
11.15–11.25	WP2: Institutional Landscape Optimization	P3 & P8
Micro break – 5 minutes		
11.30–11.40	WP3: University Enterprise Collaboration Community of Practice	P1 & P7
11.40–11.50	WP4: Innovation and Enterprise	P2 & P11
11.50–12.00	Wrap-up	Evangelia Petridou, MIUN
End of day 1		

Program day 2

Wednesday, February 3rd		
Introduction		
08.00–08.10	<ul style="list-style-type: none"> - Welcome back, recap - Video greeting: Animesh Kumar, Deputy Head of the United Nations Office for Disaster Risk Reduction (UNDRR), Regional Office for Asia and Pacific 	Champika Liyanage, UCLan
08.10–08.30	SECRA-SNA	Evangelia Petridou, MIUN
08.30–08.45	WP5: University Enterprise Collaboration Compass	P4 & P6
08.45–09.00	WP6: Dissemination and Exploitation	P3 & P5
Micro break – 5 minutes		
09.05–09.35	<i>Invention - Innovation and Business Incubation for University Enterprise Collaboration in Sri Lanka</i>	KDN Weerasinghe, University of Ruhuna
09.35–09.40	WP7: Quality Assurance	P4 & P12
09.40–09.50	WP8: Project Management	P1 & P10
Break – 15 minutes		
10.05–11.30	Administration and Financial reporting	Jörgen Sparf, MIUN
11.30–11.45	Wrap-up	Champika Liyanage, UCLan
End of day 2		

Program day 3

Thursday, February 4 th		
08.00–08.10	Welcome back, recap	Jörgen Sparf, MIUN
08.10–08.50	<i>"It's just a game" - Using Serious Games in cross-sectoral collaboration</i>	Ulrike Zeshan, UCLan
08.50–09.20	Task 1.1 Collaborative framework	Sarintip Tantanee, Naresuan University
Break – 15 minutes		
09.35–10.00	Task 1.2 Social network analysis	Champika Liyanage, UCLan Evangelia Petridou, MIUN
10.00–10.15	Task 1.3 Institutional landscape	Jörgen Sparf, MIUN
10.15–10.30	Task 1.4 Market analysis	Champika Liyanage, UCLan
10.30–10.40	Quality	Irene Lill, Tallinn University of Technology
10.40–10.50	Wrap-up and Farewell	Jörgen Sparf, MIUN
End of kick-off		

Steering committee meeting	
11.00–12.00	See separate agenda By invitation only
End of day 3	

Consortium

Programme countries		
P1	Mid Sweden University (Coordinator), Sweden	Jörgen Sparf Evangelia Petridou
P2	University of Central Lancashire, UK	Champika Lasanthi Liyanage Sarita Robinson
P3	University of Huddersfield, UK	Dilanthi Amaratunga Richard Haigh Kinkini Hemachandra
P4	Tallinn University of Technology, Estonia	Irene Lill
Partner countries		
Sri Lanka		
P5	University of Ruhuna	KDN Weerasinghe Champa M. Navaratne
P6	University of Sri Jayewardenepura	Rukmal Nishantha Weerasinghe Lasith Gunawardena
P7	University of Peradeniya	Ranjith Dissanayake Chaminda S. Bandara
Thailand		
P8	Chiang Mai University	Sujinda Sriwattna Pichaya Poonlarp Kalayanee Surapolbhichet Sorraya Khiewnavawongsa
P9	Naresuan University	Sarintip Tantanee Phisut Apichayakul Panu Buranajarukorn Kumpon Subsomboon Orawan Sirisawat Apichayakul
P10	Maharakham University	Nida Chaimoon Anongrit Kangrang Siwa Kaewplang Krit Chaimoon
The Philippines		
P11	Ateneo de Manila University	Charlotte Kendra Gotangco Gonzales Proceso Fernandez, Jr. Joselito Olpoc

P12	Philippine Normal University	Bert J. Tuga Leah Amor Cortez Arlyn Marasigan Darryl Roy Montebon Nelson Garcia Ulmamor Salutin
P13	Malayan Colleges Laguna	Liza B. Patacsil Maria Rhoda R. Austria Raychelle R. Artuz Roel Rodrigo Maria Criselda B. Loyola

Associated partners	
Thailand	
The Thai Chamber of Commerce	www.thaichamber.org
Foundation of Asian Disaster Preparedness Center	www.adpc.net
United Nations Office for Disaster Risk Reduction, Regional Office for Asia and the Pacific	www.undrr.org
The Philippines	
Local Governments for Sustainability (ICLEI – South East Asia)	icleiseas.org
Sri Lanka	
Ministry of Plantation Industry	plantationindustries.gov.lk
National Science Foundation	www.nsf.ac.lk
University Grants Commission	www.ugc.ac.lk
State Ministry of Urban Development	www.cabinetoffice.gov.lk
Green Building Council of Sri Lanka	www.srilankagbc.org
Chamber of Construction Industries	www.ccisrilanka.org
Institution of Engineers Sri Lanka	iesl.lk
Dialog Axiata	www.dialog.lk

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Horizon College of Business & Technology	horizoncampus.edu.lk
Lego International	www.lego.lk
International Center for Sustainable Built Environment	www.icbpvt.com



#	Work Packages and Tasks	Deliverables
WP1	Mapping the Collaborative Landscape (P2, P9)	
1.1	Conducting Document Studies on Collaborative Frameworks	WP1-D1: Partner Country Reports on UECs
1.2	Conducting Social Network Analyses	
1.3	Mapping the Institutional Landscape at Partner Institutions	
1.4	Conducting Market Analyses	
WP2	Institutional Landscape Optimization (P3, P8)	
2.1a	Developing the UEC Relational Framework	WP2-D1: UEC Relational Framework WP2-D2: Policy Briefs WP2-D3: Online and on-site workshops WP2-D4: Policy Dialogues
2.1b	Testing and Re-evaluating the UEC Relational Framework	
2.2a	Preparing Policy Briefs as materials for the Policy Dialogue (Thailand)	
2.2b	Preparing Policy Briefs as materials for the Policy Dialogue (Philippines)	
2.2c	Preparing Policy Briefs as materials for the Policy Dialogue (Sri Lanka)	
2.3	Preparing material and running workshops for the purpose of optimizing the institutional landscape	
2.4a	Policy Dialogue (Thailand)	
2.4b	Policy Dialogue (Philippines)	
2.4c	Policy Dialogue (Sri Lanka)	
WP3	University Enterprise Collaboration Community of Practice (P1, P7)	
3.1	Developing an online platform for UEC	

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3.2	Preparing Material and Running On-Site Training Sessions	WP3-D1: Online Platform for UEC Communities of Practice WP3-D2: Community of Practice On-Site Training WP3-D3: Community of Practice Online Training
3.3	Preparing Material and Running Online Training Sessions	
3.4	Conducting Social Network Analyses (snapshot)	
3.5	Maintaining and Adjusting the Online Platform for UEC	
WP4	Innovation and Enterprise (P2, P11)	
4.1	Carrying out a Corporate Start-Up Lab	WP4-D1: Corporate start-up lab WP4-D2: University Enterprise Engagement Days WP4-D3: Online Training Sessions WP4-D4: Partner Institution Staff Mobility
4.2	Preparing and Running University-Enterprise Engagement Days	
4.3	Promoting Equity and Diversity Within Innovation and Enterprise	
4.4	Preparing Material and Running Online Training Sessions	
4.5	Partner Institution Staff Mobility	
WP5	University Enterprise Collaboration Compass (P4, P6)	
5.1a	Developing the UEC Compass Model and Tool	WP5-D1: UEC Compass Model and Tool WP5-D2: On-Site and Online Training Sessions WP5-D3: Sensitization programme
5.1b	Adjusting the UEC Compass Tool	
5.1c	Applying the UEC Compass Tool	
5.2	Preparing Material and Running On-Site Training Sessions	
5.3	Developing and Applying Sensitization Programme	
5.4	Preparing Material and Running Online Training Sessions	

WP6	Dissemination and Exploitation (P3, P5)	
6.1	Developing a Dissemination and Exploitation Strategy	WP6-D1: Dissemination and Exploitation Strategy WP6-D2: Website and Online presence WP6-D3: Quarterly newsletter WP6-D4: Press-releases WP6-D5: Promotional material WP6-D6: Articles in local trade publications WP6-D7: Sustainability and Continuity Plan WP6-D8: Final Event
6.2	Developing and Maintaining the Project Website	
6.3	Producing Quarterly Newsletters	
6.4	Writing, Coordinating and Releasing Press Releases	
6.5	Producing Marketing Material	
6.6	Writing Articles in Local Trade Publications	
6.7	Keeping an Active Online/Social Media Presence	
6.8a	Drafting a Sustainability and Continuity Plan	
6.8b	Revising the Sustainability and Continuity Plan	
6.9	Holding Final Event	
WP7	Quality Assurance (P4, P12)	
7.1	Establishing Quality Assurance Plan	WP7-D1: Quality Assurance Plan WP7-D2: Ongoing Evaluation Reports WP7-D3: Annual Self-assessment Review
7.2	Setting up Monitoring Mechanisms	
7.3	Conducting Ongoing Evaluations	
7.4	Conducting Annual Review	

WP8	Project Management (P1, P10)	
8.1	General Project Administration	WP8-D1: Consolidated Work Plan WP8-D2: Risk and Continuity Plan WP8-D3: Kick-off Meeting WP8-D4: Management Meetings Minutes WP8-D5: Interim Reports WP8-D6: Final Report
8.2	Financial Administration	
8.3	Establishing a Project Management Plan	
8.4	Establishing a Risk Management Protocol	
8.5	Preparing and Holding Kick-Off Meeting	
8.6	Holding Management Meetings On-Site and Online	
8.7	Compiling Interim and Final Reports	

Attendees, 2 February, 2021

Andrew Carmichael
Champika Liyanage
Charlotte Cotangco
Eugenio Delfino
Darryl Roy Montebon
Dilanthi Amaratunga
Dr K.S.L Gunawardana
Efthymia Koliokosta
Ian Allison
Irene Lil
Stella Kafke
Liza B Patacsil
Maria Criselda B Loyola
Maria Rhodora R Austria
Evangelia Petridou
Phisut Apichayakul
Rachelle R Artuz
Richard Haigh
Roel C Rodrigo
Sorraya Khiewnavawongsa
Sujinda Sriwattana
Sarita Jane Robinson

Jorgen Sparf
N Seelsaen
Ostersund P3112
2 names in Thai language
Guest
Heather Ohly

**The following were in the meeting but left
before the end so are not displayed as
participants;**

Arlynecmarasigan
Nida
Champa Navaratne
Anongrit Kangrang
LAS Cortez
Rukmal Weerasinghe
Anna Olofson
Kinkini
Bong Olpoc
KDN Weerasinghe



Attendees, 3 February, 2021

Andrew Carmichael

Arlyne c marasigan

Bong Olpoc

Chaminda

Champa Navaratne

Champika Liyanage

Charlotte Cotangco

Darryl Roy Montebon

Dilanthi Amaratunga

Irene Lill

KDN Weerasinghe

Kinkini

Liza B Patacsil

Maria Criselda B Loyola

Maria Rhodora R Austria

N Seelsaen

Evangelia Petridou

Orawan Sirisawat Apichayakul

Ostersund P3112

Phisut Apichayakul

Rachelle R Artuz

Ranjith Dissanayake

Richard Haigh

Roel C Rodrigo

Rukmal Weerasinghe

Sarinitip Tantanee

Sorraya Khiewnavawongsa

Stella Kafke

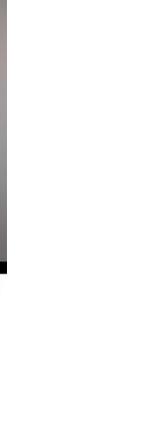
Sujinda Sriwattana

Sarita Jane Robinson

Jorgen Sparf

Udari Gunarathna

Udaya Sathya



Attendees, 4 February, 2021

Andrew Carmichael

Arlyne c marasigan

Bong Olpoc

Chaminda

Champa Navaratne

Champika Liyanage

Charlotte Cotangco

Darryl Roy Montebon

Heather Ohly

Irene Lill

KDN Weerasinghe

KSL Gunawardana

LAS Cortez

Liza B Patacsil

Maria Criselda B Loyola

Maria Rhodora R Austria

N Seelsaen

Evangelia Petridou

Orawan Sirisawat Apichayakul

Ostersund P3112

Phisut Apichayakul

Rachelle R Artuz

Ranjith Dissanayake

Richard Haigh

Roel C Rodrigo

Rukmal Weerasinghe

Sarinitip Tantanee

Sorraya Khiewnavawongsa

Stella Kafke

Sujinda Sriwattana

Sarita Jane Robinson

Jorgen Sparf

Thimandi Gunnangara

Udari Gunarathna

Ulrike Zeshan

Udaya Sathya



Östersund P3112



Champika Lasanthi Liyanage



Champa Navaratne (Guest)



Maria Rhodora R. Austria



Ulrike (Guest)



Heather Ohly <School of Spo...



Rukmal Weerasinghe (Univer...



n.seelsaen



Chaminda (Guest)



Darryl Roy Montebon



Raychelle R. Artuz



Dr. K.S.L. Gunawardana



Phisut Apichayakul



Udaya Sathya (Guest)



Bong Olpoc - ADMU (Guest)



Maria Criselda B. Loyola



Sarita Jane Robinson <School o...



Kendra Gotangco Gonzales (...)



Andrew Carmichael <Lancashir...



Irene Lill



Weerasinghe K.D.N. (Guest)



Sarintip-Tantancee



Thimandi Kannagara 2018



Liza B. Patacsil

Meeting minutes

Meeting: Steering Committee Meeting

Date: 4 February 2021

Meeting location: Online (Teams)

Attendees: Chaminda Bandara, Champa Navaratne, Champika Liyanage, Darryl Roy Montebon, Dilanthi Amaratunga, Irene Lill, Jon Fernandez, KSL Gunawardana, Liza B Patacsil, Nida Seelsaen, Evangelia Petridou, Jörgen Sparf, Stella Kaffke, Raychelle R Artuz, Ranjith Dissanayake, Richard Haigh, Rukmal Weerasinghe, Sarinitip Tantanee, Sujinda Sriwattana, Sarita Jane Robinson

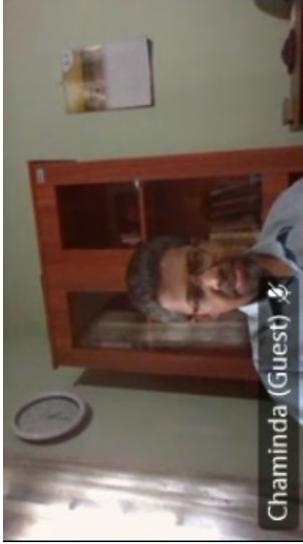
#	Agenda	Discussion	Attention
Welcome			
1.	Welcome from MIUN, meeting agenda, participant photo	Agenda was accepted, no further questions were reported. Champika Liyanage was nominated to review the agenda minutes.	
Governance			
2.	Management Structure	SECRA has a cascading management structure as a response to an earlier review comment. There is an extra decision-making body (an executive board) appointed to add a layer of agility. Normally, decisions are made in the SC.	Management meetings: M2, M6; M10, M11, M15, M19, M22, M27, M31, M34.
3.	Bilateral Partnership Agreement	A draft of the agreement is in the folder for all members to peruse. MIUN has received the first payment. All partners will receive payment in advance up to 50%, second installment after month 21 (40%), final installment after the report is submitted. This is governed by Article 5. MIUN follows the EU template with additions similar to previous projects. Article 6 concerns reporting, which is to be done every 7 th month. A series of annexes will be attached.	All partners have two weeks (February 18, 2021) to review the partnership agreement and clear any questions that they might have with MIUN. The agreement template is available in our shared Dropbox folder.

		<p>Questions:</p> <ul style="list-style-type: none"> • Champa Navaratne raised the issue that Sri Lankan government requires a formulation stating that agreements are subject to the beneficiary country law in addition to the coordinating country from 2021 onwards. Dilanthi Amaratunga noted that things take longer in beneficiary countries and that the EU template is not a document that we would like to change • Nida Seelsaen asked about the financing of an institutional fee. Sarintip Tantanee noted that this is a fee that that partner universities have to absorb themselves. • Darryl Montebon: can the agreement state the substantive benefit of the project? MIUN: that is the narrative in the application. Copyright of project common to all partners, and that is stated in the agreement. • Lasith Gunawardena: are there templates for reporting? Jörgen, they are on Dropbox. MIUN will facilitate the reporting process by organizing meetings with partners within two months preceding the first reporting. • All members agreed that a two-week period after the receipt of the final version of the agreement is sufficient time to return it signed, though Champika Liyanage noted that it may take a bit longer. Partners noted that it is hard to recruit faculty members without the agreement in place. • All partners are encouraged to process the agreements as quickly as possible. By regulation, the partnership agreement has to be in place within 6 months from the beginning of the project, but the sooner the better. 	<p>If no questions remain unresolved after February 18, 2021 MIUN will start issuing the final version for each partner to sign.</p> <p>Champa to send the formulation to MIUN for review by the legal office. MIUN's position is that the agreement will be on equal terms for all partners.</p>
<p>Kickoff Follow-up</p>			

4.	Questions related to WPs	<p>WP1: Ethics issue. According to Swedish law https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2003460-om-etikprovning-av-forskning-som_sfs-2003-460 this project does not have to seek ethical approval. Kendra Kontangco said that ADMU requires that all projects apply to the university's ethics board, even for exception. Champika Liyanage and Sarintip Tantanee will arrange meetings with partners at least once a month for a progress check with the data collection and the drafting of the country report.</p> <p>WP2: HUD's analysis of the timeline is in the Dropbox folder. We will adjust the timeline and add online training according to Dilanthi Amaratunga's suggestions.</p> <p>WP 3 and WP4 will have follow-up meetings later.</p> <p>WP5: Follow-up meeting with Rukmal Weerasinghe and Irene Lill regarding the compass.</p> <p>WP6: Richard Haigh: Lead and co-lead will create a skeleton dissemination strategy for everyone to contribute.</p> <p>WP7 Irene Lill and Darryl Montebon will meet, use GANTT and reconnect with MIUN.</p>	<p>WP1 MIUN to provide the partnership with documentation from the legal office regarding the particulars of the Swedish law. Additionally WPs have to provide research instruments and GDPR compliance documents for documentation and use by all partners.</p> <p>WP2 Added training, timeline adjustment.</p> <p>WP5: MIUN will translate the Swedish compass Beta version and send to WP7 co-leads.</p> <p>WP6 HUD to create skeleton dissemination strategy for partners contribute. MIUN to share template for press releases.</p> <p>WP7: Follow-up meeting in March</p>
5.	WP follow-up-meetings	See above.	
6.	Associated partners meetings	It is important that all associated partners are aware that SECRA has started. Discussion should be initiated with the associated partners about how the project can serve as a mutually beneficial vehicle regarding university-enterprise collaborations.	Country leads (Sri Lanka: USJ, Thailand: NU, Philippines: ADM) to organize a meeting with the associated partners in the respective countries within the first six months of the project.

AOB and Closing			
7.	Next project meeting, UsJ.	<p>Next project meeting is planned in November 2021 physically (if possible) in USJ. Any adjustments on time and place due to the COVID-19 pandemic is to be decided by the steering committee at the latest in mid-August 2021.</p> <p>Lastith Gunawardana: Is it possible to hold the November 2021 meeting outside the university?</p> <p>MIUN: For financial and engagement reasons it would be best to hold meetings on campus to the most part. USJ needs at least three months to prepare.</p>	
8.		<p>Champika Liyanage raised a question regarding the unused funds from the kickoff meeting. Can we use some funds for associated partner meetings?</p>	<p>MIUN to draw up a list of possible items that the unused funds maybe be used for.</p>
9.	Closing		

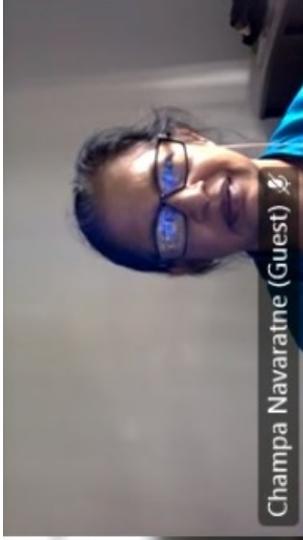
The meeting minutes have been reviewed and confirmed by Jörgen Sparf (Chair), Evangelia Petridou (secretary), and Champika Liyanage (minutes reviewer).



Chaminda (Guest)



Dilanthi Amaratunga



Champa Navaratne (Guest)



Östersund P3112



Richard Haigh



Irene Lill



Darryl Roy Montebon



Liza B. Patacsil



Dr. K.S.L. Gunawardana



Rukmal Weerasinghe (University of Sri...)



Raychelle Artuz (Guest)



Sarintip Tantanee



Champika Lasanthi Liyanage <School of ...



Jon Fernandez (ADMU) (Guest)



n.seelsaen



SUJINDA SRIWATTANA