

Minutes of Meeting: Kick-off meeting ECoHuCy

Time: 27 Feb 2017

Venue: CBSS Secretariat, Stockholm

Participants:

1. Kamrul Hossain
2. Christer Pursiainen
3. Michael Sheehan
4. Sandra Cassotta
5. Mirva Salminen
6. Jacek Paszkowski
7. Nina Jernberg

Decisions needing immediate actions:

Arctic Centre:

1. Kamrul, along with Christer, take initiative to send the application to CBSS so that our project is listed as one of the flagship projects within the framework of CBSS
2. Arctic Centre will send the invitation letter to proposed advisors (Mike's recommendation is missing; Mirva will find someone from Norbotten, Sweden).
3. Mirva is recruited already and will be the contact person along with Kamrul
4. At least TWO Abstracts / (or draft outlines) for scientific articles (**deadline: 15 April 2017**)

Swansea:

1. Mike will recruit a researcher / Assistant starting from the beginning of May, and will let us know
2. Please send at least TWO abstracts / (or draft outlines) of the articles that you will produce. (**deadline: 15 April 2017**)
3. Swansea will organize the next meeting in September 2017.

UiT:

1. Please send at least TWO abstracts / (or draft outlines) of the articles that you will produce. (**deadline: 15 April 2017**)
2. Joining Kamrul to file application to CBSS.

ISDP:

1. Please send at least TWO abstracts / (or draft outlines) of the articles that you will produce. (**deadline: 15 April 2017**)
2. Sandra will also find colleagues to co-write something from her work package where feasible
3. Sandra will organize a project meeting / round table dialogue in Spring 2018.

All Partners:

1. We promised over 10 scientific articles and a book + a synthesis report in our application. We agreed to primarily write 8 articles (2 each partner) and then we produce 2 more, which we will agree during the project phase.
2. All partners will contribute to the synthesis report.
3. Kamrul will in due course write a short book proposal on which all will comment and give their feedback
4. Please help us to include those of the projects doing similar issues so that we can build stronger networks.
5. Steering Committee will meet via skype and then when events are organized.

Next meeting's agenda:

1. Next meeting will be organized in September 2017 in Swansea where all partner will present the primary draft of their first paper.

Reporting:

1. All partners provide info on their activities and outputs to Arctic Centre by the end of each year's January from 2018 onward.

Detailed meeting minutes:

| Agenda | Discussions | Decisions |
|----------------------------|---|---|
| Flagship Project CBSS | <ul style="list-style-type: none"> - CBSS selects projects to be included within its framework of flagship projects. - If our project is included as one of the flagship projects, we will gain visibility at the Baltic Sea / European level. - However, it is not an automatic process – one needs to apply for being designated. - Everyone recognized the importance of being included. - Our project has already met the requirements to be included, but we still need to file an application. | Christer and Kamrul will take the initiative to prepare the application. |
| Networking for the project | <ul style="list-style-type: none"> - It is important to identify the institutions dealing with societal security issues in the Nordic/Baltic region. - In Norway, there are two universities dealing with societal security. - We need to collect the info for cooperation purposes. | Please, send the info of those institutions dealing with human/societal security issues. We at the Arctic Centre will maintain a file where we list all those projects / programs. <ul style="list-style-type: none"> - AC will send info to CBSS for inclusion. |
| Project's advisory board | <ul style="list-style-type: none"> - It is important to have an advisory board for the project. - This requirement is included in our project application. - The concrete tasks of the advisors will be designed in due course. | Agreed advisors: <ol style="list-style-type: none"> 1. Prof. Jarno Limnell (Aalto University) 2. Mr. Jacek Paszkowski (CBSS) |

| | | |
|----------------|---|--|
| | <ul style="list-style-type: none"> - However, primarily they give us advice during the implementation phase of the project. - Max. 5 members could serve well in the advisory board. - Names have been discussed. - So far we have a few names – Sandra and Mike will make sure who to be included from their choice. | <ol style="list-style-type: none"> 3. Prof. Timo Koivurova (Arctic Centre) 4. Mirva was talking about including smb from IT-Norbotten??? 5. Prof. Lars Bo Langsted (Aalborg University) 6. Mike, confirm please? |
| Recruitment | <ul style="list-style-type: none"> - Arctic Centre has already recruited Mirva who will act as the main person in terms of research and coordination from the part of Arctic Centre. When feasible, there will be other possible recruitments. - Sandra will work herself – and will be the main contact point for coordination with ISDP. - Christer will also work himself and serve as the main contact point for UiT. - Mike will employ a Research Assistant from the beginning of May 2017 onwards. - Angelica’s name should be taken off from UiT’s team as she has got a new job. | Partner contact (research and implementation): <ul style="list-style-type: none"> • Mirva (Arctic Centre) • Sandra (ISDP) • Christer (UiT) • Mike primarily but there will be a recruited researcher from May 2017 onwards (Swansea) |
| Research tasks | <ul style="list-style-type: none"> - We committed 10 (when calculating differently the number is 16) articles to be published during the project. - It should be realistic to have 10 articles, though. - We probably could allocate two articles for each of the partners. - We also have to write a synthesis report at the end. - An edited volume with external contributors as well. - HuSArctic theory article might serve as background info. - Abstracts and drafts of articles to be circulated amongst the participants for commenting as part of quality assurance. | <ul style="list-style-type: none"> - Eight articles primarily, but then we produce two additional ones. - From each WP two abstracts will be submitted on the basis of which we prepare the articles. - Kamrul will write a theme for the book and distribute it for comments. All participants should think of people to ask for a contribution. - Each partner will contribute to the synthesis report. - Kamrul will send the theory article written in HuSArctic project to the project participants. |

| | | |
|---|--|---|
| | | <ul style="list-style-type: none"> - Abstracts and drafts of first articles should be circulated amongst the participants before the next project meeting (Sept 2017 in Swansea). |
| Steering committee | <ul style="list-style-type: none"> - Four consortium leaders will be in touch via email. - Whenever necessary they will discuss things via phone or email but also via Skype to agree on certain issues as they appear. | <ul style="list-style-type: none"> - Meeting via phone / email / Skype |
| Contact for EHN for research or field studies | <ul style="list-style-type: none"> - Sandra and Mike need some info from the EHN. - While we all help each other with info and technical support, we also connect with relevant persons. - Mirva would need to stay at UiT for a while for developing the research design and agreeing on practical things before case studies. - Mike might need to stay for a while either at Arctic Centre or in the UiT. - Kamrul and Christer agreed to facilitate in that situation. - Mike might send his research assistant for field studies. Arctic Centre will see how it may coordinate this when field studies are conducted from its part. | <ul style="list-style-type: none"> - Connecting Sandra with Maria Patterson from Luleå UT. - Anna Ollofsson could be an addition too. |
| Website and storing of info | <ul style="list-style-type: none"> - Arctic Centre will maintain a website for the project. - Participants are encouraged to have the project info linked to their institutions' website(s). - Important information – popular articles, blogs, news clips or interviews – to be sent to AC for being put onto the project website. - A Dropbox folder might be of help to share research info. | <ul style="list-style-type: none"> - Mirva should receive info for putting onto the website (please, look at our website and write things in such a format that Mirva can just insert the info without necessarily drafting by herself). - Mirva will also create a Dropbox folder to share documents amongst us in certain categories. |
| Annual reporting | <ul style="list-style-type: none"> - We need to report on progress to the funders on a yearly basis, always at the beginning of March (2018, 2019, 2020). | <ul style="list-style-type: none"> - All partners provide info on their activities and |

| | | |
|--------------------|---|---|
| | <ul style="list-style-type: none"> - Arctic Centre collects and reports annually to the funders prior to which all partners should send in their info. | <p>outputs to Arctic Centre by the end of each year's January.</p> |
| Following meetings | <ul style="list-style-type: none"> - Each partner will host two meetings during the project. - Seminars, workshops and conferences organized/attended by sending in a panel to be discussed further during the project. | <ul style="list-style-type: none"> - Mike and Swansea University will host the next meeting in Sept 2017. - Sandra and ISDP will host a meeting in early 2018. - Kamrul and Arctic Centre will host the mid-term seminar/conference in spring 2018. - Christer and UiT will host a meeting attached to a societal security workshop in Nov 2018. - Kamrul and Arctic Centre will host the final seminar/conference before the end of 2019. - Two intermediate meetings still to be agreed upon. |