

MINUTES OF BSU MEEETINGS HELD AT SUA 6th - 8th FEBRUARY 2012

PRESENT

1. Prof. V.R.M. Muhikambele - Director, DRPGS - SUA
2. Prof. Z. Mattee - Chair, GEP
3. Prof. F.P.Lekule - Member, GEP
4. Dr. Anna Temu - Member, GEP
5. Dr. D. Mushi - Member, GEP & Ag. Local Project Coordinator
6. Daniel Ndyetabula - Member, GEP
7. Prof. Andreas de Neergaard - Member, GEP
8. Prof. Olav Jull Sørensen -Chair , GEP
9. Dr. Torsten R. Berg - Member, GEP
10. Prof. G.C. Kajembe - Chair, BSUEC
11. Dr. Dos santos Silayo - Member, BSUEC
12. Antony Sangeda - Member BSUEC
13. Dr. Sussane L Amsinck - platform coordinator, BSUEC
14. Prof Jørgen E Olesen - BSUEC
15. Dr. S. Mafu - Member, BSUEC

AGENDA

a. Joint meeting between GEP and BSUEC

1. Approval of agenda
2. DANIDA approval process
3. Project coordinator
4. PhD courses
5. TOT course
6. Interviews
7. AOB

b. GEP meeting

8. WP1: PhD education
9. WP2: PhD scholarships
10. WP3: Research collaboration
11. WP4: Knowledge dissemination
12. WP5: WP5: Platform governance and management
13. Wrap- up

a. Joint meeting

1. Approval of agenda

The meeting was officially opened by Prof. Lekule and was followed by self introduction of participants. Prof Muhikambebe, who is the Director of Directorate of Research and Postgraduate Studies (DRPGS) at SUA, participated in day one of the meeting.

2. DANIDA approval status

- It was reported that DANIDA has released the money but it has to go through the collaborating Danish Universities before being sent to universities in the South. It was mentioned that money will be transferred from Denmark to SUA within weeks.
- It was mentioned that it is a requirement that SUA opens a separate account for BSU funds, a process which requires writing a letter to the VC explaining why a separate account is needed. However, it was mentioned that similar to the current system at SUA for managing research grants, KNUST operates with grant account that entails having one accounts for all research grants but assigning each project a particular code. Following the meeting it was suggested and finally confirmed that the money can be transferred to an existing project account at SUA, as long as the BSU platforms can be accounted for separately.
- It was noted that the first phase of BSU will end in 1.5 years time.
- It was also noted that researchers and other stakeholders from institutions collaborating under BSU initiative have not had an opportunity to sit together in one sitting to discuss common issues. It was mentioned that there is a proposal to have a meeting/workshop in Denmark before the end of 2012 to that effect.

Task

- 2.1. SUA to open a separate account for BSU funds
- 2.2. Transfer of money to SUA

3. Project coordinator

- It was agreed to have one project coordinator for the two platforms at SUA: GEP and BSUEC.
- GEP has allocation for paying the coordinator for 6 months while BSUEC has allocation for 3 months annually. As less than 18 months remains of the first project period, a full time position can be paid, covering the time consumption up until this point by this delayed payment. Payment is based on actual average salary for a person in that position. The amount stipulated in the budget is an estimate not the actual salary level.

- It was agreed that D. Mushi will assume the position of the coordinator and an assistant will be employed to help with implementation of routine activities.

Task

3.1. Recruit research assistant to run routine activities for both GEP and BSUEC

4. PhD courses

- It was observed that there are 6 cross-cutting PhD courses and two courses specific to BSUEC
- It was reported that the process of matchmaking individuals from Denmark who have shown interest in teaching the six PhD courses has been done. All the six PhD courses have got experts to offer them. It was agreed to distribute the teaching throughout the year.
- PWG at SUA was asked to comment on the suitability of those who expressed interest to teach the courses before Monday 14th February 2012.
- It was reported that Qualitative Research Method course will also be offered at UDSM for two weeks. It was agreed that efforts should be made for SUA to run the course jointly with UDSM. However, there was a concern on how to fund movements of participants to a common point. As for Prepare PhD project, the project met all the cost and the level of participation was very high. Overall it was agreed to look for ways to support student attend the training.
- It was noted that the current budget has allocation for compensating the Department for SUA staff members involved in PhD course development. The compensation is for two staff months of current salary level of involved staff per PhD course. According to the signed MoU it is not allowed for BSU to pay university staff any extra salary or topping-up. The rule is that except for coordinator salary, all academic salaries in the budget are compensation money to the Department of the involved scientists both in North and South.
- Two ways of identifying relevant academic staff from SUA were pointed out: i) announcing the task publically, ii) go through the inventory of potential members with requisite expertise.
- There was a question who is allowed to participate in the course. It was agreed that PhD students at preliminary stages of their program as well as other staff members should be encouraged to participate. It was further agreed that running a course will require not less than 15 and not more than 25 participants. Participants will be required to prepare project synopsis and submit it to course organizers before they are allowed to participate.

Task

4.1. PWG at SUA to comment of EOI from Denmark

4.2. Consult PWG at UDSM to have a joint run of Qualitative research method course

5. ToT COURSE on PhD Supervision

- Unlike in the Climate and Environment platform (BSUEC), ToT course in PhD Supervision is not planned to be implemented within the framework of Growth and Employment platform, with inputs from Denmark. According to the request from GEP PWG at SUA, GEP has set aside compensation to the Department for two months staff time for SUA member trained by STRAPA to run the course. Overall it was agreed to pool resources for BSUEC and GEP in order to run the course more effectively.

Task

- 5.1. Identify member of academic staff at SUA to run a TOT course
- 5.2. Consult BSUEC on the possibility of pooling resources to run a TOT course jointly

6. PhD interviews

- Interviews for applicants of PhD scholarships under GEP and BSUEC were carried out separately. However, it was agreed that students could be advised on which platform their synopses fitted better.

7. AOB

- It was reported that Aarhus University has allocated 12 scholarships for MSc students coming from BSU collaborating institution from the South. Deadline for application is 29th March 2012. It was agreed to send the announcement to SUA for dissemination to interested students.

Task

- 7.1. Torsten R. Berg to send the announcement to SUA for dissemination to interested students

b. GEP MEETING

8. WP1: PhD education

- Mainstreaming the PhD courses into SUA's curriculum will require approval by the SENATE and should wait until their demand has been established from several runs of such courses on a pilot basis.
- It was noted that the scientific writing course will also be offered in BSUEC whereas the qualitative research method will be offer in UDSM. It was agreed that possibilities of pooling resources and run such courses jointly should be sought.
- It was agreed to run following PhD courses before August 2012: a) Proposal writing, b) Qualitative research method and 3) Experimental design and quantitative data analysis. Subject to the availability of the selected resource persons from North.
- Regarding ToT course on PhD supervision, it was agreed to pool resources from the two platforms at SUA (GEP & BSUEC) from budget items 1.1.3, 1.1.4 and 1.2.2 in order to run the course cost effectively.
- It was agreed to run the ToT course on PhD supervision in August 2012, the first PhD supervision course in September 2012 and the second one in March 2013. Subject to the availability of the selected resource persons from North.

Task

- 8.1. Consult BSUEC to run the scientific writing course jointly
- 8.2. To aim for running the following PhD courses before August 2012: a) Proposal writing, b) Qualitative research method and 3) Experimental design and quantitative data analysis.
- 8.3. To aim for running the ToT course on PhD supervision in August 2012
- 8.4. To run the first PhD supervision course in September 2012 and the second one in March 2013.

9. WP2: PhD scholarships

- It was agreed that students awarded BSU scholarships should register for PhD studies at SUA by 1st April 2012. The students will enroll for PhD by thesis not by coursework. The students should prepare elaborate synopsis, maximum 10 pages, one month after receiving the letter scholarship award. The synopses should also be sent to Danish collaborators.
- It was agreed that the process of identifying Danish co-supervisors will be initiated by 1st April.
- It was noted that although the plan is for PhD students to stay in Denmark for a total of 10 months, budget for the first allows for 5 months only, presumably the other five months will be budgeted in the second phase BSU.

Task

- 9.1. PhD students to prepare elaborate synopses by mid March 2012
- 9.2. PhD students to register officially at SUA by 1st April 2012
- 9.3. Identify Danish co-supervisors by April.
- 9.4. PhD students to go to Denmark from August 2012

10. WP3: Research collaboration

- It was agreed that PWG should send applications for joint research funds to two independent reviewers within the BSU framework, e.g. at other universities.
- It was agreed to run the TOT course on fund raising in March 2013. Subject to the availability of the selected resource persons from North.
- Regarding putting up announcement for funding opportunities and deadlines, it was proposed that the first call should come around July 2012 and the second one in August 2012. However, this activity should be coordinated with other universities and platforms.

Task

- 10.1. To run the TOT course on fund raising in March 2013
- 10.2. First call for proposals for funding collaborative researches in July 2012, the second one in August 2012

11. WP4: knowledge dissemination

- It was proposed to run a training workshop on dissemination of research results to non-academic stakeholders in May 2013.

Task

- 11.1. To run a training workshop on dissemination of research results to non-academic stakeholders in May 2013

12. WP5: Platform governance and management

Discussed jointly with BSUEC

13. Selection of PhD's:

- 13.1. All applicants who had submitted a full application were invited for presentation of their proposal and interview by the PWG committee. 4 candidates were selected and informed – see following point.

13.2. On the selection process the following was noted: 1) The quality of the applicants was not impressive, and the fact that BSU offers national degrees with foreign co-supervision, rather than degrees from foreign universities was seen as the main contributor to that. 2) The proposal of several of the candidates was not clearly central to the GEP theme. Individual feedback will be provided to all selected candidates, in order to move their project closer to the core of the Platform. Better information on the Platform focus should be provided in following application rounds. 3) Departmental affiliation appeared to be a problem for the eligibility of several of the applicants. For future application rounds, it should be made clear which departments at SUA can submit applications to the Platform.

14. Wrap- up

- Confirm PhD awards
 - It was agreed to write letters of Scholarship award to the four awardees under GEP namely: **Gosbert Shausi, John Msinde, Nyamba Siwel and Nicetus Seluhinga**. It was agreed that the letters should contain general comments the quality of the presented proposals and specific one for each presentation.
 - Students will have three months to make a PhD plan together with local supervisors at SUA.
 - PhD students can go to Denmark after August 2012.
- Run through deliverables again
 - Knowledge dissemination course to be run in May 2013 Subject to the availability of the selected resource persons from North.
 - Two calls for collaborative research proposals: one in June 2012, the other one in October 2012
- Crediting PhD courses: by Danish University but may be offered at SUA

Task

- 14.1. to write letters of Scholarship award to the four awardees under GEP
- 14.2. Find out how to credit the PhD courses in a University in Denmark while they are being offered at SUA

Appendix 1.0: Programme for the BSU meetings held at SUA 6 – 8 Feb 2012

DAY	TIME	ACTIVITY	RESPONSIBLE
MONDAY 6TH FEB	9:00	REVIEW OF THE MEETING PROGRAMME	ALL
	10:00	COURTESY CALLS - DRPGS, DVC (ACADEMIC)	PROF MATTEE, PROF KAJEMBE, PROF LEKULE
	10:30	HEALTH BREAK	ALL
	11:00	JOINT MEETING: <ul style="list-style-type: none"> - Status of Danida approval process - Platform coordination and administration - PhD courses (crosscutting vs platform specific) - ToT course in PhD Supervision - PhD scholarships applicants (no. of interviewees: 14 for BSUEC, 9 for GEP), interview procedure and score sheet 	ALL
	12:30	LUNCH BREAK	ALL
	14:00	PLATFORM MEETINGS	Members of GEP and BSUEC
	16:30	HEALTH BREAK AND ADJOURN	Members of GEP and BSUEC
	TUESDAY, 7 TH FEB	9:00	INTERVIEWS
10:30		HEALTH BREAK	Members of GEP and BSUEC
11:00		INTERVIEWS	Members of GEP and BSUEC
12:30		LUNCH BREAK	Members of GEP and BSUEC
13:30		INTERVIEWS	Members of GEP and BSUEC
WEDNESDAY, 8 TH FEB	8:30 - 10:00	RECAP & WRAP-UP	ALL

