

| | |
|---------------------|---|
| Title: | SUNRAISE: Sustainable Natural Resource Use in Arctic and High Mountainous Areas |
| Number: | 586335-EPP-1-2017-1-DE-EPPKA2-CBHE-JP (2017-3138/001-001) |
| Coordinator: | University of Bremen |
| Partners: | UniHB, PLUS, EMU, RSHU, SFU, GASU, ASMP, RUB, JNU, KU, CHEA |

NOTE: All below-mentioned items are decisions by consensus, made during the Kickoff-Meeting in Bremen on 15th – 17th of February 2018. For further items and earlier made decisions please consider the presentations and official documents which can be found on the InMotion Platform for Project Management (IMP-PM). This URL is <http://sakai12.escience.uni-bremen.de>. Every partner can access the platform with their individual account. Partners who still don't have an account, please contact I. Novopashenny (novopashenny@zmml.uni-bremen.de).

Outline

01. Attendees
02. Welcome
03. Project overview and Work packages
04. Presentation of the Partners
05. Financial and Administrative Issues
06. Next meetings - date and place

01. Attendees:

- **Eduard Podgaiskii**, Russian State Hydrometeorological University (RSHU)
- **Elena Kozlova**, Russian State Hydrometeorological University (RSHU)
- **Denis Alexeev**, Russian State Hydrometeorological University (RSHU)
- **Nina Pakharkova**, Siberian Federal University (SFU)
- **Viktar Kireyeu**, Siberian Federal University (SFU)
- **Irina Bezkorovainaia**, Siberian Federal University (SFU)
- **Irina Borisova**, Siberian Federal University (SFU)
- **Natalia Iurkova**, Gorno-Altai State University (GASU)
- **Mariia Sukhova**, Gorno-Altai State University (GASU)
- **Tatjana Yashina**, Altai-Sayan Mountain Partnership (ASMP)
- **Jürgen Breuste**, Paris Lodron University Salzburg (PLUS)
- **Kalev Sepp**, Estonian University of Life Sciences (EMU)
- **Anton Shkaruba**, Estonian University of Life Sciences (EMU)
- **Valdo Kuusemets**, Estonian University of Life Sciences (EMU)
- **Kadri Kask**, Estonian University of Life Sciences (EMU)
- **Om N. Katel**, Royal University of Bhutan (RUB)
- **Prakash C. Tiwari**, Kumaun University (KU)
- **Bhagwati Joshi**, Kumaun University (KU)
- **Satish Chabdra Garkoti**, Jawaharlal Nehru University (JNU)
- **Pawan Kumar Joshi**, Jawaharlal Nehru University (JNU)
- **Pankaj Tewari**, Central Himalayan Environment Association (CHEA)
- **Jun Zhao**, University of Bremen (UNIHB)
- **Igor Novopashenny***, University of Bremen (UNIHB)
- **Holger Auel**, University of Bremen (UNIHB)

*minute taker

02. Welcome

The participants of the meeting were welcomed by Dean of the Faculty Mathematics and Informatics Prof. Dr. Dmitry Feichtner-Kozlov and Project coordinator Dr. Jun Zhao.



After the welcome, the Director of the International Office UniHB Dr. Annette Lang made the presentation of the university, study programs and research activities.

03. Project overview and Work packages

WP1 Preparatory activities.

Anton Shkaruba (EMU) presented the Project overview.

Kalev Sepp (EMU) presented the planned activities for WP1.

The work on the key deliverables had already started, but it still is in delay, because the Grant agreement was signed only in the end of December. So the plan of the deadlines for key deliverables have to be revised.

- Comprehensive end-user survey (delivered by M5) and scans of educational provision (M5) (WG1.1)

SUNRAISE KICKOFF- Meeting
Bremen, Germany
15th – 17th February 2018
Minutes of Meeting

- Terms of references (TORs) for (2) the revision and development of new courses (M6), and development of the PhD training framework (M8) (WG1.2),
- ToRs for the development of the SUNRAISER open education platform (M6) (WG1.3)
- ToRs for SUNRAISE sectoral collaborative platforms (SCPs) (M8) and other organisational and governance arrangements for SUNRAISE development and exploitation (WG1.4)



The partners agreed to work intensively on these issues until the end of the March and set the new deadlines after it, with the big hope that the set deadlines can be kept or only slightly moved. Till the end of February, Kalev Sepp and Natalia Iurkova will prepare questionnaires and suggestions for open-end questions in order to implement the project survey.

WP2: Development of educational materials

Jürgen Breuste (PULS) presented the activities for WP2 and made the suggestions for their realisation.

PULS together with RUB will lead WP2, encompassing the range of activities related to curriculum development and development of learning contents. They will contribute its international research and teaching expertise, and understanding of diverse institutional, socio-economic and biophysical contexts. He presented the SUNRAISE – SURE Summer School in July 2019 in Salzburg



Holger Auel (UNIHB) presented Framework Conditions for the Development of a M.Sc. Programme in Arctic and/or High Mountain Studies.

WP 3: Development of SUNRAISE e-services

Eduard Podgaitsky (RSHU) and Viktor Kireyeu (SFU) presented the activities for WP3

- 3.1 Deployment and implementation of SUNRAISER
- 3.2 Development of eLearning modules
- 3.3 Development of MOOCs
- 3.4 Development of eScience modules for doctoral students
- 3.5 One summer school and 6 on-site seminars for faculty, technicians, and administrators

The activities of this WP will go according the Work plan. SFU started the deployment of SUNRAISER. RSHU showed some examples of eLearning modules, so that the partners can better understand what they have to do during the project time. The partners discussed the platform for the development of MOOCs.



WP4: Development of governance and organisational arrangements

Kalev Sepp (EMU) and Pawan Kumar Joshi (JNU) presented the key deliverables for WP4. The delay of the start of the project will not influence this WP.

- 4.1 Establishment of sectoral collaborative platforms in each PC
- 4.2 Development of arrangements for credit and physical mobility, sharing of experimental facilities, joint MSc & PhD supervision and research collaboration
- 4.3 Six on-site seminars for administrators and stakeholders

WP5: Quality control and monitoring

The Quality Control Matrix (QCM) was introduced by I. Novopashenny (UniHB), which is an online tool and part of project management platform. Additionally the main tools and activities which must be used for the Quality Control were presented. The QCM defines all project activities and the corresponding responsible partners. The project indicators described in the LFM will be used to measure the project progress in a quantifiable way. All outcomes produced by partners will be uploaded in the QCM. This helps the coordinator and the steering group (s. WP7) to monitor the activities and manage the outcomes in the visible form.

WP6: Dissemination and exploitation of results

Kalev Sepp (EMU) and Tatjana Yashina (ASMP) presented the key deliverables for WP6.

- 6.1 Development and maintenance of SUNRAISE www portal, social media accounts and promotion plan
- 6.2 Development of SUNRAISE detailed business plan
- 6.3 Organisation of 2 SUNRAISE business-academy conferences
- 6.4 Running of collaborative sectoral platforms
- 6.5 Implementation of SUNRAISE curricula and research training



The dissemination activities have already started right from the beginning of the project. The universities in Partner countries had organized information Workshops to inform the University staff and students, as well as stakeholders about the project, its aims and objectives. The form of the reporting on such events was discussed and accepted. The partners have to provide the reports according to the templates until 14.03. 2018

The Website of the project was set in January 2018 and is online (s. <http://sunraise.sfu-kras.ru/>); all the partners commit to update its contents, and they will receive login info to make updates.

The SUNRAISE Facebook community <https://www.facebook.com/groups/SUNRAISER/> was established in October 2017, it already has over 40 members, and so far receives sufficient support from the partnership.

The Partners discussed and accepted the Webpage structure and design.

WP7: Management of the project

The presentation about the Project Managing and Reporting was done. The partners got acquainted with the Project Management Platform (PMP) and the tools which can be used in it (Work plan, Schedule,

Resources, Announcements, etc.). All available Information (guidelines, lists of supporting documents, templates for the reporting, etc.) are available in the platform and can be used by all partners. The partners are informed that the issues concerning reporting are available there and the templates can be downloaded from the PMP

Partners agreed on setting up a supervising Steering Group, consisting of the WP Leaders and Project coordinators:

- **Natalia Iurkova**, Gorno-Altai State University (GASU)
- **Om N. Katel**, Royal University of Bhutan (RUB)
- **Eduard Podgaiskii**, Russian State Hydrometeorological University (RSHU)
- **Pawan Kumar Joshi**, Jawaharlal Nehru University (JNU)
- **Viktar Kireyeu**, Federal State Autonomous Institution for Higher Education (SFU)
- **Kalev Sepp**, Estonian University of Life Sciences (EMU)
- **Igor Novopashenny**, University of Bremen (UNIHB)
- **Jun Zhao**, University of Bremen (UNIHB)

The Steering Group monitors the strategic issues of the project and ensures to maximise project benefits by coordinating main activities of the project and review progress and quality control of results. The steering group will have regular online meetings.

04. Presentation of the Partners

All Partners made presentations of their Institutions and departments that will be involved in the project. They introduced relevant for the project studies and spoke about their role in the project.

05. Reporting, Financial and Administrative Issues

The partner agreements signed by Coordinator were granted to the partner representatives. The 1st payment to the partners will be done in the next week. For the partners, who didn't deliver the partner agreement documents with all necessary documents (RSHU, KU, RUB) the payment will be done after the coordinator get the documents.

Igor Novopashenny (UNIHB) made a presentation on the Financial Issues (using Presentations from the Grant Holders Meeting in Brussels and Guidelines for the Use of the grant).

The partners were informed about 6 month Reporting periods and the obligatory financial documents for reporting. For the calculation of the actual costs for equipment the partners have to apply the

The partners were informed about the rules for the grant implementation and the usage of the guidelines.

All the guidelines and forms for the reporting are uploaded in PMP. The special report-templates will be send by the coordinator to all partners in the end of the March 2018.

06. Next meetings - date and place

The partners agreed on the dates for the next meetings:

- Russia's start up seminar 12th -13th March 2018 in RSHU (St.Petersburg, Russia)
- India's/Bhutan's start-up seminar May 2018 at JNU (New Dehli, India); options for a content development seminar in October 2018 at Kumaun University are discussed. The exact dates will be set later in March 2018
- Meeting during the Summer school in July (Gorno Alaysk , Russia). The exact date will be set in May 2018

SUNRAISE KICKOFF- Meeting **Bremen, Germany** **15th – 17th February 2018** **Minutes of Meeting**

- Meeting to develop the Arctic content development Agenda in S.-Petersburg in September 2018. The exact date will be set in May 2018
- The options to move IT training to S.-Petersburg (September 2018) to Salzburg (summer 2019) are considered.

