

8TH MEETING OF THE BOARD OF CPRsouth

7 SEPTEMBER 2013

MYSORE, INDIA

MEETING MINUTES

Summary of decisions made and follow-up actions required

Agenda Item	Board paper	Outcome
1. Apologies; introductions of observers		Information only
2. Confirmation of the minutes of 7th meeting and tabling of decisions taken by circulation		Confirmed
3. Covering approval for change in Policy Briefs judge	Board paper 2013.1	Approved
4. Report on effects of Registration fee charged from CPRsouth Young Scholars and Paper presenter and funding rule on airfare	Board paper 2013.2	Information only
5. Travel and accommodation costs of Board members at CPRsouth8	Board paper 2013.3	Information only
6. Consideration and approval of audited accounts of CPRsouth7	Board paper 2013.4	Approved
7. Report from the financial sub-committee, presented by Payal Malik, including in-kind and other contributions to CPRsouth8		Information only
8. CPRsouth board member reviewing of paper proposals and full papers	Board paper 2013.5	Approved and decision made
9. Approval of procedures for filling Board vacancies in 2014	Board paper 2013.6	Approved
10. CPRsouth8 performance indicators		Information only
11. Proposal to organize CPRsouth9 as part of a LIRNEasia research proposal (Board Paper 7)	Board paper 2013.7	Approved and a decision by circulation to follow
12. Any other business		Information and decisions

PRESENT:

Ang Peng Hwa, Ashok Jhunjunwala, Koesmarihati Sugondo, Masatsugu Tsuji, Myeong-Cheol Park, Payal Malik, Rajendra Kumar, Reg Coutts, Rohan Samarajiva, Supriya Singh

REGRETS:

Aslam Hayat, Emmanuel C. Lallana, Pirongrong Ramasoota, Shi-Ji Gao, Yuntsai Chou, Wangay Dorji, Zhong Liu

OBSERVERS:

Abiodun Jagun, Alison Gillwald, Ambika Sharma, Ben Akoh, Helani Galpaya, Jean Paul Simon, Marcio Iorio Aranha, Prashanthi Weragoda, Ranmalee Gamage, Sujata Gamage, Suma Prashant

OPENING REMARKS

The Chair welcomed the Board members of CPRsouth and observers to the 8th Board meeting

ITEM 1

Apologies; introductions of observers

Apologies were made on behalf of the Board members who were unable to be present and observers were introduced.

Status: information only

ITEM 2

Confirmation of the minutes of 7th meeting and tabling of decisions taken by circulation

Minutes of the seventh Board Meeting were previously circulated. The minutes were confirmed. The Board Resolutions by Circulation 2012.6 to 8 and 2013.1 to 2013.2 were tabled.

Status: confirmed

ITEM 3

Covering approval for change in Policy Briefs judge (Board paper 2013.1)

Dues to previous commitments Yuntsai Chou, who was nominated as the policy brief judge in the decision by circulation 2013.3, was unable to serve as the policy brief judge at the conference. Therefore the administrative partner requested Payal Malik, located in New Delhi, to substitute as the judge of the policy-brief competition.

Status: approved

ITEM 4

Report on effects of Registration fee charged from CPRsouth Young Scholars and Paper presenter and funding rule on airfare (Board paper 2013.2)

The board paper showed that the total amount raised was USD 5,150. This included registration fee paid by young scholars USD 1,650, registration fee paid by paper presenters USD 2,600 and fee paid by participants

who came as paid young scholars, USD 900. Rohan Samarajiva mentioned that this conference had the lowest number of paper-proposal submissions.

Status: Information only

ITEM 5

Travel and accommodation costs of Board members at CPRsouth8 (Board paper 2013.3)

The Board paper presented the costs of travel and accommodation incurred for each Board member for CPRsouth8. Total cost was reported as USD 8,415, where the actual cost was USD 6,050 and imputed cost was USD 2,365. However Prashanthi Weragoda noted that Payal Malik's airfare was actually half of what was reported (USD 185) bringing down the reported total cost.

Status : information only

ITEM 6

Consideration and approval of audited accounts of CPRsouth7 (Board paper 2012.4)

The audited accounts were presented to the Board. The overall budgeted amount for CPRsouth7 conference, Board Meeting and Tutorials for Young Scholars was USD 120,225. The funds came from IDRC and Young scholar, paper presenter registration fees. The total cost amounted to USD 100,699.30. Total cost was to finance 15 young scholars from 12 countries, 13 paper presenters from 10 countries as well as Board members and resource personnel. The remainder of the unutilized funds amounting to USD 19,525.70 from CPRsouth7 had been notified to IDRC.

It was noted that the CPRsouth7 was a small conference and the number of participants was half that of previous years. However the destination was not in Asia and hence the airfare was high. The fact that the administrative partner worked hard to contain the costs, via emails and telephone calls, was noted.

Wijeyeratne & Company, Chartered Accountants, were re-appointed as auditors for CPRsouth.

Status: approved.

ITEM 7

Report of the financial sub-committee, presented by Payal Malik, including in-kind and other contributions to CPRsouth8

Payal Malik gave a brief description of the proceedings at the financial committee meeting held on 6 September 2013. The total funds available were USD 108,320. Out of that IDRC funded USD 78,240, that was to be used for the main event and Ford foundation funded USD 24,930 to be used as meals during the event (if it was not utilised the funds should be re-directed to Ford). The amount also includes USD 5,150 collected as registration fee. The expenditure was reported as USD 54,930.

The committee has discussed ways to make the conference more attractive and Supriya Singh volunteered to take a look and improve the current call for paper proposal.

Payal also mentioned that the committee agreed that the financing for the next conference will be based on the funds that CPRsouth will receive in the future. The board was also informed that CPRsouth9 would be organized as a part of LIRNEasia research project.

Status: information only

ITEM 8

CPRsouth board member reviewing of paper proposals and full papers (Board paper 2012.5)

As part of the conference paper selection process board members were requested to review and select the paper proposals and from that the papers that are presented in the conference. However due to various reasons, some board members were not able to submit the scores on time and thereby delayed the process. The chair reminded the board members of the importance of this task and requested that they inform the admin partner of any delay or incapability to complete the task by due dates. Rohan Samarajiva said that the admin partner will share the conference paper selection process schedule in future; hence the board members can make time in their schedules.

Status: approved and decision made

ITEM 9

Approval of procedures for filling Board vacancies in 2014 (Board paper 2012.6)

The Charter states that the Board shall convert itself into a nominating committee. It is proposed that this be done for the period October 1, 2013 to December 31, 2013. The chair stressed on the importance of nominating new board members and the fact that being a CPRsouth board member is not just a honour position but it requires time and effort to be spent on CPRsouth fund raising and other conference related matters such as reviewing paper proposals and full papers; that ensures better quality papers in future conferences. It is imperative that board members encourage paper submissions.

Rohan Samarajiva informed the board that the current board consists of both academic and industry members. Board members who represent industry could work on fund raising and at the same time do more academic tasks such as reviewing papers, taking Rajendra Kumar, who is a reflective practitioner, as an example.

Status: approved.

ITEM 10

CPRsouth8 performance indicators

Rohan Samarajiva presented the CPRsouth8 performance indicators. In summary it showed that CPRsouth has had 149 paper givers; of that less than 18 per cent are students located outside the region. However as of late due to airfare and accommodation funding rules, only Asian Pacific scholars are being funded thus reducing the participation of those from outside the region. The CPRsouth community is fairly a youthful group; on average, paper givers are 35 years old and young scholars 29 years old.

Sujata Gamage was invited to present the data that was found in knowledge mapping exercise conducted in 2012. She measured the connectedness and networks in CPRsouth, EuroCPR and TPRC. It showed that CPRsouth connectedness is high in comparison to EuroCPR. In EuroCPR the clusters are fragmented whereas TPRC is one big cluster.

Rajendra Kumar suggested that the list of key words for call for proposal should include the word *services* and this will induce more paper proposal applicants.

Status: information only

ITEM 11

Proposal to organize CPRsouth9 as part of a LIRNEasia research proposal (Board Paper 7)

The board paper briefly explained the theory behind systematic review, LIRNEasia's involvement in the field and how CPRsouth9 would be funded by the Systematic review proposal submitted by LIRNEasia. The paper sought the below decisions to be approved by the board.

1. Approve the organization of CPRsouth9 in a manner that gives center stage to the Systematic Reviews done under the project, including panel discussions by experts and invitees on the pros and cons of the method.
2. Approve the conduct of the tutorials in the form of a training course in Systematic Review.
3. Conditionally approve holding CPRsouth9 in South Africa as a joint conference in the event Research ICT Africa receives funding; if not, the conference will be held in Thailand or Sri Lanka.

Alison Gillwald inquired if the tutorials will only be in Systematic Review to which Rohan Samarajiva affirmed that the said funding can be utilised only for a systematic-review training.

Supriya Singh inquired if all the papers were on systematic reviews to which Rohan replied that the conference will have papers related to communication policy research similar to previous years while systematic reviews would have privileged entry.

Helani Galpaya, CEO of LIRNEasia informed the board that LIRNEasia has received funding to conduct multiple systematic reviews and they would carry on with the project irrespective of CPRsouth decision to hold the CPRsouth9 conference focused on systematic reviews.

The chair recognized that systematic review as a good opportunity and the board agreed and approved to have the CPRsouth9 conference as part of LIRNEasia research proposal for Systematic review. With respect to location, Johannesburg South Africa, Bali Indonesia and Sri Lanka were proposed as possible locations and with preferences in that order. The locations will be decided at a later stage.

Status: approved and a decision by circulation to follow

ITEM 12

Any other business

- a) Rohan Samarajiva disclosed the low number of applications submitted as paper proposals this year. He requested the board to be more active and work on to encourage junior to mid-level scholars from their respective countries/institutions to submit more paper proposals.
- b) The Call for paper proposals and young scholar awards will be circulated among the board prior to the wide circulation reference on. The board members will go through the text and inform the administrative partner of any changes. Also the time line in reference to CPRsouth9 activities will be shared with the board members.
- c) Supriya Singh mentioned that it would be good to have interns in places such as IIT Madras and get guidance from board members.
- d) Ashok Jhunjunwala stated that the joint CPRsouth and CPRafrica conference was fruitful and if Alison Gillwald agrees, to continue it. Alison informed that CPRafrica does not have a board and it depends



only on the funding situation. Rohan Samarajiva said that the CPRsouth board can accommodate African board members if Alison agrees. Ashok Jhunhunwala expressed his willingness to step down from the chair if needed so a board member from Africa could become Chair.

Status: information and decisions

There being no other business the meeting was adjourned.