

## The 3<sup>rd</sup> Annual Board Meeting of the e-ASIA JRP

### ■ Decisions to be formally approved with the Minutes of the 3<sup>rd</sup> Annual Board Meeting:

1. Each Member Organization should be represented by one Board Member.
2. There should be only one voting right per country no matter how many Member Organizations are from that country.
3. The Annual Board Meeting should have two parts, a “discussion session” and a “voting session”.
4. All the Member Organizations from one country may collectively decide which of them will serve as the voting Board Member at each Board Meeting.
5. Do not add “project management” among the responsibilities of the Scientific Advisory Council (the “SAC”).
6. Invite the Member Organizations to consider participating in any of the five fields of cooperation in order to launch more calls for proposals.
7. Promote activities that will foster young talents and early career researchers in the region.
8. Request the “lead” Principal Investigator (“PI”) to submit a Progress Report as well as a Final Report.
9. Promote interaction among researchers.
10. Consider establishing a “Mobility Scheme”.
11. Revise the existing “Infectious Diseases” field of cooperation to

“Health Research”, and put “Infectious Diseases” and “Cancer Research” as prioritized areas in this new field.

12. Welcome collaboration with Bangladesh, Sri Lanka and Mongolia.
13. Progress Reports shall be shared or reviewed only by “funding” Member Organizations and not by all the Board Members for evaluation, while Final Reports (or their abstracts) shall be shared or reviewed by all the Member Organizations.
14. In order for the Board to be able to understand the progress of each ongoing project, the Board Members from “funding” Member Organizations of that project shall report the progress of each project at the Annual Board Meeting.
15. Progress reports should also be reviewed and discussed by the SAC.
16. All the Member Organizations as well as the SAC members need to conclude a “General” Non-Disclosure Agreement.
17. Apply the following criteria in evaluating projects.
  - (i) Relevance of the Research
  - (ii) Mutual Benefits of the Joint Research
  - (iii) Effectiveness of Exchange
18. Define “participating Member Organizations” as the Member Organizations which intend to be involved in all phases of a call for proposals and subsequent selection.
19. There are three types of funding modality as follows and each participating Member Organization needs to mention these funding modalities at the beginning of the text of the call:
  - (i) New
  - (ii) Re-budgeting

(iii) In-kind

20. “In-kind” support may come from public sources, foundations or non-profit organizations only.
21. PIs participating in a project on an “in-kind” basis need to notify the funding agency (i.e. his/her funding source) that he/she will reallocate their budget for the e-ASIA project, and to obtain a “letter of consent” from those agencies.
22. The Member Organizations that accept only “in-kind” proposals are still required to evaluate those proposals.
23. Do not accept changes to the combination of participating countries or the funding modality of each research team as modifications to pre-proposals for submission as full-proposals. Regarding change of PIs, it should be clearly stated in the call guideline that “any change of the PI may require additional review.”
24. Not only to promote state-of-the-art projects, but also to put more focus on requirements from society.
25. Promote industry engagement in the Program.
26. Enhance public relations activities.
27. Do not separate calls for proposals into “Normal” and “Flexible” types.

■ Further Action Required by the Program Secretariat:

1. Make a draft revision of the Program Statute.
2. Revise the current Terms of Reference of the SAC.

3. Collect information on each Member Organization's minimum requirements to start funding, including requirements regarding IP, and prepare a template of an agreement.
4. Regarding "Infectious Diseases" flexible call, take prompt action in getting the necessary information from the Member Organizations and coordinate further selection of other projects.
5. Collect information on each Member Organization's budget cycle, etc to consider good timing for launching the call for proposals.
6. Collect information on each Member Organization's mobility scheme, conference, etc.
7. Consult the SAC about: (1) dividing the field of "Biomass and Plant Science" into "Alternative Energy" and "Food Security" or "Agricultural Science", etc.; (2) establishing "Marine Environment Conservation" as a new field of cooperation, while also considering other potentially more appropriate names such as "Environment", "Climate Change" or "Marine Diversity Conservation"; (3) renaming "Disaster Prevention" to "Disaster Risk Reduction and Management".
8. Consult the SAC about justifying the choice of Bangladesh, Sri Lanka and Mongolia as new partners and contact public funding organizations in these countries.
9. Prepare draft "General" Non-Disclosure Agreement.
10. Prepare draft format of Progress and Final reports.
11. Consult the SAC about confirming the evaluation criteria.
12. Consult the SAC about the specific fields to focus on. At the

same time, ask each Member Organization to consult their local committees, advisory boards and councils.

13. Enhance public relations activities to increase the public profile of the Program.
14. Fix the way of project management and apply it after the Board's approval.

(For Reference)

■ Matters already approved at the 3<sup>rd</sup> Annual Board Meeting:

1. The 2<sup>nd</sup> Annual Activity Report
2. One project from “Functional Materials” Call
3. One project from flexible “Infectious Diseases” Call
4. Workshop on “Intelligent Infrastructure” in Tokyo, Japan
5. Next host of the Annual Board Meeting (Malaysia or Myanmar)