

Confirmed Outcomes of the IARU Senior Officers' Meeting July 2020

As a follow-up meeting of the Presidents' Hotline held in June, the Senior Offices' Meetings were held online four times in the second week of July on a regional basis. Senior Officers discussed potential collaboration to offer educational opportunities to students online, and to share information concerning their institution's online education and campus reopening.

Session 1. Key takeaways from the Presidents Hotline

As a response to the key takeaways from the Presidents Hotline, Kiichi Fujiwara (UTokyo) shared information on collaborative online education initiatives that UTokyo was taking, and some new potential projects were suggested by PKU, ANU and NUS. The Senior Officers showed their interest in exploring methods to provide various international experiences to students that are feasible under the existing system. The following initiatives will be further explored as pilot projects.

New Online Joint-education Programs

- East Asia and the World under the Pandemic (PKU- UTokyo, classes are planned to be offered in September*)
*Draft syllabus can be found in **Appendix 1**.
- Gerontology studies (Copenhagen-UTokyo, under consideration)
- Sustainability (ETH Zurich-UTokyo, under consideration)

Other International Experiences

- Virtual Museum Tour (suggested by PKU)
- Virtual Competition (suggested by PKU)
- NUS Coursework for non-graduating students (accepting undergraduate students who are Singapore Citizens or Permanent Residents and studying at other institutions as non-graduating students)
- Collaboration at ANU Study center in Shanghai (suggested by ANU)

Also, Senior Officers agreed to continue to share information and experiences regarding online education and campus reopening. The information provided will be uploaded on the Secretariat Box folder (<https://app.box.com/s/ra8u7wwqfldcu6tt5mhxwpizbkaodgcv>) accordingly.

Session 2. Funding for IARU initiatives

New Budget Request Process (UTokyo)

Masaki Kato (IARU Secretariat) reported about the introduction of new budget request form for IARU initiatives which was updated based on the Senior Officers' feedbacks. This was a proposal initially raised by Chair Gonokami at SOM 2019 to promote the activities of the initiatives. The new request form was created aiming to facilitate the process by making the budget allocation system visible and also making it easier to share good practices. The Senior Officers have agreed to start using the new form from 2020. The new form, guidelines, and writing samples can be found in **Appendix 2**.

Possibility of flexible implementation of IARU funding approved for initiatives' activities in 2020

The Secretariat learned that many IARU initiatives decided to cancel, postpone, or find alternative ways for their projects in 2020 due to travel restrictions under COVID-19. Masaki Kato (IARU Secretariat) proposed that initiatives to be allowed to carryover their 2020 funding while also encouraging them to explore possibilities of conducting joint activities online or in other ways that may be appropriate this year. In the case of the latter, Senior Officers may allow initiatives to use the funding in a way different than they initially proposed.

All Senior Officers agreed with this proposal, and it was further suggested that funding for new initiatives in relation to COVID-19 should also be welcomed. It was also pointed out that even after the COVID-19 pandemic is over, online activities should be considered as an effective way to enhance collaboration that can also save travel time and reduce CO₂ emission.

[Note]

Although budget for additional activities and new projects for FY2020 is not secured at this point, the balance carried over from previous terms (more than USD 200,000) could be used to cover them.

Session 3. Structure of the IARU meetings

As an additional agenda, the format of future IARU Presidents' and Senior Officers' meetings was discussed during the third and fourth meetings based on ETH Zurich suggestion. A similar topic was tabled in SOM 2019, where Senior Officers discussed the possibility of holding the PM and SOM concurrently. At that time, the discussion point was how to achieve more efficiency and less carbon emissions. This included reconsidering the traditional way of holding an annual meeting of Presidents and Senior Officers separately. This year the COVID-19 pandemic suddenly forced the IARU PM and SOM meetings to move to online and it is expected that online meetings will continue to be an important way of maintaining the ties between the member universities until the pandemic situation is over.

One Senior Officer raised a concern that since online meetings are divided into groups due to the time differences, it may induce division among groups. Practical solutions may include mixing and matching different members every time or making an effort to accommodate all members to participate in one meeting by adjusting the time and limiting the length of the meeting as short as possible. It was also pointed out that although many business matters can be discussed online, face-to-face meetings would eventually be necessary to maintain a trusting relationship in the long term.

The structure of IARU meetings will continue to be discussed.

Finally, Kiichi Fujiwara (UTokyo) requested that the Senior Officers keep their schedule open on 29th and 30th of October 2020, which were the original dates for the SOM 2020 in Oxford. Online meetings will be scheduled to take place instead of a face-to face meeting.

Appendix 1. Draft Syllabus of the "East Asia and the World under the Pandemic"

2020-21 Fall Semester Online Joint-Curriculum on "East Asia and the World under the Pandemic," East Asian Academy for New Liberal Arts at UTokyo and PKU

Organizers

Joint Program of East Asian Studies at the University of Tokyo and Peking University

Purpose of the Course

As the worldwide spread of the pandemic of COVID-19 has been changing people's ways of life, we, standing on respective positions while sharing the same situation, through this course aim to proceed on inter-disciplinary explorations into various effects in terms of human civilization, society, history, and natural environment resulted from the pandemic event. The course is part of the joint program of East Asian Studies coordinated between the University of Tokyo (UTokyo) and Peking University (PKU). Besides the undergraduate students from the two universities, East Asian Academy for New Liberal Arts (EAA) as the host will also welcome the enrollment of undergraduate students from Australian National University (ANU), New York University (NYU), and the members of International Alliance of Research Universities (IARU).

Period

15 weeks from September 2020 to January 2021. Concrete arrangements will depend on the negotiation between UTokyo and PKU according to respective schedules.

Credits and Evaluations

Open to different policies of the participating universities

Form of Teaching

Online course. The working language is English. The organizers will host short-term academic exchanges after the end of the semester if the current pandemic is under control and international travel resumes.

Numbers of Enrollment and the Way of Enrollment

Open to different concerns of the participating universities. Approximate estimation: 20 students from Utokyo and PKU, respectively; 20 students from ANU and NYU; 40 students from IARU members. Around 100 students in total. Auditing is not limited, while for the possible short-term exchange the enrolled students will be given priority.

Instructors

2 or more instructors from UTokyo and PKU, respectively; 2 instructors from ANU and NYU. Every instructor will be responsible for 2 sessions (1 session per week; 105 minutes for 1 session).

Appendix 2. New Budget Request Process



Funding Request Form

Please fill in the following form to make a funding request.

Project Name/Year:

Total Requested Amount & Breakdowns:

Item	Amount
Item 1	USD
Item 2	USD
Item 3	USD
Total Requested Amount	USD

*Please note that it is required to report how the approved funding is actually used and the outcomes later in the annual status report.

Other Financial Resources (if applicable):

Participants List (Please specify the lead by adding “Lead” next to the name):

University	Title/Position	Name
ANU		
ETH Zurich		
NUS		
PKU		
Berkeley		
Cambridge		
UCT		
Copenhagen		
Oxford		
UTokyo		
Yale		

*The list does not need to be complete in case not all participants are confirmed yet.

Details of the Project (background, purpose, expected outcomes, schedule, project’s continuity, etc.):

Guide to complete the “Funding Request Form”

This “Funding Request Form” aims to facilitate the budget request process by making the budget allocation system visible and also making it easier to share good practices. Typically (up until 2020) funding requests were included in the status report of each working groups, but now it would be helpful if all working groups would use the form separately to make a financial request.

The form aims to support the Presidents’ and Senior Officers’ leadership, and make sure that the necessary financial support will be provided based on the working groups’ needs with increased flexibility. By sharing the good practices of budget requests, IARU can encourage new proposals from a wider variety of fields, including staff exchange, outreach activities, and cooperative education. In addition, this new request form opens doors for working groups to request a larger amount than traditionally requested¹, provided that they can explain the impact and adequacy of the funding in achieving their goals.

Project Name/Year:

Please state the name of the project and the year in which the project will be carried out. If the project is designed to continue for two years or more, please mention it here and in the following sections as well.

Total Requested Amount & Breakdowns:

Please give a detailed breakdown of the budget². Refer to “samples” as well.

Other Financial Resources (if applicable):

If applicable, please mention other financial sources (cash/in-kind commitments) that have already been allocated or are under the review process by each institution, IARU, or external organizations to support this project. This information will help IARU leaderships to understand the overall budget scale of the project and assess the impact of the IARU funding in achieving the goals of the project.

Participants List (Please specify the lead by adding “Lead” next to the name):

Please list the names, job title, and affiliation of all members who will take part in the proposed project. Also, please specify who will be taking the lead. The list does not need to be complete in case not all participants are confirmed yet.

Details of the Project (background, purpose, expected outcomes, schedule, project’s continuity, etc.):

Please give detailed explanation of the project. In addition to the basic information including background, purpose and expected outcomes, etc., the following points will be helpful so that the IARU leaderships can understand the significance of the project.

- How would the project add value to the IARU community as a whole and achieve the missions described in the Principles of IARU?
- (If applicable) How do you envision this project to evolve in the next 2-3 years?

¹ The typical amount requested each year to hold annual meetings have been USD 6,000 – 10,000. A typical budget request for the operation and holding meetings for the various working groups have been USD 20,000 – 30,000 per annum.

² Please note that it is required to report how the approved funding is actually used and the outcomes later in the annual status report.

Funding Request Form

Project Name/Year:

Annual Conference at XX in 20XX

Total Requested Amount & Breakdowns:

Item	Amount
Conference fee	USD 8,000
Total Requested Amount	USD 8,000

*Please note that it is required to report how the approved funding is actually used and the outcomes later in the annual status report.

Other Financial Resources (if applicable):

N/A

Participants List (Please specify the lead by adding “Lead” next to the name):

University	Title/Position	Name
ANU	Director, XX	XX XX
ETH Zurich	Senior XX Officer	XX XX
NUS	Chief XX Officer	XX XX
PKU	Professor of XX, Vice Director, XX	XX XX
Berkeley	Director for XX	XX XX
Cambridge	Head of XX	XX XX (Lead)
UCT	Senior Specialist of XX	XX XX
Copenhagen	Managing Director, XX	XX XX
Oxford	Senior XX Officer	XX XX
UTokyo	Deputy Director of XX	XX XX
Yale	Associate Vice President for XX	XX XX

*The list does not need to be complete in case not all participants are confirmed yet.

Details of the Project (background, purpose, expected outcomes, schedule, project’s continuity, etc.):

Funding Request Form

Project Name/Year:

Publication of XX projects / 20XX

Total Requested Amount & Breakdowns:

Item	Amount
Support to hold XX event at XX University	USD 6,000
Design of XX guidebook	USD 3,000
Wages for student fellow to manage XX	USD 3,000
Total Requested Amount	USD 12,000

*Please note that it is required to report how the approved funding is actually used and the outcomes later in the annual status report.

Other Financial Resources (if applicable):

USD 15,000 from XX University for faculty and staff travel (already allocated)

Participants List (Please specify the lead by adding “Lead” next to the name):

University	Title/Position	Name
ANU	Director, XX	XX XX
ETH Zurich	Senior XX Officer	XX XX
NUS	Chief XX Officer	XX XX
PKU	Professor of XX, Vice Director, XX	XX XX
Berkeley	Director for XX	XX XX
Cambridge	Head of XX	XX XX
UCT	Senior Specialist of XX	XX XX
Copenhagen	Managing Director, XX	XX XX
Oxford	Senior XX Officer	XX XX
UTokyo	Deputy Director of XX	XX XX
Yale	Associate Vice President for XX	XX XX (Lead)

*The list does not need to be complete in case not all participants are confirmed yet.

Details of the Project (background, purpose, expected outcomes, schedule, project’s continuity, etc.):

Funding Request Form

Project Name/Year:

Joint summer course in 20XX

Total Requested Amount & Breakdowns:

Item	Amount
Development of XX system	USD 4,000
Preliminary meeting of committee members	USD 7,000
Invitation of speakers	USD 3,500
Total Requested Amount	USD 14,500

*Please note that it is required to report how the approved funding is actually used and the outcomes later in the annual status report.

Other Financial Resources (if applicable):

USD 5,000 from XX University for faculty and staff travel (under review)

USD 20,000 from XX Foundation for student travel support (already allocated)

Participants List (Please specify the lead by adding “Lead” next to the name):

University	Title/Position	Name
ANU	Director, XX	XX XX
ETH Zurich	Senior XX Officer	XX XX (Lead)
NUS	Chief XX Officer	XX XX
PKU	Professor of XX, Vice Director, XX	XX XX
Berkeley	Director for XX	XX XX
Cambridge	Head of XX	XX XX
UCT	Senior Specialist of XX	XX XX
Copenhagen	Managing Director, XX	XX XX
Oxford	Senior XX Officer	XX XX
UTokyo	Deputy Director of XX	XX XX (Lead)
Yale	Associate Vice President for XX	XX XX

*The list does not need to be complete in case not all participants are confirmed yet.

Details of the Project (background, purpose, expected outcomes, schedule, project’s continuity, etc.):