

Guidelines for establishing a new Thematic Network

When you plan a new Thematic Network, there are issues to be remembered:

- The leader (=the host) of the Network has to come from UArctic member institution.
- Thematic Networks consists of individual experts from at least three UArctic member institutions, which can include the leader.
- A Thematic Network should have members from all three major northern regions (North America, northern Europe, and Russia).
- A Thematic Network can also have members from non-UArctic member institutions, but representatives from UArctic member institutions shall have majority in any internal decision-making structure.

Step by step time line: What to do with a new idea for a Thematic Network?

Four to six months before the next UArctic council meeting

1. Contact the Coordinator

When a new idea for a Thematic Network is born, first thing to do is to contact Thematic Networks Director Kirsi Latola (contact information below). This is to make sure that the idea is novel and not already covered by existing thematic networks. She will also give guidance through out the process of endorsement.

2. Secure the Host Organization's support

It is most important that host organization is committed to the work as a leader of the Thematic Network. The commitment has to be both in financing the travel and possible some activities and allocating work hours for the leader of the Thematic Network. If the host institution fails to support the leadership of Thematic Network it is not sustainable and objectives and goals are often evaded.

Therefore the *Letter of Support* signed by host institution's rector/vice-rector/provost for a new Thematic Network has to be attached to the proposal. This is to make sure that hosting of a new Thematic Network is supported by institutions leaders.

Please note: After the final endorsement in second year, the rector, vice-rector or provost has to sign a *Memorandum of Understanding* together with the Vice-President Research who is the official representative of the University of the Arctic.

By April 30st 2018 (for the council meeting to be held in August 2018)

3. Write up a proposal and submit it (with the Letter of Support) to the Thematic Networks Director

The proposal is written in free form and it has to include the following issues:

- The thematic focus area of the network



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- What are the goals and planned activities of the network? (as an example, developing joint educational programs, conducting joint research projects, student/teacher mobility)
- How indigenous issues are included in TN's operation?
- Quality control at the network
 - How TN defines the quality on its own terms
 - How UArctic member organizations and institutions will benefit from the new TN, what is the added value in establishing such a network?
 - What kind of quality control has been already done in TN partner institutions' educational programs, courses etc (i.e. in accepting new program/course, student feedback and tutoring)
- Has network already been awarded some funding? If so, for what activities?
- List the names of members and their home organizations and email address, name and contact information of the host organization and leader.
- For the website to be established, please provide also: Short description on the Overall goal, Main Activities, Current and Planned Activities and a photo for top banner

4. Wait for the comments from the Thematic Networks Program team

Before the proposals are sent to the UArctic Council the Thematic Networks Program Team (= leaders of existing Thematic Networks) will evaluate the proposals. This includes;

- check for potentials for linkages with other uarctic activities (review process with all strategic areas of UArctic)
- review and assistance for improvements by relevant by UArctic programs (organized by the Director of Thematic Networks)
- sustainability review by the lead of thematic networks
- review by UArctic indigenous issues committee and Vice-President Indigenous.

The summary on the evaluation will be sent to the hosts of the proposed Thematic Networks within two weeks after the proposal submission. This gives time for possible revisions of the proposals. If the hosts of the proposed Thematic Networks are dissatisfied on the evaluation summary an appeal can be made to Ma-Mawi. The council of the University of the Arctic endorses the new Thematic Networks in their annual meeting, so evaluation report is a suggestive document, not a decision. The evaluation report will be added to the council documents with proposals.

By June 20th 2018

5. Send the final proposal

The final version has to be sent to the director before the proposals are sent to the UArctic secretariat for submission to preparation process for the council meeting. The leaders of the proposed Thematic Networks have to make sure that the correct version of proposal will be sent to the council.

UARctic council meeting

6. Present the proposal

The leader or another representative of the proposed Thematic Network is obligated to participate the council meeting where he/she will present the planned thematic



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network to the council followed by the voting for the establishment of the new Thematic Networks.

NOTE. The endorsement will be first given for a one year period. On a second year if new thematic network can show that activities have been planned and/or initiated the endorsement will be final. The endorsement proposal at that point is done by the Thematic Networks coordination office.

After the endorsement

The Memorandum of Understanding between host institution and University of Arctic has to be signed within six months after the final endorsement.

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