



**SSHRC-IDRC ICURA Integrating Workshop  
C-Change - Managing Adaptation to Coastal Change: Canada and the Caribbean**

**MINUTES**

---

**Meeting:** C-Change Canadian Co-Applicants and Partners Meeting  
**Date:** Saturday, November 26, 2011  
**Location:** Room DMS 6160, Desmarais Building, UOttawa, Ottawa, Ontario  
**Present:** Dan Lane, Kathy Cunningham, Colleen Mercer Clarke, John Clarke, Sue Nichols, Megan Leach, Michael Epp, Don Forbes, Alexander Clarke

---

**Notes:**

Meeting started at 9 am.

**Budget**

John Clarke started talking about the budget, covering all 5 years. Need to capture the fact that some student salaries were paid from NSERC from the inception of the program until the money actually showed up...this was in 2009.

(Get finance reports for John based on our conversation, CYP SLA – breaking down the salaries and benefits by person)

We need to better calculate travel costs, as our budget doesn't really take into account the value of seeing the community partners at meeting. Next year, we should have a workshop with the communities, after that, workshops IN the communities – transfer of education. Can we leverage other funding opportunities to allow for travel to and from the communities?

We have great participation from our communities – many other research projects do not...and this is extremely valuable. We need to have several points of contact within the communities; the "champion" may be less and less relevant, so long as we have a few people that are informed and participating in the project.

We need to think about the legacy we will be leaving at the end of the project – what are our deliverables? We need to have projections for student numbers in future years.

**Midterm Report**

Need to reorganize the withdrawal/arrival table – sort by students, governance, etc.

Table of contacts – need to simplify

Products of the project – do we need to add our stuff? Caribbean has theirs – DVD, billboard, data sharing agreements, etc., working to solicit new students

C-CATS should be noted – show how we are evolving, as it seems to be changing from what was initially proposed

Obstacles encountered – we need to differentiate from our obstacles and the Caribbean's -need to append to the Caribbean's contribution



Need input from co-apps at universities regarding courses that are specific or affiliated with climate change  
Research Team Organization – fill in the report template

Website – reports, external documents, papers – we may need to remove pdf's and only provide links to other websites

Knowledge dissemination and mobilization – need to differentiate

Part B – needs to be edited and appended by co-apps and partners

A lot more refinement of the contents needs to happen, John will try to have another draft ready by the first week of December. Discussion ensued.

Update the website stats to include in the report. Ask Moe if there is a certain number of “likes” required to make the page available to people who don't have accounts. Include screenshots of the website and Facebook page. Double check permissions for posting pictures – privacy issues.

Meeting wrapped at 1:15 pm.