

REPORT ANNUAL MEETING 2007 - Lille, May 3-5

ATTENDEES

Aarhus	Leipzig
Poul Bonde	Svend Poller
Antwerp	Anne Vorpapel
Patricia De Clopper	Lille
Piet Van Hove	Beatrice Delpouve
Basel	Alain Higgins
Andrea Delpho	Ljubljana
Gérald Zimmermann	Katja Cerjak
Belfast	Lund
Cathy Mc Eachern	Mathias Johansson
Bergen	Madrid
Marte Norve Arvik	Juana Amoros Carmona
Bochum	Malta
Jutta Schmid	Anna Callus
Monika Sprung	Reykjavik
Bologna	Karitas Kvaran
Gianni Galloni	Riga
Bratislava	Linda Zidere
Magdalena Belkova	St. Louis - Missouri
Igor Ponomarenko	Joel Glassman (MAUI observer)
Brno	Traci Wilson (MAUI observer)
Amal Al Khatib	Strasbourg - ULP
Don Sparling	Michèle Debay
Budapest	Strasbourg - URS
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Coimbra	Strasbourg - URS
Filomena Marques de Carvalho	Michael Hartmeier
Cork	Tartu
Marita Foster	Ülle Tensing
Clare Murphy	Thessaloniki
Graz	Ioanna Georgiadou
Barbara Böttger	Komnini Tsinari-Kontou
Sabine Pendl (chair)	Utrecht - HKU
Helsinki	Dorien Mouw
Seija Anttonen	Utrecht - UU
Markus Laitinen	Caspar de Bok (report)
Hull	Hans Melle van Dijk
Robert Clark	Astrid van Vliet
Iasi	Vilnius
Livia Dimitriu	Milda Girdzijauskaitė
Ionela Mohamed Ali	Asta Toleikyte
Krakow	Wollongong
Miroslaw Klimkiewicz	Kerry Lyon (AEN observer)

Agenda

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1) Introduction by the steering committee

As President of the Utrecht Network Sabine Pendl welcomes all participants to Lille. This year's annual meeting is a special one since we also celebrate the 20th anniversary of the network. All members, except Budapest, are represented at the meeting. There is a special word of welcome for Kerry Lyon, as representative of AEN and Joel Glassman and Traci Wilson as MAUI representatives and to Poul Bonde, a former member of the Steering Committee, who is representing Aarhus again this year.

2) Practical matters

Alain Higgins will inform all participant about practical matters on a daily basis.

3) Scarborough report

Sabine Pendl once again announces the Steering Committee assumes all texts for the meeting are read in advance so the report will not be discussed page by page. The report of the annual meeting 2006 in Scarborough is approved without comments.

4) Reporting from the Steering Committee

a) Rectors' and Presidents meeting

The brochure for the Rectors' and Presidents' meeting in Brno will be reprinted and the report of the meeting will be included. All members will receive a reprinted brochure. The brochure will also be included in a welcome package for all new rectors.

There was a discussion about the purpose of the Rectors' and Presidents' meeting. The Rectors' and Presidents' meeting is the formal Advisory Board of the Utrecht Network. Since only 11 universities out of 30 were represented at the meeting, it was questioned if this Rectors' and Presidents' meeting is representative. Last meetings have always been linked to the EUA-conference. This seems the best opportunity to bring rectors together to discuss Utrecht Network. Commitment to the network will not increase by organizing separate thematic meetings for rectors. Rectors' agendas often don't allow to spend more time on the Utrecht Network. The Utrecht Network contact persons will have to inform the rectors on a frequent base about the activities of the network. At the 25th anniversary of the network a special programme for rectors may be organized.

It was concluded that the frequency and the format of Rectors' and Presidents' meeting is adequate, but that it is the task of the contact persons to keep the network in the scope of their rector.

b) AEH

Utrecht Network has been invited to nominate a representative of the Asia SIG for the ASEM Education Hub (AEH). AEH intends to foster higher education co-operation between Asia and Europe. It is established by the Asia Europe Meeting (ASEM) of the Asia Europe Foundation (ASEF). Don Sparling met with a AEH representative in Bangkok. AEH is not a university network (like MAUI and AEN) and from that perspective not of direct relevance for Utrecht Network. Since there is no network similar to Utrecht Network in Asia we will keep in contact with AEH to promote cooperation between networks. AEH has kept a place for Utrecht Network on its Advisory Board.

c) CHE

CHE (Centrum für Hochschulentwicklung) approached Utrecht Network to do a benchmark or a short term evaluation (of statutes or membership) for the network. At the EAIE in Basel Don Sparling, Sabine Pendl and Caspar de Bok discussed options with Uwe Brandenburg from CHE. Based on this discussion CHE made an offer for several short term and long term projects. Sabine Pendl informs the annual meeting about this. It is discussed the network will not start a project with CHE now. Utrecht Network is in a process of change, and it is not the time yet to do any benchmarking. The short term projects will have no added value for the network. Based on the discussion about the Strategic Plan it can be decided what kind of internal or external evaluations and benchmarks will be relevant for the network in the (near) future. CHE will be informed about this.

CHE approached the Unica network for a benchmark as well. CHE is without any doubt a respected organisation for this type of benchmark activities. The network of Northern European Universities has good experiences with CHE.

It was suggested the network should start with an internal evaluation first. A first step for this internal evaluation will be made later these days with the self assessment and the discussion about the Strategic Plan.

d) ESMU

ESMU (European Centre for Strategic Management of Universities) approached Utrecht Network for a European benchmarking initiative. The network was asked to join the initiative and share the experiences with benchmarking approaches and be involved as an expert. However, the network doesn't have such approaches yet. Alain Higgins will inform ESMU the Utrecht Network can't provide the project with relevant information.

e) Newcomers' meeting

In March Graz and Brno organized a newcomers' meeting. All new partners of the past years (Bratislava, Iasi, Riga and Tartu) have been invited (and attended) to discuss network activities, background and visions with experienced network members. The newcomers appreciated the initiative and it was clear this kind of activities do fulfil a need.

f) Membership Eötvös Loránd Budapest University

As President of the network Sabine Pendl received a letter from the rector of Eötvös Loránd Budapest University (ELTE) late April (see annex). The letter was send in reply to a letter from the Utrecht Network to the network coordinator in Budapest about commitment to the network. Sabine Pendl read-aloud the reply. The rector (Prof. Ferenc Hudecz) stated the university has to suspend its membership due to the financial situation of the university. Budapest hopes to be an active member very soon again.

Suspension of membership is a new situation for the Utrecht Network.

ELTE always paid membership fee in time but the 2007 fee has not been received yet. Two students from Budapest have already been informed by Gianni Galloni that they will receive funding through the hospitality fund for the summer school in 2007. Should the students be victimized for the situation that has been created by Budapest.

There is a strong but constructive discussion about background of the letter and the consequences of suspension. For all present it was clear suspended membership isn't a situation that can be accepted for more then a year. Some members were in favour of immediate termination of the membership of ELTE, others were in favour to allow a 1-year suspension under strict conditions. Based on the discussion a motion is formulated to accept a one year suspension of ELTE Budapest under strict conditions. A big majority of the Utrecht Network members vote in favour of the motion at the end of its meeting (see at agenda item 14).

The rector of ELTE will be informed about this Utrecht Network decision by the president of the network. If ELTE will not meet the criteria to regain full membership a new Hungarian member

can be selected. In order to speed up this process all Utrecht Network members are invited already to suggest the Steering Committee a potential new member from Hungary.

g) Steering committee

The term of Karitas Kvaran as a member of the Steering Committee will come to an end. Candidates for the Steering Committee can be nominated or nominate themselves at the Steering Committee.

h) Financial auditor

The term of Miroslaw Klimkiewicz as a financial auditor ends. Candidates for the Steering Committee can be nominated or nominate themselves at the Steering Committee. Miroslaw has been thanked for his activities as financial auditor.

5) Statutes

The Utrecht Network Statutes have been approved at the annual meeting of 2006. The actual version is a more consistent translation of the Dutch original that got formal approval by the notary. The Dutch procedures for formal approval are strict and time consuming. The new statutes and the translation will be published on the Utrecht Network website.

6) Internal regulations

With the new organization structure of the network and new people involved in the Steering Committee and the Secretariat it became clear there was a need for a transparent and coherent set of internal regulations that include financial regulations. The Internal Regulations need to be consistent with the new Statutes.

The draft version of the Internal regulations has been discussed intensively. New Internal Regulations will come into force after approval by the General Meeting. Network activities before this annual meeting are covered by the regulations at that time.

Don Sparling explains the rationale of the articles section by section. The regulations are discussed section by section as well. Sections 1-11 are discussed on Friday. On Saturday the discussion continues with section 12-25 (Financial Management).

Main issues for discussion:

- Section 2 - membership: membership criteria, as written down in the regulation, should not be too restrictive. For most universities, courses in other languages will be one of the conditions for broad mobility.
- Section 12 – budget and annual statement of accounts: It is included that the Hospitality Fund will be based on the maximum number of student per university that is eligible for funding. This gives the organisation of the summer more flexibility to decide who will be rewarded with a scholarship if there are not two participants from all universities of which students are eligible for funding.
- Section 15 – costs of Secretariat are not included: These cost are under section 25.
- Section 16 – general guidelines relating to funding: The regulations for funding and reimbursement are transparent. In general reimbursement will increase since subsistence costs are included as well.
- Section 20 – Funding of Task Forces: Some people find this section too restrictive. It will be formulated 'as a rule' which gives some flexibility. However, the Steering Committee will make the decision to accept exceptions.

Based on the discussion about the draft version of the Internal Regulations a new and pre-final version of the regulations is distributed for decision making. One amendment is made in Article 11(4) on Task Forces, to improve flexibility to add new members to a Task Force. This

needs no formal confirmation at the General Meeting. The Steering Committee will inform the Meeting about their decision to add new members.

The General Meeting approves the Internal Regulations including the amendment on Article 11(4). The new and approved Internal Regulations will be published on the Utrecht Network website.

7) Welcome by the vice-chancellor

At the cocktail reception, there is a warm welcome to the Utrecht Network members by Philippe Rollet, President of Université des Sciences et Technologies de Lille.

8) Budgetary matters

a) financial audit 2006

Piet van Hove briefly discusses the financial report. The recommendation to have part of the financial reserves in a reserve fund (with a separate bank account) will be implemented by Utrecht University.

2006 balance: reserve 31-12-2005: €83,721
income 2006: €90,000
expenditures 2006: €36,376
reserve 31-12-2006: €137,345

b) budget planning 2007

- With the new internal regulations there is a new situation for reimbursements. Request for reimbursement of activities after the annual meeting will be according to the new regulations. In 2007 there will be extra expenses because of the 20th anniversary of the network. Nine guests have been invited to join the anniversary activities. Total expenses for 2007 are budgeted at €90,000.-, the yearly income.
- Gianni Galloni announced the summer school on Human Rights will receive IP funding for the next 3 years.

9) Presentations of activities

Presentations should be based on submitted reports. Detailed information about last years' activities can be found in the reports.

a) Summer schools – Task Force

Task force members are Leipzig (coordinator), Antwerp, Bochum, Bologna, Lille, Ljubljana. Graz will be a new permanent member of the Task Force. Belfast will be a temporary member for 2007 and 2008.

- In addition to the report Svend Poller reports for the Human Rights summer school (at Ripatransone), 50 application have been received and for the Environmental Management summer school (at Ljubljana) 16 applications, so far. The deadline applications for both summer schools has been extended till May 15.
- The Human Rights summer school will move to Belfast in 2008.
- Patricia De Clopper hands out a document from the Task Force 'Guidelines for Organising an Utrecht Network Summer School'. Comments, suggestions etc. can be send to Patricia De Clopper. Budget matters and a portfolio of administration documents will be added by the Task Force. The document will be available on the website.
- Sabine Pendl announces the initiative for a new summer school of Graz on 'The Americas'. If it will meet the criteria for an Utrecht Network summer school it may be added to the list next year.

- Caspar de Bok reports about a new summer school initiative of Utrecht University on 'Medieval Studies'. The organization will check interest at other network universities and possibly make a proposal for becoming an Utrecht Network summer school.

b) Degree Mobility / Example – Task Force

Task force members are Utrecht (coordinator), Antwerp, Coimbra, Graz, Leipzig, Lund. A new member may be added this year but it has not been decided yet.

- Astrid van Vliet and Barbara Böttger reported about the EXAMPLE project. The report is an integral part of the periodic project report to the EC.
- The EHEF fairs in Thailand and India are not scheduled for 2007. In the project they are replaced by EHEF fairs in Beijing (19-21 October) and Vietnam (Hanoi 7-9 December and/or Ho-Chi-Minh 12 December). Those who signed in for Thailand and India (Leipzig, Helsinki, Krakow and Lund) will be notified first when details are clear. No decision has been made on the 2008 fairs, except for Mexico.
- Graz has send the request for information at the fairs to the relevant universities. All who received the forms are requested to update Barbara Böttger about the follow up. What happens with the forms, how are they handled?
- It was learned from the previous fairs that it should be clearly announced Utrecht Network isn't Dutch but a European consortium. A network at this type of fairs is unique.
- The map on the banner for the booth will be renewed and there will be no reprint of the brochure. Instead of a new brochure there will be a flyer that links to the website and database. Communication will be focussed more on online communication and the database.
- The database needs regular updates. Therefore a reminder will be send out by the Task Force on a regular (yearly) basis. The present structure of the database isn't user friendly to maintain. The Task Force suggests to have less information in the database and more links to the university websites with updated information about the master programmes. Anne Vorpapel will contact the designer of the database for this.
- In line with the EU contract EXAMPLE has to develop a specific Utrecht Network Erasmus Mundus summer school about European history and culture. The Task Force will have to make a proposal and discuss it with the Summer School Task Force.
- A procedure will be developed to offer scholarships for students who apply for a summer school via an EXAMPLE activity.

c) Joint Programmes & Bologna Awareness - Special Interest Group

Joint Programme SIG members are Lille(coordinator), Aarhus, Antwerp, Belfast, Bochum, Brno, Coimbra, Helsinki, Leipzig.

Bologna Awareness SIG members are Lille (coordinator), Bochum, Brno, Coimbra, Iași, Strasbourg, Vilnius.

No report has been submitted in advance. The Joint Programme in Advanced Spectroscopy in Chemistry is a successful cooperation of Utrecht Network members but not an activity under the flag of the network. As a spin off, last year the SIG on the Bologna Process Awareness has been established. Beatrice Delpouve reports representatives from Lille, Vilnius and Iasi met 4 times, but not linked to specific Utrecht Network issues. There have been no requests for support from network members to the members of this SIG. Now it has been discussed if Utrecht Network representatives do have a mandate from their university to discuss policy issues related to the Bologna process. In May 2007 the ministers of Education will meet in London to discuss the implementation of the Bologna process.

The Bologna Awareness SIG is dissolved. The Joint Programmes SIG will continue for 6 months. If no specific Utrecht Network activity will be organized it may be dissolved next year.

d) Latin America – Special Interest Group

No report has been submitted in advance. The SIG is dissolved. However, Alain Higgins will make an inventory about contacts of network members in Latin-America. Within 6 months it should be clear if there is interest to re-establish the SIG.

e) EuroMed – Special Interest Group

No report has been submitted in advance. Anna Callus reports that Malta can no longer chair the SIG due to organizational changes and a refocus on (international) activities of the university. The SIG is dissolved.

f) EMEW group – New Initiative

Anne Vorpapel reports about this new initiative. By the end of February 3 applications (lot 1: Morocco, Tunisia, Algeria; lot 3: Jordan, Lebanon, Syria and lot 6: Ukraine, Moldova, Belarus) in the Erasmus Mundus External Cooperation Window (EMEW) by 3 consortia of Utrecht Network partners. Antwerp (Inge Caenen) has taken the lead in the overall coordination. The EMEW new initiative has been coordinated by Antwerp. This new initiative shows added value of the network because it can build on existing links and cooperations. The results of the EC evaluation are expected end May or June. If evaluations are positive the new initiative may become a Task Force by the next year.

g) Atlantis – UN new initiative

Patricia De Clopper took the initiative to raise interest for an Utrecht Network proposal in the Atlantis call for proposals since Utrecht Network and MAUI have a good track record in student exchange. 15 Utrecht Network partners that were eligible for participation showed interest. Participants present the day before the annual meeting, met just before the annual meeting to discuss. Finally, the workgroup concluded it will not submit a proposal as an Utrecht Network consortium. Beside a good track record of participants the proposals needs a project on curriculum development with faculty. Time is too limited to develop this project. Atlantis only funds exchange of 6 students per semester (6x€5000) so the number of participants in the project should be limited to make it cost effective.

It is concluded Atlantis isn't a programme for Utrecht Network as such but may be of interest for individual members. In this case the members will be competitors. Antwerp and MAUI consider to apply for 2008, e.g. on Social Sciences and international relations. Members that are interested in this activity can contact Patricia De Clopper. She will keep the network informed about the Atlantis initiatives.

The new initiative will not continue as an Utrecht Network activity.

h) Student exchange (general figures)

There were no comments on the figures as reported by Patricia De Clopper. Collecting the data is a lot of work. Therefore Patricia once again asks for an active and fast support from the members so figures can be reported well in advance of the annual meeting.

It isn't clear how the figures are used by the network. There is no analysis of the data and it doesn't get any follow up by specific actions to effect the figures. More could be done with the figures. However, the key figures are very relevant for external communication.

Some members can present figures of students that get a grant, but not of those who don't. Therefore figures of incoming and outgoing students may be different. There is no cross check on the data. It will be useful to indicate if the figures of incoming and outgoing students include all students or granted only. For the 2007 figures Patricia De Clopper will try to include this.

i) MAUI

Traci Wilson briefly presents the MAUI figures. Since the start of the programme in total 1100 students have been exchanged.

Last February Sabine Pendl, Piet van Hove and Anne Vorpapel met with MAUI representatives at the AIEA in Washington. They discussed the summer school ratio. (4 summer school students equals 1 semester). At the moment not too many MAUI students participate in an Utrecht network summer school due to the fact that there are plenty of summer schools at own institutes. For the moment this unbalance isn't a problem.

MAUI institutes like to know about safety procedures in case of emergencies at the Utrecht Network universities. Institutional date of the Utrecht Network universities needs to be updated.

MAUI and Utrecht Network will check if there is interest to establish double degrees / joint programmes. It can only be arranged at institutional level, not at the network level.

j) AEN

There is a growing AEN- Utrecht Network exchange. Kerry Lyon briefly presents the figures. This year more students from AEN universities go to Utrecht Network universities as the other way around. Caspar de Bok will publish the documents in the document set of the Annual Meeting 2007 at the Utrecht Network website.

Kerry wants to be informed about courses taught in English and about summer schools that are open for exchange students (with fee waiver/reduced fee).

The AEN website can be found at <http://www.aenonline.net>

10) Self assessment Active Membership

As a start up for the discussion on the Strategic Plan Gérald Zimmermann introduces the self assessment. All are invited to fill in the questionnaire about active membership. This questionnaire will give an impression of the role of individual members in the network. The results are not presented or discussed. They are for own use mainly.

On a voluntary basis people are invited to hand over the questionnaires (anonymous) for a general analysis of the results at a later stage.

11) Mini workshops

In order to get input for the Strategic Plan 4 groups discuss in mini workshops about active membership (all groups), quality aspects (2 groups), and the new Lifelong Learning Programme (2 groups).

The conclusions from the groups will be an important input for the Strategic Plan.

a) active membership

Jutta Schmid and Matthias Johansson both chair a discussion group in this mini workshop. It is discussed what active membership means and how it can be stimulated.

What is active membership:

- definition of "active": exchange of students, readiness to accept students, activity in task forces, attendance of AGM, raise new ideas, participate in discussions
- personal versus institutional involvement/expectation (e.g. very active individuals but not backed by their university)
- can we really define "active" membership? What is an active member for one institution isn't an active member for another institution. We have all different starting points and perceptions of the network and what the network should do
- the notion of "active membership" is therefore relative. Our institutions are different and we are at different stages of internationalisation
- active membership – regardless of definition – is dependant of institutional commitment!
- you can be active on different levels

Ideas for more active membership:

- more contact and information keeps the network alive
- more E-mails over the mailing list like in other networks

- more people/individuals and/or secretariat could use the list, react and raise questions
- use the good personal relationship for projects
- Task force: invite a new or non-active member as a guest/observer
- Steering committee should define new areas and then ask for participation
- use expertise for the network, service of one university to the others
- new interests: network is suitable to organize links, money from programmes is an incentive to be active. Good example: Erasmus Mundus External Windows
- LLP administrative staff exchange should be used to encourage active membership
- Utrecht Network as a place to exchange ideas
- should the network extend beyond being just a "mobility network" and is the network just a "mobility network"?
- approach the next generation of programmes we couldn't participate in otherwise, i.e. on our own.

Motivation for active membership

- deal with strategic issues would be a motivation for active participation, Utrecht Network is not only a mobility network
- active comes from activities: how to involve everybody in at least one activity
- problem with active membership: how to find extra time to participate or establish a new activity
- university's interests should coincide with Utrecht Network interest: then the activity as Utrecht Network member is part of the normal and important work
- overlap of network activity and normal university activity makes people more active
- define the future, too: which fields will become important, like geographic – Latin America- or subjects – internships –
- perhaps ask the steering committee to assess institution, benchmarking, first: self reflection, then peer review?
- involve more faculty members with the Utrecht Network
- motivation for active participation:
- tool for professional development (personal motivation)
- if the institution isn't really committed to the network, then this is a key issue. The network and a particular institution's commitment can not be dependant on specific driving forces

Question: Is passive membership a problem?

b) quality aspects

Markus Laitinen chairs this mini workshop.

The topic for discussion is how to improve the quality of the Utrecht network at the network level.

Conclusions from the groups:

- there is a close link between quality of the network and active membership
- annual meetings can be improved by having clear guidelines and timelines for agenda setting and reporting and by clarifying the distinction between discussion and decision making during the meeting
- annual meeting should be reserved for strategic discussions rather than only receiving updates on activities
- having internal regulations is important. They will also serve newcomers by increasing transparency. Overregulation should be avoided, however.
- there are examples on how members' institutional commitment can be increased by regular contact between the rector and the institutional network representative. There were differing opinions in the groups on whether rectors' involvement in the network should be increased. Members apparently have different points of view regarding their motives in belonging to the network; some would like the network to be mainly for

mobility whereas others would like to widen the focus to include other strategically important areas.

- the Steering Committee should come up with a proposal for a Strategic Plan, which should be a dynamic paper that will be evaluated and updated on regular basis.
- further discussion is needed on what are the network's criteria for success and its quality standards.

c) IIP

This mini workshop is chaired by Livia Dimitru. The topic for the discussion is how to take maximum advantage as a network in promoting administrative staff mobility within the LLP.

- national agencies from certain countries asked universities to produce signed bilateral agreements in order to have the proposed activities and budget approved. On the other hand, in most countries, universities just had to put in the numbers for staff training and the corresponding required budget
- staff training mobility should not be restricted to international relations officers; when writing the proposals for LLP, each university should also have in mind the staff from the offices of public relations, career, university image, accountancy, etc.
- universities should be able to achieve a survey at institutional level and see who is in need of what, then try to make a match with a corresponding partner university.
- what are the interests from Utrecht Network member? A questionnaire should be sent by the executive secretariat to each member to identify what experiences universities have with staff exchange.
- under no circumstances language should be a barrier for staff mobility

12) Strategic Plan

At the moment the Strategic Plan is a document (and work) in progress. It describes the state of the art and visions for the future. It is not a detailed description of future activities. The Strategic Plan will be used to set priorities for activities and actions. It will increase the professional development of the network.

The Strategic Plan will not be adopted this year. This first attempt is to really start the discussion about the content of a Strategic Plan. The discussion at this meeting gives input to a draft version of the Strategic Plan.

Main topics discussed:

- universities have different expectations of the network. It was questioned if it is a mobility network (and what kind of mobility) or if it is an internationalization network in it's broadest sense. The Steering Committee will make an inventory of expectations.
- Strategic Plan should not only focus on new activities but also on consolidating the strengths of the network
- Formulate goals and formulate in a way they can be evaluated periodically. The plan should give directions with a timeframe

Some suggestions for future activities:

- inventory on how do members deal with grading scales and grading practices
- survey on good practices in researchers mobility
- pro-active role at international meetings
- surveys to brand the network
- approaches in vertical mobility (from bachelor to master)
- development of projects to use the good pan-European context of the network
- development of virtual tools to support Task Forces and Steering Committee

13 EAIE conference

- The traditional diner with representatives of Utrecht Network at the EAIE will be organized on Saturday September 15 by Bergen.
- At the EAIE there will be no Utrecht network booth. A poster session seems more effective. Caspar de Bok will check opportunities for Trondheim (although poster session already have been published). Otherwise it will be an option for 2008.
- Caspar de Bok will check the opportunity and cost to include Utrecht network flyers in the EAIE documentation bags.
- On Saturday 15 September (10.30–12.00) Don Sparling will be chairing a session of the EAIE Debating Society: "Internationalisation - education or administration?" Markus Laitinen will be a speaker at this session.
- It is suggested that the network should organise sessions at each EAIE. As soon as the theme is announced the opportunities for a sessions should be discussed at the listserv.

14) Elections and votings

Internal regulations

The internal regulations (as published on the website) have been approved with 25 members in favour and 1 against.

Suspension of ELTE Budapest

- It is decided unanimously the financial support through the Hospitality Fund will be available for the two students from ELTE already selected by the organization of the Human Rights summer school
- A big majority (25 members) vote in favour of the motion *"It is moved that membership of the ELTE Budapest University in the Utrecht Network be suspended for the calendar year 2007. During this period the university and its members (teachers, students, academic staff) will not be eligible for any benefits of membership in the Network, with the exception of financial support for two students of ELTE already selected for participation in a Utrecht Network summer school. Should ELTE wish to regain full membership in the Network from 2008, it must officially inform the President of the Network of this decision before the end of 2007. In this case, membership will be renewed with the payment of the membership fees for both 2007 and 2008."*
- Thus the annual meeting decides to accept a one year suspension of ELTE Budapest under the conditions as written down in the motion.

Steering Committee

- **new member:** Karitas Kvaran is the only nominee for a position at the Steering Committee. Karitas Kvaran is re-elected unanimously for a new term of 3 years.
- **vice president:** Karitas Kvaran announces she will not be available for the position of vice-president this year. Both candidates, Alain Higgins and Gérald Zimmerman, make a short statement. Alain Higgins is elected as the vice president for 2007.

Financial auditor

Matthias Johansson is the only nominee for the position of Financial Auditor. He is elected for a 2-years term.

15) Website and PR

- The Steering Committee intends to renew the Utrecht Network website to improve its functionality, accessibility and lay out. Caspar de Bok asks all members to make

- suggestions to improve the function of the website. Based on this input a few web designers will be asked to make an offer to restyle the website.
- The new Utrecht Network flyer is available. Utrecht Network flyers and pencils can be ordered via Caspar de Bok.

16) Annual meeting 2008

The annual meeting 2008 will be organized by Cork on April 18 and 19.

The 2009 meeting will be in Leipzig.

Bratislava and Iași offer to organize the 2010 meeting.

Bergen and Iași (if not 2010) are interested to organize it in 2011.

For 2012 Utrecht and Krakow are on the list.

Other universities can still express their interest for the annual meetings after 2009.

17) Any other business

Potential new initiatives are:

- SIG Latin America: Alain Higgins will make a proposal
- Researchers Mobility: Monika Sprung and Jutta Schmid are interested and consider to make a proposal
- Internship: Patricia De Clopper is interested to start an initiative to make an overview of availabilities

18) Closing

As the former chair Sabine Pendl officially hands over the chair to Don Sparling. Don Sparling thanks Sabine Pendl for being a chair and all her efforts in a year where the network started its process of transition.

Appointments and actions			
Agenda item	What	Who	When
4.a	Renewed brochure of Rectors' meeting and sending welcome package	Don Sparling and Caspar de Bok	asap and to all new rectors
4..b	Letter to AEH	Don Sparling	asap
4.c	Inform CHE	Don Sparling	asap
4.d	Inform ESMU	Alain Higgins	asap
4.f	Letter to ELTE Budapest about decision general Meeting	Don Sparling	asap
5 and 6	Statutes and Internal regulation on website	Caspar de Bok	asap
9.a	Comments on guidelines for summer schools	all	asap
9.h	Data on student exchange 2006-2007 to Patricia De Clopper	all	Before January 31, 2008
9.j	Publication of AEN figures on website	Caspar de Bok	asap
9.j	Send AEN request on summer schools	Caspar de Bok	asap
10	Summary of questionnaire	Gérald Zimmermann	asap
11.i	MAUI request for information on student data, safety and double degrees/joint programmes	Sabine Pendl	asap
11.i and 11.j	Link to MAUI and AEN website at Utrecht Network website	Caspar de Bok	asap
12	inventory of network expectations	Steering Committee	summer 2007
12	suggestions for future activities to Caspar de Bok	all	summer 2007
12	1 st draft Strategic Plan	Steering Committee	autumn 2007
13	Check EAIE publicity	Caspar de Bok	asap
15	Suggestions for website to Caspar de Bok	all	asap
17	Suggestions for new initiatives to Caspar de Bok	Alain Higgins, Monika Sprung and Jutta Schmid, Patricia De Clopper	asap



Annex: Letter Eötvös Loránd University Budapest

23/04_2007_07:45 FAX +43 316 380 9156

BÜRO F. INTER. BEZIEHUNGEN
REKTOR ELTE001
01EÖTVÖS LORÁND UNIVERSITY BUDAPEST
RECTOR

Sabine Pendl
President of the Utrecht Network
University of Graz
Office of International Relations
Universitätsplatz 3
A-8010 Graz
AUSTRIA
Fax: +43 316 380 9156

Budapest, April 19, 2007

Dear President,

Thank you for your letter of April 2, 2007.

I understand your concerns about the participation of Eötvös Loránd University Budapest in the Utrecht Network activities. I am convinced that this network is a leading and prestigious community of highly recognized universities. I also very much regret that my university became a passive partner in the past few years and I feel the disadvantage of not taking part in the joint work.

Unfortunately the financial situation of my university, the complete restructuring of higher education institutions in Hungary and the reorganization of the administration at my university put a large burden on the use of financial sources. I very much hope that this is only a transitional period and very soon Eötvös Loránd University will be an active partner again in the Utrecht Network. Until then, however, we are forced to suspend our membership in the network.

Yours sincerely,

Ferenc Hudecz
Prof. Ferenc Hudecz



☒ Egyetem tér 1-3., H-1053 Budapest, Hungary

☎ + 36 1 266 3119

☎ + 36 1 266 9786