

**REPORT ANNUAL GENERAL MEETING 2011**

**Iasi, May 4-5, 2011**

**ATTENDEES**

Aarhus	Lille
Kaja Nørgaard Bertelsen	Beatrice Delpouve
Antwerp	Alain Higgins
Patricia De Clopper	Ljubljana
Basel	Katja Cerjak
Gérald Zimmermann	Lund
Belfast	Teresia Rindeljäll
-	Maria Katsarou Tägil
Bergen	Madrid
Helge Bjørlo	-
Hilde Haaland Kramer	Malta
Bochum	-
Monika Sprung	Reykjavik
Bologna	Karitas Kvaran
Francesco Girotti	Riga
Bratislava	-
Michal Dzurik	Strasbourg
Brno	Anne Gemminger
Lucie Durcova	Séverine Yahiaoui
Budapest	Tartu
-	Ülle Tensing
Coimbra	Thessaloniki
Filomena Marques de Carvalho	Ioanna Georgiadou
Cork	Komnini Tsinari- Kontou
Marita Foster	Utrecht
Clare Murphy	Caspar de Bok (report)
Graz	Vilnius
Sabine Pendl	Rita Vienazindiene
Petra Rabitsch	Aisté Simanavičienė
Helsinki	AEN observer
Sini Saarenheimo	Innes Ireland
Hull	(Macquarie Univ.)
Martin Arnold	MAUI observer
Iasi	Carrie Myrick
Livia Dimitriu	(Univ. Missouri, St. Louis)
Ionela Mohamed Ali	-
Lidia Bourceanu	
Istanbul	
Nilifur Ozyurt Zihnioglu	
Krakow	
Katarzyna Byrska	
Leipzig	
Svend Poller (chair)	
Anne Vorpapel	

## AGENDA

- 1) Opening and introduction
- 2) Welcome by Rector and Vice-Rector International Relations
- 3) Practical matters
- 4) Approval Report Annual General Meeting 2010
- 5) Budgetary matters
  - a) financial audit report 2010
  - b) budget planning 2011
  - c) election financial auditor
- 6) Work Programme 2011-2012
  - a) Planned activities Task Forces and SC
  - b) Approval Work Programme 2011-2012
- 7) Statutes and Internal Regulations
  - a) Statutes
  - b) Internal Regulations
- 8) Towards a new AGM format
- 9) Reports from AEN and MAUI activities
  - a) AEN
  - b) MAUI
- 10) Future role of Executive Secretariat
- 11) 25th Anniversary & Utrecht Network Award
  - a) 25<sup>th</sup> Anniversary
  - b) Utrecht Network Award
- 12) Approval remaining formal issues
- 13) Parallel open sessions:
  - a) JOIMAN II
  - b) 25th Anniversary programme
- 14) Any other business

## 1. Opening and introduction

The President of Utrecht Network, Svend Poller, welcomes the participants at this AGM in Iași, with a delay of 1 year. He thanks the Alexandru Ioan Cuza University in Iași for their work to organise the AGM and their hospitality.

It is noted that 5 universities are not represented: Queen's University Belfast, Eötvös Loránd University Budapest, Universidad Complutense de Madrid, University of Malta, University of Latvia. The Universidad de Complutense de Madrid did not attend the AGM in 2009 and 2010 neither. Although there are many active members, the Network will have to find new ways to keep all members involved in its activities. At this meeting several initiatives to do so will be discussed.

All participants briefly introduce themselves.

## 2. Welcome by Rector and Vice-Rector International Relations

Prof. Vasile Ișa, Rector of Alexandru Ioan Cuza University and prof. Henri Luchian, Vice-Rector International Relations warmly welcome all participants to Iași. The AGM should have been a major opening event of the 150<sup>th</sup> anniversary of the Alexandru Ioan Cuza University, but has become a closing event.

As one of the newest Utrecht Network members the university is pleased to host the AGM.

The rector and the vice-rector both express the importance of Utrecht Network and the university's interest to increase its already active contribution to the network.

## 3. Practical matters

Caspar de Bok informs the participants that Utrecht Network will refund the costs for attending the AGM for one representative of each university. The reimbursement form can be found at the members pages of the Utrecht Network website.

All members are asked to check their contact information on the list of members and on the list of rectors and presidents.

## 4. Report Annual General Meeting 2009, Leipzig

### *Corrections*

- ad 7b – Budget planning 2010: In the last sentence should be read '...may *not* become...'. instead of '...may become...'.  
• ad 11 – Work programme 2010-2011: The decision that the Task Force Staff Training will be dissolved will be deleted. This will also be the case in the table of Decisions (page 10).

### *Remaining appointments and actions*

- 4 – Updated matrix of Erasmus agreements between Utrecht Network members: The matrix should give an overview of open and half open agreements and stimulate more of such flexible agreements. The matrix isn't ready yet. Gérald Zimmermann will have the matrix ready before February 1, 2012. The matrix will be updated every 5 years.
- 7c – Distribution results question on expectation role Executive Secretariat: Final results are not available yet.
- 10a – Hand in realistic work programme 2011: The Task Force Internships doesn't exist anymore
- 10c – Suggest candidates for Task Force Profiling and Promotion: There are no candidates. The future if this TF will be discussed at agenda item 6.
- 10f – Proposal Short Stay Mobility Scheme: The Task Force Student Mobility didn't submit a renewed proposal yet. Petra Rabitsch will send it to the SC asap. It will be discussed at the next AGM.

**The report of the Annual General Meeting 2010, with the corrections mentioned above is approved by all 25 members present at the AGM.**

## 5. Budgetary matters

### a) financial audit report 2010

Jutta Schmid visited Utrecht for the financial audit. She did a cross check on the bookkeeping and reported on this.

It is noted that Madrid once again is in deficit with the payment of the annual fee. Madrid is an important partner for receiving students but a sleeping partner in the Network. The SC will write a letter to the Vice-rector for International Relations at Complutense University to express the concerns of the Network about the position of Madrid in the network.

Caspar de Bok will make arrangement to transfer €50.000 from the Utrecht Network account at Utrecht University to an external savings account.

**The financial audit 2010 report is approved by all 25 members present at the AGM.**

### b) budget planning 2011

Like in previous years, the budget planning for 2011 exceeds the annual income from membership fees and interests. Compared to previous years more funds are available for profiling and promotional activities, the celebration of the 10<sup>th</sup> anniversary of the DIAC summer school, new initiatives on staff training and the 25<sup>th</sup> anniversary of the network.

**The budget planning 2011 report is approved by all 25 members present at the AGM.**

### c) election financial auditor

Jutta Schmid suggested to replace the onsite check of the financial documents by a remote check because all documents are available electronically. The **General Meeting agrees** with this proposal if there are no legal objections. Caspar de Bok will check if this is allowed by Dutch law.

**Karitas Kvaran is elected as the prime financial auditor for 2011. Jutta Schmid will be the second auditor.**

## 6. Work Programme 2011-2012

All chairs of the Task Forces and the Steering Committee presented their plans for 2011-2012. Based on the discussion plans are finalised and participation of network members is updated. The **General Meeting agrees** with the work programme of the Task Forces and the Steering Committee. The work programmes are integrated in the Utrecht Network Work Programme 2011-2012 (see Annex 1). Approval for the lump sum funding will only be given after submission of a realistic work plan.

### Steering Committee

All Steering Committee members will act as liaison persons for one or more Task Forces. In particular:

Svend Poller – Summer Schools;

...

### Task Force Joint Programmes

The task force will continue to link JOIMAN and potential follow up projects with Utrecht Network. Francesco Girotti will distribute the final results of the project among the network members. Each member will receive 3 books.

Two new follow up project proposals (JOI.CON and JOI.LAB) are submitted in the LLP call. The results of the EU evaluation of project proposals are expected in July.

JOIMAN is a highlight of Utrecht Network and should be promoted through the network as well. Caspar de Bok will make a clear link to JOIMAN at the Utrecht Network website.

Joint Programmes seem to be a useful theme for a training event and/or a session/workshop at the next AGM.

#### **Task Force Profiling and Promotion**

The Task Force has been sleeping since Utrecht (Astrid van Vliet) stepped back as chair. This Task Force has an important function for promotion of the network within its member institutions. Added value and achievements of the network should be clearly communicated. The 25<sup>th</sup> anniversary offers a good opportunity to do so. Iasi (Lidia Bourceanu) is willing to act as chair of the Task Force.

#### **Task Force Researchers Mobility**

Coimbra (Joana Tereso) will take over the chair from Bochum (Monika Sprung) for 1-2 years, There needs to be a clear commitment from other network members to participate in the task force. The activities of the task force will be complementary to the activities of Euraxess.

The focus of the task force will be on a quality charter for researchers' mobility. Suggestions for the charter will be presented at the next AGM.

#### **Task Force Staff Training**

Karitas Kvaran revitalised the task force and will chair the task force for one more year. Reykjavik, Bergen and Bologna initiated a training week for librarians late 2011.

The application deadline for this staff training week will be mid June. Karitas Kvaran will resend information about this event. If the staff training week doesn't attract a minimum of 10 participants it will be cancelled.

Mobility of staff members who are not involved in internationalisation seems still limited within the network. The concept of thematic Utrecht Network staff training weeks that do not focus on internationalisation seems to be a niche.

#### **Task Force Student Mobility**

The task force developed a mobility funding schema for Utrecht Network student who are not eligible for Erasmus exchange funding. The scheme will be submitted for approval at the next AGM.

The taskforce will discuss the use of student mobility statistics. Before the end of 2011 the task force will propose a set of data that should be collected (and used) as well as suggestions on how to include internships.

#### **Task Force Summer Schools**

The summer school organised by Graz now receives IP funding.

A new summer school on Italian culture is under discussion. In order to meet the criteria for an Utrecht Network summer school it also needs to have a clear added value for the network in general and not only focus on language and culture, but e.g. intercultural aspects of working abroad. It will be good to try to attract other (new) network universities who can participate in such a summer school.

Helge Bjørlo will discuss the options for linking the Bergen Research Summer School to Utrecht Network with the task force.

According to the Internal Regulations all Task Force chairs will have to submit a report on their activities in the previous calendar year *and* a workplan for the upcoming year, including an indicative budget plan, before 15 January 2012.

## **7. Statutes and Internal Regulations**

### **a) Statutes**

Due to the change of the Presidency model the Statutes needed to be renewed.

The Steering Committee suggests new Statutes that not only include all statements that were accepted at the AGM 2010 in Nantes but create more flexibility in procedures and use of future developments in electronic communication.

After an intensive discussion it was concluded that the General Meeting will not accept changes in the statutes that will go beyond the statements that were accepted at the AGM in Nantes. The General Meeting has the impression the additional changes suggested are not just changes in wording to create more flexibility and a preparation for new developments.

The presented Statutes are replaced by the draft version of the renewed Statutes that only include the statements as agreed at the AGM in 2010. Caspar de Bok will proceed with the formalisation of these Statutes with the notary.

Only if there are legal barriers to formalise the Dutch version of the English Statutes textual changes can be made

**All 25 members present at the AGM approve the English version of the Statutes 2011 and agree with the procedure for formalisation.**

**b) Internal Regulations**

Task Forces receive a lump sum funding for their yearly activities. Therefore financial regulations need to be adjusted to the new situation. The main issue is that the chairs of the Task Forces are responsible for the Task Force budgets. No reimbursement for task Force activities will be made without approval by the Task Force chair. This is reflected in section 21 of the new Internal Regulations. For reimbursement of travel costs LLP guidelines will be followed.

**All 25 members present at the AGM approve the new Internal Regulations.**

**8. Towards a new AGM format**

The main strength of Utrecht Network seems to be in operational aspects of mobility. The AGM is the only occasion each year that all network members meet. The AGM should become more of a platform for professional development as a meeting to discuss organisational aspects of the network. All members present support the idea to change the format of the AGM (figure 1).

**Figure 1) Structure of the Annual General Meeting**

	Day 1 (Tuesday)	Day 2 (Wednesday)	Day 3 (Thursday)	Day 4 (Friday)
	Arrival day			Departure day
Morning		Workshops	General Meeting	Excursion (optional)
Afternoon	18:00: Workshops			
Evening	Dinner (per workshop)	Dinner (all workshops together)	Dinner	

**Workshops at the AGM**

- The workshops should deal with current and attractive topics of international education. Several parallel workshops should ensure that most of the interests of members could be met. Groups should be small enough to allow active participation by everyone (max. 15 participants each).
- "Overnight" workshops should be used to deal with a topic in depth and allow team building among the participants.
- Representatives and other colleagues from International Offices, from other units of member institutions and from AEN and MAUI who have expertise in a topic of common interest could offer a workshop. External experts should only be recruited when there is no offer from the midst of the Network or an internal expert can not deal with a "hot" topic, which is proposed by many members.
- The Task Forces, the Steering Committee (SC), and the local organizer can propose a topic as well as each representative of a member institution. A topic should be offered together with the person in charge of the co-ordination of the workshop.
- The workshop should be interactive. Presentations of institutions and projects usually do not imply interaction.
- Participants have to attend the whole workshop from the first day on. Participants do not necessarily have to participate in the General Meeting.
- The slot could also be used to discuss issues of the Network itself (e.g. new projects, profile). In that case the results have to be presented to the General Meeting.
- Workshop topics are collected by the Steering Committee by the end of December.

- The Joint Meeting (SC and Task Force Chairs) decides on the workshop topics at the next AGM. The participants should know well in advance of the Annual Meeting which workshop they can attend to allow preparation.

The network will reimburse travel costs and 3 nights accommodation for one representative from each member university who also attends the General Meeting. Costs for the scheduled dinners will be covered for all participants. The budget has to take the additional costs into account (approximately 15,000€).

Additional costs could be caused if external experts have to be paid and reimbursed. Erasmus staff training budget or OM budget might be used for funding participation of other staff members to the workshop and/or the General Meeting. Participants of the workshop may receive a certificate as proof of participation.

The new format will be introduced at the AGM 2013. The format of the AGM 2012 will be slightly different because of the 25<sup>th</sup> anniversary and potential participation of Rectors.

**All members agree with the new structure of the AGM and the format and procedures for the workshops.**

## **9 Reports from AEN and MAUI activities**

By tradition the representatives of AEN and MAUI present figures and facts about the exchange with Utrecht Network. It is relevant to have this information. A presentation might get more added value if the discussion will be on the view of mutual benefits for the collaboration. It is suggested that at the next AGM the presentations should be a joint effort with the Utrecht Network counterpart (Bochum – AEN and Strasbourg – MAUI).

Jonna Haensel and Anne Gemminge are asked to check the information sheets and create one uniform sheet for both the AEN and MAUI where only the available exchange places might be different.

### **a) AEN**

Innes Ireland presented the AEN facts and figures. The presentation will be published at the members' pages of the Utrecht Network website. AEN is fine with the overall balance of the exchange with Utrecht Network. This year there was a high demand for Malta and Cork. Utrecht Network members can use the AEN website to promote their university. More information sheets from Utrecht Network universities are welcome.

The renewed agreement between AEN and Utrecht Network is almost set. It is being send around for signatures of the individual AEN universities.

AEN is not a formal network like Utrecht Network. Costs for the secretariat are covered by the university that holds the secretariat. Therefore the term for the AEN secretariat is 2 years.

A yearly physical presence at the AGM might be a financial barrier for a university to take over the secretariat. It is suggested to attend the AGM every 2<sup>nd</sup> year and participate for the relevant agenda item by Skype the other year. This is an acceptable solution. Of course AEN is invited to attend the AGM every year.

For networking purposes NAFSA offers a good opportunity. Almost all AEN members and many Utrecht Network members attend NAFSA.

### **b) MAUI**

Carrie Myrick presented the MAUI facts and figures. The presentation will be published at the members' pages of the Utrecht Network website. MAUI has a new member.

MAUI will further develop an overview of needs of Utrecht Network students so they can be facilitated better. The new deadline for student nominations is March 1<sup>st</sup>.

The institutional information at the MAUI web pages is the primary source of information for MAUI students to choose a Utrecht Network university. Please check your institutional information and send updates to Carrie. Also pictures of the university and city are welcome. Before the end of 2011 MAUI will create its own website. Now the web pages are part of the UMSL website.

## 10. Future role of Executive Secretariat

The Steering Committee discussed the full cost model for hosting the Executive Secretariat with Utrecht University. Utrecht University sticks to the full cost model and doesn't consider it of essential institutional importance to host the secretariat. It is the network that decides what university it chooses for hosting the secretariat. There are no consequences for appointments at Utrecht University if it doesn't host the secretariat.

Before discussing the host institution and costs for the Executive Secretariat it should be made clear what the networks expects from the Executive Secretariat. Within the network there are different expectations of the role of the secretariat.

The general opinion of the network seems to be that it should remain a members driven network, not a secretariat driven network. Continuity in the support of Utrecht Network should be guaranteed through the Executive Secretariat. Rotation of the Executive Secretariat is not desired.

The actual formal appointment for the current Executive Secretariat is 0.1 fte (4 hours/week, total 20 days) on an annual basis (€9.500) and financial administration incorporated in the university systems (€3.750). Total costs for hosting Executive Secretariat €13.250 per year.

Time investment at minimum (excl. travel):

- SC : 3 meetings - 4 days, preparation - 3 days, reporting - 1.5 days: total 8.5 days
- AGM: 1 meeting - 2 days, preparation - 2 days, reporting - 1 day: total 5 days
- Administration: 6.5 days

In this remaining formal 6.5 days/year tasks performed are:

- general information point members (10%)
- ad hoc contact individual members (10 %)
- support Steering Committee (20%)
- follow up AGM and SC meetings (20 %)
- managing discussion list (10 %)
- financial administration (in cooperation with UU financial administration) (10 %)
- basic updating website (e.g. news, TF information, staff trainings) (5 %)
- basic updating network information (5 %)
- contacts MAUI and AEN (in cooperation with Strasbourg and Bochum) (5 %)
- external contact point (e.g. EUA, other networks and universities) (5 %)

It is questioned whether the tasks are realistic for 6.5 days/year. It is also questioned what (potential) services members would like to add to this. With an overview of actual and expected services it can be discussed how much time should be allocated for the Executive Secretariat. Finally all members are invited to make a bid for hosting the Executive Secretariat.

In general lines the process will be as follows:

- step 1) collection of information about (potential) services - all members (before June 1)
- step 2) quantification of relevant services- Steering Committee
- step 3) open bid - all members (July 2011)
- step 4) overview of bid - Steering Committee
- step 5) discussion and selection of bid - all members (possibly by email)

If there is not a decision about the Executive secretariat by the end of September, the Executive Secretariat will remain at Utrecht University situation for 2012 At the AGM 2012 there should be a final decision on the task and location of the Executive Secretariat for the coming years.

## 11. 25<sup>th</sup> Anniversary and Utrecht Network Award

### a) 25<sup>th</sup> Anniversary

The 25<sup>th</sup> anniversary of Utrecht Network should be an AGM with some additional activities. To increase the visibility of Utrecht Network within the member universities all rectors should be invited. In order to attract the rectors to come there should be a programme with a strong content that directly relates



to the added value of the network. It should also give the rectors the opportunity for active participation and discussion. JOIMAN and its spin off seem to offer good opportunities.

All members are asked to make a preliminary reservation in the calendar of the rector as soon as possible. The date will be April 26, 2012, arriving at Utrecht on April 25 or early morning April 26, departing on May 27 (any time)

In addition to the event for the rectors there should be a celebration for the representatives of the network and persons who are or have been actively involved in the network on May 27.

A small temporary SIG will further discuss the programme of the 25<sup>th</sup> Anniversary and take the responsibility for the organisation of the event.

SIG members are Sabine Pendl (chair), Lidia Bourceanu (TF Profiling and Promotion), Patricia DeClopper and Beatrice Delpouve (both long standing members of the network), Nilifur Ozyurt Zihnioglu (new network member), Caspar de Bok (Executive Secretariat)

#### **b) Utrecht Network Award**

The reasons for an Utrecht Network award is that it could:

- Raise visibility within the member institutions by advertising it institutionally;
- Raise public awareness of the Network;
- Encourage staff, particularly outside International Offices, to commit themselves to international exchanges and projects;
- Recognize professionals making a substantial contribution in the area of HE for the Network.

In general there is a positive response to the initiative but there are many questions regarding the format. Although there was no consensus about the format all members agreed that for 2012 there should be an award for a person who made a major contribution to the network. The award should be a piece of art (approx. €1000).

All members are asked to send suggestions for a 2012 nominee for criteria and the format for the future awards (e.g. annual , bi-annual) before January 1, 2012

### **12. Approval remaining formal issues**

Remaining issues were Statutes and Internal Regulations. The Steering Committee submitted updated versions, which members agreed on (see agenda item 7)

### **13. Parallel open sessions**

#### **a) JOIMAN II**

Francesco Girotti informed the AGM about JOI.CON and JOI.LAB 2, follow up projects of JOIMAN. Both projects have been submitted to the EC. Results of the EC evaluation are expected in June.

JOI.CON (1 year) is coordinated by Anne Vorpapel/Tabea Mager (Leipzig), JOI.LAB (2 year) by Francesco Girotti (Bologna). Utrecht Network is an associate partner in both projects.

#### **b) 25<sup>th</sup> Anniversary**

See at agenda item 11a

### **14. Any other business**

- Alain Higgins reposted that Grupo Montevideo is interested in collaboration with Utrecht Network. Because of the collaboration with the Coimbra group, more information is needed about the aim and their idea for cooperation. Svend Poller will send a letter to invite them for a meeting at NAFSA and to ask for some additional information. If there is a positive response the ideas of Grupo Montevideo will be shared with the Utrecht Network members for further discussion.
- Still not all members updated their information in the database of master programmes. Outdated information effect the use of the database in a negative way. In October 2011 universities who didn't update their information in the last 18 months will be deleted. All members are asked to have the information of their university checked and updated before October 1, 2011.
- At the EAIE in Copenhagen there will be an informal Utrecht Network dinner on Thursday September 15, before the dance.

- Lund and Aarhus will organise a partner day before the EAIE. Information will be send to the Utrecht Network members.
- Martin Glogar will resend the call for papers on management of International Offices. This is part of the CORINTHIAM project, where Utrecht Network is an associate partner.

### **15. Closing**

After a long and intensive meeting the AGM closes with a word of thanks to Livia Dimitriu and her team. They did a great job organising the meeting almost twice (2010 and 2011). All participants were very pleased by the hospitality of the team and of Alexandru Ioan Cuza University. All members who will join the excursion look forward to visit the monasteries.

<b>Appointments and actions</b>			
<b>Item</b>	<b>What</b>	<b>Who</b>	<b>Deadline</b>
4	Matrix Erasmus agreements	Gerald Zimmermann	1 Febr. 2012
4	Short Stay Mobility Scheme to SC	Patra Rabitsch	Asap
5c	Check legal possibility for off side financial audit	Caspar de Bok	Asap
6	Distribution final results (and book) JOIMAN	Francesco Girotti	Asap
6	Publish JOIMAN link at Utrecht Network website	Caspar de Bok	Asap
6	Resend information of Staff Training week for librarians	Karitas Kvaran	Asap
6	Propose set of data on student mobility that should be collected (and used).	Task Force Student Mobility	Asap
6	Discuss with task force Summer Schools options for the Bergen Research Summer School to link with Utrecht Network	Helge BJORLO	Asap
6*	Annual report of activities and plans *	Task Force chairs*	15 Jan. 2011*
7a	Formalise new Statutes with notary	Caspar de Bok	Asap
9	Check and unify information sheets AEN and MAUI	Anne Gemminger and Jonna Haensel	Asap
10	Collection of information about (potential) services Executive Secretariat	All members	1 June 2011
10	Open bid for Executive Secretariat	Steering Committee	July 2011
10	Final decision about tasks and location of Executive Secretariat	General Meeting	AGM 2012
11a	Preliminary reservation in calendar rector for 25 <sup>th</sup> anniversary (April 26, 2012)	All members	Asap
11b	Nominated a candidate for the Utrecht Network Award	All members	1 Jan. 2012
11b	Suggestions for criteria and the format for the future awards	All members	1 Jan. 2012
14	Letter to Grupo Montevideo	Svend Poller	Asap
14	Update database masters programmes	All members	1 Oct. 2011

\*) In line with the Internal Regulations reports of activities should be sent to Caspar de Bok for the preparation of documents for the Annual General Meeting 2012

<b>Decisions</b>	
<b>Item</b>	<b>What</b>
4	Report of Annual General Meeting 2010 approved
5a	Financial audit report 2010 approved
5b	Budget planning 2011 approved
5c	Karitas Kvaran elected as prime financial auditor for 2011. Jutta Schmid will be the second auditor
7a	English version of the Statutes 2011 approved and agreement with the procedure for formalisation
7a	Textual changes to the Statutes can only be made if there are legal barriers to formalise the Dutch version of the English Statutes
7b	New Internal Regulations approved
8	New structure of the AGMs approved

**Annex 1:**

**Utrecht Network**  
**Work programme 2011-2012**

Apart from the regular mobility activities The Steering Committee and the Task Forces (TF) will have a specified work plan as basis for their activities.

The Work Plan for 2011-2012 include activities of:

- Steering Committee
- Task Force Joint Programmes
- Task Force Profiling and Promotion
- Task Force Researchers' Mobility
- Task Force Staff Training
- Task Force Student Mobility
- Task Force Summer Schools

**Steering Committee**

*Members*

- Leipzig: Svend poller (chair)
- Aarhus : Kaja Nørgaard Bertelsen
- Cork: Marita Foster
- Iasi : Livia Dimitriu
- Lund: Maria Tägil Katsarou

The steering committee (SC) acts on the basis of Article 11 of the Statutes. Its main tasks are in particular:

1. It is in charge of the daily course of affairs, the implementation of decisions taken by the general Meeting, the administration of the budget including the monitoring of the efficient use of funds allocated to Task Forces and other projects.
2. The SC will prepare and evaluate the annual General Meeting.
3. The SC will focus its activities to reach the following aims in the two years to come:
4. Improve transparency of its activities and the co-ordination among the speakers of the task forces among them and with the SC.
5. Develop a model for professional development activities.
6. Improve the inclusion of colleagues who have recently started their career in the network.
7. Define the conditions and tasks of the Executive Secretariat.
8. Review of the strategic plan (2008-2012)

The following instruments should implement aims 3-5:

- 3) Chairs of active Task Forces should be included into meetings of the SC (as counsellors).
- 4 and 5) The General Meeting 2011 should elaborate a plan for a professional development seminar 2012 (as described for AGM 2010 in Iasi, Agenda Item 9a). Special support then should be given to "new" colleagues. The format of the Annual meeting could change as well to accommodate a professional development seminar prior to an annual meeting, which focuses on internal issues of the Network.
- 6) The conditions and the tasks of the Executive Secretariat should be discussed with Utrecht University (full costs minus marketing benefit, long-term planning of cost development, contracting). Other options to accommodate the Secretariat should be considered with an eye on continuity, quality of services, and costs (including costs for the transition period).

## Task Force Joint Programmes

### *Members*

- Bologna: Francesco Girotti (chair)
- Lille: Beatrice Delpouve
- Bergen: Elin Haaland Kramer
- Leipzig: Anne Vorpapel
- Lund: Teresia Rindfjäll
- Iasi: Livia Dimitriu

*Liaison Steering Committee:* Livia Dimitriu

### *New Task Force mission*

The task Force Joint Programmes is willing to be a forum for discussion on JP among the UN members and a potential support in the development, implementation and management of Joint Programmes.

### *Task Force activities*

The task force will first finalise the activities which couldn't be realised in 2010, such as the delivery of the JOIMAN results printed material to each UN members. In addition, it will be requested to the Steering Committee to publish the same material on the UN web site.

Secondly, it would be proposed to the SC to include a thematic session on JP to the AGM, which would be open to potential interested people of the UN community. The aim of this forum would be to evaluate the JOIMAN results and to discuss a potential draft of training event on Joint Programmes, which could be organised at the end of the year 2011.

A task force meeting will follow the AGM session on Joint Programmes, in order to evaluate the results of the discussion and to draft the activities of the second part of the year. The second part of the year will be dedicated to the drafting of a training event on Joint Programmes, which could also be jointly developed with the Task Force "staff training". Depending on the results of the discussions, the availability of time, the synergies with the Task Force Staff training and the plans of the Steering Committee, it will be decided whether to organise the training event in Autumn 2011 or during (before or after) the AGM 2012.

A final TF meeting will be organised at the end of the year (or eventually in the same days of the training event, if it will take place on 2011) in order to plan 2012 activities.

### *Summary of the 2011 activities:*

- Activity 1: February 2011: to send to all UN partners JOIMAN printed material together with an accompany letter in which we express the availability of the TF or JOIMAN members to participate or facilitate potential events on JP that UN member could organise at their institutions.
- Activity 2: to provide a discussion form on the results of JOIMAN (list of questions - piloted answers in order to facilitate activity 3)
- Activity 3: Organise a 1h and half session during the AGM in IASI with potential interested UN members in order to discuss the JOIMAN results and in order to share a possible draft of pilot training event on JPs to be organised in autumn 2011
- Activity 4: Task force meeting in IASI after the session (see activity three) to discuss how to invest the rest of the year, possibly drafting the contents of the training events
- Activity 5: elaboration of the contents of a pilot training event to be held in October/November 2011 or in 2012. these activity could be realised in synergy with the TF Staff Training
- Activity 6 (potential): promotion and implementation of the pilot training event in October/November 2011
- Activity 7: Task Force meeting in October/November in order to plan 2012 activities

## **Task Force Profiling and Promotion**

### **Members**

- Iasi (chair): Lidia Bourceanu
- Bergen: Eli Zachariadis
- Brno: Radmila Drobenova
- Cork: Marita Foster
- Strasbourg: Lucie Gorin

*Liaison Steering Committee: Marita Foster*

### **Main goals**

The main goals of the Task Force are to accurately determine the UN profile and promote it, both internally and externally. Thus, the visibility of the organisation is ensured and enhanced.

- A. Defining the Utrecht Network target groups and their needs
- B. Promotion Plan
- C. The increase of the UN dynamics and visibility in the online space
- D. The set up of the internal communication strategy
- E. The promotion of the Utrecht Network at corporate level on the partner networks' web pages (MAUI and AEN)
- F. Defining the Utrecht Network educational offer, profile and particularity on the international higher education market

### **Proposed actions**

A) Defining the Utrecht Network target groups and their needs

- a. The revision and finalisation of the questionnaire
- b. The sending and application of questionnaire by the UN member universities
- c. The outcomes' analyse and final conclusions

*Proposed deadline: the end of September 2011*

B) Promotion Plan

Starting from the conclusions of the survey (strong points, weak points), a promotion plan will be drafted and presented to the Steering Committee

**Proposed deadline: the end of October 2011**

C) The increase of the UN dynamics and visibility in the online space

C1) The improvement of the UN web page (<http://www.utrecht-network.org/>), by using interactive elements that will increase its attractiveness related to the target groups, such as:

- a special section, dedicated to the UN 25<sup>th</sup> anniversary in 2012
- audio-video gallery
- photo gallery
- testimonials of the persons that participated in UN mobility programs (students, teachers, administrative staff)
- blogs
- Projects (reports, outcomes, information about ongoing projects)
- a search engine

*The necessity and also the ways of materialising this initiative will be discussed at the PP Task Force workshop, hosted by University College Cork in August.*

C2) The opening and periodical update of a Facebook account, that would address especially the students and get them interested in the UN projects, mobilities and summer schools.

*The necessity and also the ways of materialising this initiative will be discussed at the PP Task Force workshop, hosted by University College Cork in August.*

D) The set up of the internal communication strategy

A Profiling and Promotion TF member will closely be in contact with the TF chairs, in order to get the latest newsworthy information about the results of the activities to be promoted at the UN scale.

*Permanent activity. In Cork, this possibility will be analysed and a Task Force member to be in charge with this activity will be appointed*

E) The promotion of the Utrecht Network at corporate level on the partner networks' web pages (MAUI and AEN)

The contact and collaboration proposal to the representatives and web masters' of the MAUI and AEN sites.

*Proposed deadline: August 2011*

F) Defining the Utrecht Network educational offer, profile and particularity on the international higher education market

The analysis of other networks and their profile, in terms of academic offer and promotional tools used.

*Proposed deadline: August 2011*

### **Task Force Researchers' Mobility**

#### *Members*

- Coimbra: Joana Tereso (chair)
  - Aarhus: Anne Pletschette Langer
  - Bochum: Monika Sprung / Anna Gopon
  - Graz: Diana Afrasteh
  - Leipzig: Annemone Fabricius
  - Tartu: Lea Kiwi
  - Hull: Martin Arnold
  - Istanbul: Sehnaz Sanda
- Liaison Steering Committee: Kaja Nørgaard Bertelsen*

#### *Main goals*

The task force "International Researchers' Mobility" will contribute to the profile of the Utrecht network representing Europe's strongest expertise for all kind of activities linked to international mobility including the dissemination of best practice in strategic and administrative issues linked to internationalization of higher education.

The topic "How to improve the mobility of international researchers" is specifically relevant to the UN members and therefore a task force "Research Staff Mobility" has been founded in 2009 during the annual general meeting in Leipzig. The task force has been chaired by Bochum, members are Leipzig, Graz, Aarhus, Coimbra, Bergen and Tartu. In 2011 Coimbra has taken over the chair temporarily. Hull and Istanbul have joined the Task Force as new members.

The task force will work on aspects of quality assurance and set up a Quality Charter for Utrecht Network Universities.

#### *Funding scheme for activities (apart from Task Force meetings)*

Publication of a small booklet: Utrecht Network's Quality Charter- Researcher's mobility. To be distributed to 31 UN Universities, 15 MAUI Universities and 7 AEN Universities, 300 copies: €1500

#### *Proposed actions*

- Organize a Task Force Meeting focused on Quality Assurance/ UN-Quality Charter  
How to develop UN standards in the field of researchers' mobility. Definition of a Quality Charter, report of services, a description of workflows etc.  
At the end of the meeting there should be a draft document which will lead us to the Quality Charter.  
The meeting will be held in Coimbra, on the 7<sup>th</sup> October (arrival date on the 6<sup>th</sup>).  
The University of Coimbra will offer a dinner, coffee breaks and room facilities.  
UN will cover other expenses, estimated as follows:  
€ 100 as for a daily allowance (accommodation and meals) x 2 days  
€ 500 for travel expenses  
Total: € 700 x 7 persons = € 4900
- Production and publication of a Quality Charter booklet to be distributed within the Network.

*Proposed timeline*

- **July/August:** Members of the TF will be asked to send contributions in order to prepare the meeting, according to the experience in each University (workflows, if exists, services provided, etc)
- **August/September:** Registration in the meeting
- **October:** (6<sup>th</sup>/7<sup>th</sup>) Meeting in Coimbra: **Researcher's mobility: how to assure quality standards**
- **January:** Validation from the TF members of the draft Quality Charter
- **March:** Publication of the booklet

**Task Force Staff Training**

*Members*

- Reykjavik: Karitas Kvaran (chair a.i.)
- Bergen: Helge Bjørlo
- Helsinki: t.b.c.
- Tartu: t.b.c.
- Thessaloniki: Ioanna Georgiadou

*Liaison Steering Committee:* Livia Dimitriu

*Proposed actions*

Develop a model or models for the organisation of thematic Utrecht Network Staff Trainings. The Task Force will provide an overview of good practices for training weeks. The Task Force will make an overview of relevant themes for professional development incl. staff training. The Task force will organise a first Utrecht Network Staff Training.

*Proposed timeline*

- Overview of potential themes for a staff training week
- Staff Training week for librarians (October 2011)
- Report of Task Force activities 2011 (January 2012)

**Task Force Student Mobility**

*Members:*

- Graz: Petra Rabitsch (chair)
- Aarhus: Trine Høj Eriksen
- Basel: Gérald Zimmermann
- Brno: Lucie Durcova
- Helsinki: Maarit Haukka
- Utrecht: Marleen van der Ven
- Vilnius: Rita Vienazindiene

*Liaison Steering Committee:* Maria Katsarou Tägil

*Main goals*

Mobility is one of the characteristics of the Utrecht Network. Therefore it's important to establish a profile covering the main issues of mobility.

The TF Student Mobility makes it their responsibility

- To keep a general overview over the student mobility flows within the network
- To modify and optimize existing mobility schemes and develop new schemes to the demands within student mobility (e.g. develop short term programs, research grants)
- To facilitate more flexibility within the network (e.g. agreements between universities, that might be open to all fields of study in one direction and limited in the other to facilitate both universities limitations/needs)
- To define ways of promoting outgoing mobility
- To address mobility issues and obstacles and suggest solutions (e.g. social and academic integration)



*Funding scheme for activities (apart from Task Force meetings)*

- Scholarship scheme : 5x1000€ (total of 5000€) for up to 5 students. This money will not be needed until 2012 though, since the scholarship scheme will not be approved before then.

*Proposed actions*

- TF Meeting in Brno End of June/Beginning of July 2011
- Revise and re-enter the proposal regarding open and half open agreements for the EAIE conference 2011
- Enter proposal on best practices of social integration of incoming students for the EAIE conference 2011
- Get SC approval for the scholarship scheme to be voted on at the next AGM
- Restructure and resize the Task Force itself (including a possible change of chair)
- Further actions and suggestions from the AGM in Iasi will be discussed during the TF Meeting in Brno.

*Proposed timeline*

- Restructuring of the Task Force – July 2011
- EAIE proposals - according to EAIE deadline in fall 2011
- SC Approval of scholarship scheme – Fall/Winter 2011

### **Task Force Summer Schools**

*Members*

- Graz: Sabine Pendl (chair)
- Antwerp: Patricia De Clopper
- Bologna: Gianluca Bolelli
- Leipzig: Svend Poller
- Lille: Alain Higgins
- Ljubljana: Katja Cerjak

*Liaison Steering Committee: Svend Poller*

*2011 actions*

support the organization of the following summer schools:

- **17 -31 July 2011**, Seggau (Austria)  
[The Americas](#)
- **1-12 August 2011** Belfast (UK, Northern Ireland)  
[Borders of Europe: Migration](#)

A conference on August 1<sup>st</sup> 2011 will use the occasion that it is the tenth summer school within this series to draw visibility on that remarkable success.

- **28 August - 4 September 2011**, Lille (France)

New solid state NMR methods for structural characterization of materials.  
preparation for the 2012 cycle of summer schools

*Proposed activities*

- Decision on the feasibility of new summer schools in the year 2012
- Task Force meeting in Belfast (July 31<sup>st</sup> until August 3<sup>rd</sup> 2011): Evaluation of 2011 summer schools (so far) and planning of the 2012 programme – Conference on the occasion of the tenth summer school of this kind
- Revision of the Hospitality Scheme
- Revision of financial support of summer schools
- Preparation for the 2012 cycle of summer schools
- Access and attractiveness of UN summer schools for students and teachers
- Task Force meeting in Zingst (if necessary): Report of Task Force activities 2011 and work plan/financial planning 2012

*Funding opportunities:*

Hospitality Funds:

- Students from UN institutions in Bratislava, Brno, Budapest, Iasi, Krakow, Ljubljana, Riga, Tartu and Vilnius participating in an UN summerschool receive financial support.
- General initial financial support:
- For the establishment of an UN summer school under UN conditions (see UN summer school guidelines) an amount of € 45.000 – which often means three years each time € 15.000) can be requested. This amount can be used for example for organizational costs, administrative support, travel arrangements, accommodation or other issues.