

REPORT ANNUAL GENERAL MEETING 2013

Bergen, 25 April 2013

Attendees

Aarhus	
Kaja Nørgaard Henneberg	Istanbul
Antwerp	-
Patricia De Clopper	Krakow
Basel	Miroslaw Klimkiewicz
Andrea Delpho	Leipzig
Gérald Zimmermann	Svend Poller
Belfast	Anne Vorpapel
Donna Beckington	Lille
Bergen	Maria Eksler
Helge Bjørlo	Virginie Perotti
Hilde Haaland-Kramer	Ljubljana
Bochum	Katja Cerjak
Jonna Haensel-Neumann	Lund
Jutta Schmid	Teresia Rindeljäll
Monika Sprung	Madrid
Bologna	-
Francesco Girotti	Malta
Bratislava	Anna Callus
Magdaléna Belková	Reykjavik
Michal Dzurik	Karitas Kvaran
Brno	Riga
Lucie Durcová	Zane Svilane
Budapest	Strasbourg
Márton Bélik	Anne Gemminge
Gábor Erdody	Tartu
Coimbra	Ülle Tensing
Filomena Marques de Carvalho	Thessaloniki
Cork	Anastasia Chourmouziadi
Marita Foster (Chair)	Ioanna Georgiadou
Graz	Utrecht
Sabine Pendl	Caspar de Bok (UU)
Petra Rabitsch	- (HKU)
Helsinki	Vilnius
Minna Kaartinen-Koutaniemi	Milda Girdzijauskaitė
Hull	Rita Vienazindiene
Richard Burchill	AEN observer
Fiona Miller (Secretary)	-
Iași	MAUI observer
Lidia Bourceanu	Liz Shabani (UMSL)
Livia Dimitriu	

1. Welcome and apologies for absence

Members were welcomed to the meeting by the President of the Network, Marita Foster.

All members introduced themselves.

Apologies had been received from the HKU University of the Arts, Utrecht and Boğaziçi University, Istanbul. The AEN representative, Rebecca Hall, was unable to join the meeting via Skype due to illness.

2. Welcome by Universitetet i Bergen

Christen Soleim, the Director of Student Affairs, Universitetet i Bergen welcomed the Network to Bergen and highlighted the importance of the Network to the University. The President of the Network thanked the Universitetet i Bergen, on behalf of all members, for the hospitality that had been shown to the Network during the visit. Particular thanks were given to Helge Bjørlo and his colleagues.

3. Practical issues

Members were reminded that members could seek reimbursement of travel costs for one representative per institution from the Network. An e-mail would be sent to representatives reminding them of the reimbursement procedure.

4. Minutes of the 2012 AGM

The minutes of the 2012 AGM were approved as a correct record.

5. Matters arising from the minutes

It was noted that matters arising from the minutes would be covered elsewhere on the agenda.

6. 2013 AGM Workshop 'What, Why and How: Joint Programmes in a Nutshell'

It was noted that the workshop had been the inaugural workshop under the new AGM format and had proved to be very successful and well organised. Thanks were given to all those involved in the organisation of the Workshop, and in particular the members of the Joint Programmes Task Force.

The Workshop had attracted significant interest amongst the Network with over twenty representatives from member institutions attending, and two external guests. The possibility of materials from the Network becoming available to members was discussed. It was agreed that the Task Force would decide which material was self-explanatory and could therefore be shared on the Network's intranet pages. An article would also be produced regarding the Workshop for the Newsletter/website which would give further details.

7. Report on Steering Committee actions between meetings

The Steering Committee actions between meetings were approved.

8. 2012 Task Force reports and 2013 Work Programmes

The 2012 Task Force reports and 2013 Work Programmes were approved. The following points were noted:

Joint Programmes Task Force (F Girotti): The main area of activity for the Task Force had been the preparation of the AGM workshop. An evaluation of the workshop would be undertaken by the Task Force and the possibility of repeating the workshop would be considered. Support would also be given to the Leipzig Joint Programmes Partnership Forum.

Profiling and Promotion Task Force (L Bourceanu): The introduction of an electronic newsletter for the Network was discussed. It was noted that the newsletter would be issued quarterly and contributions to the newsletter were invited from members. It was expected that Task Forces would use the newsletter to publicise their activities.

The need for a more effective, visually appealing website was highlighted.

Researchers Mobility Task Force (M Sprung): A survey had been undertaken regarding provision for researcher's mobility within the Network. Considerable expertise had been highlighted and the possibility of developing training and a buddy system and a 'starters kit' for those members with less expertise in this area would be considered. It was possible that funding for this activity could be applied for from EURAXESS (the EC initiative for Researchers in Motion).

The possibility of the Network utilising the services of EURAXESS was discussed (in particular to avoid duplication in terms of guidelines and training materials). It was noted that individual institutions would need to become members – it was not possible for the Network to secure membership in its own right.

It was noted that the Task Force would welcome new members. Expressions of interest in joining the Task Force to be sent to the Chair (Monika Sprung).

Staff Training Task Force (K Kvaran): It was reported that the Task Force had received one application in response to its call for Staff Training seminar proposals. Members were encouraged to submit proposals for future calls, or to suggest themes in areas which they themselves did not have expertise, but wished to develop their knowledge. The importance of staff training to the Network was highlighted and such training was considered particularly beneficial to administrative support staff who were not usually exposed to internationalisation.

It was noted that the Leipzig Partnership Forum had been postponed to later in the year. The initial low response was believed to be largely due to the timing of the workshop in relation to the allocation of Staff Mobility funding. It was agreed that the possibility of holding the workshop in late October/early November would be examined. If this was not possible, it was agreed that the funding could be carried forward to 2014. The target audience for the Forum would also be re-considered.

Student Mobility (P Rabitsch): It was noted that the 2013 Researchers Mobility Scheme had proved successful with eight member institutions involved (receiving and sending). The profiles of the successful candidates would be published in the Network newsletter. The Scheme would continue with a call for applications during 2013 (for funding in 2014).

Members were informed of the new promotion of student mobility activity which would take place during the autumn meeting of the Task Force, at an institution selected due to low levels of student mobility.

It was noted that links between the Task Force and AEN and MAUI were being developed, with the Task Force being well placed to take forward any issues raised by AEN and MAUI.

Summer Schools (S Poller): Sabine Pendl was thanked for her contribution as Chair of the Task Force. Members were reminded of changes to the Summer School rules and to the Hospitality Fund. Members would still have responsibility for ranking the students applying from their institution for the Hospitality Fund.

It was noted that there would be a review of the current arrangements/rules with proposals on the future of the Summer School scheme being presented to the 2014 AGM. The need to compare budgets for Summer Schools in relation to other Network funded activity was highlighted.

It was agreed that it would be beneficial to have an open call for all institutions regarding the development of summer schools.

Steering Committee (U Tensing): It was noted that the major task of the Steering Committee would be the development of the new Strategic Plan. The joint meeting between the Steering Committee and Task Force Chairs had been successful and it was agreed that the model would continue.

The Steering Committee would continue to ensure the effectiveness of the Network through the ongoing evaluation of current processes and procedures.

9. Budgetary Issues

Financial Audit Report 2012: The 2012 Financial Audit had taken place remotely. The auditor had discharged the Network's accounts from liability for the fiscal year 2012. The Financial Audit Report 2012 was approved.

New and innovative activity requests – Staff Training event on Erasmus for All: The possibility of a Staff Training event to be held in the autumn 2013 was discussed. The focus of the event would be Erasmus for All and the EC's 2020 student mobility target (20% of all higher education students should spend three months studying or training abroad by 2020). In particular barriers to student mobility would be examined. Patricia De Clopper and representatives of the Student Mobility Task Force would look to see if it was possible to run such an event as well as an AGM Workshop. Provisional funding of €5,000 was approved for the event.

Draft Budget 2013 – 2015: The draft Budget for 2013 – 15 was approved with the following

amendments:

- An additional €5,000 would be allocated to the Young Researchers Mobility Scheme in 2014 onwards. The new initiatives funding left to allocate in 2013 would be reduced by €5,000.

It was noted that the budgets for 2014 and 2015 were forecasts and would be amended as necessary in future years.

It was agreed that the Steering Committee could approve continuation of the 2013 new initiatives in 2014, subject to the receipt and approval by the Steering Committee of evaluation reports for the initiatives.

10. Communication tools within the Network

Website: The importance of an effective website for the Network was highlighted. It was agreed that the Profiling and Promotion Task Force would seek quotes for a re-design of the website. Approval was given to the Steering Committee to agree a budget, based on the quotes, for the re-design. It was expected that a course of action would be agreed within six months. The need to examine the number of hits received on the homepage was noted.

Expertise Database: The Steering Committee had decided that the expertise database should not be progressed further. Members were encouraged instead to make maximum use of the Network's googlemail e-mail lists. All members would be sent a list of the staff within their institutions currently registered for the e-mail list to make any necessary amendments.

Newsletter: Members were informed that the first Network newsletter would be produced by end of May. This was dependant on material received and members were encouraged to submit relevant material. The possibility of engaging a designer for the initial publication was highlighted.

Social Media: It had been decided that the Network did not have the resources at present to engage with social media i.e. Facebook. Means of promoting the Network to students undertaking placements within the Network were discussed. It was agreed that Network flyers could be included in the paperwork given to students, if appropriate.

Masters database: Members were reminded of the need to update the Masters database. Members queried the usefulness of the database, in terms of numbers of hits received. It was agreed that the Secretariat would look at ways of measuring hits, including the service which the Network pays for.

11. Elections

Steering Committee member: Kaja Nørgaard Henneberg was standing down as a member of the Steering Committee. Two candidates, Marton Belik and Francesco Girotti, were nominated for the position and Francesco Girotti was elected as a member of the Steering Committee for the period 2013 – 2016.

Financial Auditor: Caspar de Bok was appointed as the Financial Auditor for 2013. Richard Burchill, who was the Auditor for 2012 automatically became the second auditor.

12. Draft Policy on Utrecht Network bilateral agreements from 2014

The draft Policy, including in particular the recommendations, was discussed. It was noted that whilst the preference was for open university-wide agreements, it would be possible for institutions to have a mixture of open, half open and departmental agreements. Examples were given of where the adoption of open agreements had resulted in significant increases in student mobility.

The possibility of a central on-line database of agreements was raised. Concerns were expressed with regard to the updating of such a database.

It was agreed that the policy would be amended to include information about the duration of agreements. The agreement would not have to be constantly renewed but could be terminated if necessary by a vote.

Members were invited to send any further comments on the draft Policy to the Chair of the Student Mobility Task Force (Petra Rabitsch).

13. Draft Guidelines for Staff Training Seminars

The draft Guidelines were discussed and it was noted that the following changes would be made to the Guidelines – points 2.2 and 4 would be amended to state that the Staff Training Task Force has the responsibility for prioritising applications for Seminars, and on the Task Force recommendation, funding would then be agreed by the Steering Committee. The deadline for proposals would be amended to December, to reflect the earlier timing of the Steering Committee meetings.

Members were invited to send any further comments on the draft Guidelines to the Chair of the Staff Training Task Force (Karitas Kvaran).

14. 'Erasmus for All' and opportunities for the Utrecht Network

A European Commission presentation on 'The Erasmus Programme and Erasmus for All' was shared with members. Indications were that the budget had now been reduced to approx. 68% of the original budget. All activities originally planned would go forward but activity would be reduced proportionately across the programme. Further information on the programme would be available from mid June. The importance of the Utrecht Network as a strong partnership in relation to Erasmus for All was stressed.

15. Draft Strategic Plan 2013-16

The draft Strategic Plan for 2013-16 was discussed. It was noted that this was a first draft and comments on the draft were welcomed. It was anticipated that the Plan would provide an umbrella for all Network activity including Task Force activity. It was anticipated that Task Force/Steering Committee reports would in future include a section reporting against the objectives in the Strategic Plan.

It was agreed that the Network needed to articulate the underlying philosophy and vision of the Network. Members would be asked to provide feedback as to what they believed the

vision of the Network to be. The following changes would be made to the draft:

- AGM and membership would not be included as activities.
- Activity 4 – Promotion would be changed to Profiling
- Activity 6 (expertise in HE) would be removed as an activity but used as part of the introduction.

Consultation on the Plan would take place via the e-mail list, the draft Plan would be finalised at the Steering Committee meeting in September and approval sought from members by e-mail.

16. Membership issues

The issue of non-attendance at the AGM for six consecutive years by Universidad Complutense de Madrid was discussed. After a discussion held at the Steering Committee meeting in February, an e-mail had been sent to the Rector of the University and the institutional representative by the President, reminding them of the definition of active membership and enquiring if there were any reasons preventing attendance at the AGM. A response to the e-mail had not been received.

It was agreed that the Network would start to look actively for a second Spanish member, in case the Universidad Complutense de Madrid left the Network. It was agreed that if the Universidad Complutense de Madrid retained its membership then the Network could support two Spanish members.

It was agreed that a letter would be sent to Universidad Complutense de Madrid outlining the situation, including the investigation into a second Spanish member. The relevant clause from the Statutes would be quoted with regard to the termination of membership.

Members were also informed of informal enquiries into Network membership which had been received since the last AGM. All enquirers had been thanked for their interest but informed that the Network did not, at present, have plans to expand membership further within their respective countries.

17. Reports on Partner activities

AEN: It was noted that the AEN secretariat was currently hosted by Griffith University for the period 2012 – 2014. The main contacts at Griffith University were Shelly Maller and Rebecca Hall.

The new AEN website was now available at www.aen-online.com. Members were requested to check links to the AEN website from their institution's websites. A request was also made for testimonials and video clips for the website.

It was noted that there had been increases in student mobility both to and from AEN institutions from Network institutions in 2012-13 compared to 2011-12.

The need for more transparent selection criteria for Network students was highlighted. It was agreed that the MAUI selection guidelines for Network members would be extended to incorporate the AEN selection criteria. The possibility of whether the AEN institutions would

be able to offer more placements was raised.

It was noted that on average only half of Network institutions received AEN students. It was agreed that discussions would be held with the AEN institutions at NAFSA to try and establish what attracts AEN students to specific institutions.

MAUI: Members were thanked for their continued co-operation with MAUI and in particular the institutions which hosted visits by MAUI Exchange Co-ordinators were thanked.

It was noted that the tentative figures for 2013-14 suggested that mobility both ways between the Network and MAUI would be very close to equal.

Members were reminded of the annual MAUI – Utrecht Network meeting at the NAFSA conference on 29 May 2012 in St Louis, Missouri.

The draft Network guidelines for MAUI exchanges were discussed. It was noted that the situation with regard to the exchange of Masters students needed to be made clearer – it was up to the academic department at each receiving institution to determine if they would be willing to accept Masters students. This would be added to the guidelines along with the suggestion that members should contact the relevant co-ordinator at the beginning of the process to check how long the acceptance procedure for Masters students would take.

The possibility of Masters students exchanging at undergraduate level (taking postgraduate classes as fourth year undergraduate students) would be investigated.

It was agreed that point 4 of the selection criteria for MAUI placements (date of nominations received) would be re-examined. Members were invited to send any suggestions for alternative criteria to Anne Gemminger/Liz Shabani.

18. Potential links with non-European Networks

Members were informed of communications which had taken place with Grupo Montevideo. Grupo Montevideo had expressed interest in establishing relations with the Network. The Steering Committee had discussed the issue and a response had been made to Grupo Montevideo requesting further details of how they envisaged the partnership would work. The AEN and MAUI partnership agreements were cited as examples of Network partnerships. A reply had not been received to date.

The need for any agreement with Latin American Networks to be a reciprocal agreement was stressed. It was agreed that discussions would be held, if possible, with Grupo Montevideo representatives at the NAFSA or EAIE conferences.

Communications had also been initiated with two Brazilian networks with regard to possible partnership arrangements. Members would be kept informed of any developments.

The Network had also been approached by EUROSA with regard to further involvement with the Network. It had been agreed by the Steering Committee/Task Force Chairs that two places would be made available to EUROSA South African students on each of the Network summer schools. An evaluation of this activity would be undertaken by the Summer School Task Force.

It was reported that the Network had been invited to be an Associate Partner in the following applications made under the Erasmus Mundus Action II:

- EMAIL III (coordinated by Masarykova univerzita)
- TIME (coordinated by Masarykova univerzita)
- IBRASIL (coordinated by Université de Lille)
- MaBELiA (coordinated by Karl-Franzens-Universität Graz)
- EUROSA + (coordinated by Universiteit Antwerpen)

Members would be informed of the outcomes of the applications in due course.

19. Network participation in the ‘Impact of Erasmus Mobility and Intensive Programmes on skills development, employability, institutional development and the internationalisation of Higher Education Institution’s project

The Network had been invited to be an Associate Partner in the project. Patricia De Clopper was acting as the Network representative.

Concern was expressed over the tight deadlines imposed by the Project and the lack of clarity concerning the Network’s role. It was agreed that a letter would be sent to the project leaders to clarify the extent of the Network’s involvement.

Members were encouraged to respond to requests for information with regard to the project, which would be circulated via the Network e-mail list. A questionnaire for distribution by institutions would be circulated in May.

The role of the Network as an associate partner in projects was discussed. It was agreed that the Network should look to become a full partner in projects, where appropriate, with appropriate reimbursement.

20. AGM 2014 and workshop

An invitation had been received from Uniwersytet Jagielloński w Krakowie to host the 2014 AGM (8-10 May 2014). The AGM would precede the University’s main 650th Jubilee celebrations. The Network would not be holding a Rectors meeting but Rectors from various institutions would be invited by the University to the Jubilee celebrations.

It was agreed that the invitation by Uniwersytet Jagielloński w Krakowie would be accepted by the Network.

It was agreed that the 2014 AGM Workshop would have Erasmus for All and increasing mobility as its main themes. This would include global mobility as well as European mobility. A working group of Patricia De Clopper, Petra Rabitsch and Marleen van der Ven would be formed to look at a proposed structure for the Workshop and would feed back their proposals. Input from all the Task Forces was invited.

It was noted that Tartu Ülikool had offered to host the 2015 AGM. It was anticipated that the meeting would take place in early May 2015.

21. **Valedictions**

It was noted that Kaja Nørgaard Henneberg had finished her term of office as a member of the Steering Committee. Kaja was thanked for her significant contribution to the work of the Steering Committee.

22. **Any other business**

LEF Summer school: It was noted that an electronic registration process had been implemented for the LEF summer school. Institutional representatives would be contacted if ranking of students was needed for hospitality fund allocations.

Universiteit Antwerpen: Members were informed of details of the recent educational reforms in Flanders. It was noted that as a result there would be more courses available at the Universiteit Antwerpen which would result in more opportunities for student mobility.

EAIE UN Dinner: Boğaziçi University, Istanbul would be contacted to see if they could arrange the EAIE UN dinner at the EAIE Conference in September 2013. It was agreed that the Network would pay for drinks at the event.

Universitetet i Bergen: Thanks were expressed, on behalf of the Network, to the Universitetet i Bergen for all their hospitality during the Workshop and AGM.

Record of decisions

Item	Decision
4.	Minutes of the 2012 AGM were approved
7.	Steering Committee actions between meetings were approved
8.	The 2012 Task Force reports and 2013 Work Programmes were approved
8.	The funding for the Leipzig Partnership Forum could be carried forward to 2014 if necessary
8.	Hold an open call for all members regarding the development of new summer school programmes
9.	The Financial Audit Report 2012 was approved
9.	Provisional funding (€5,000) for an Erasmus for All staff training workshop was approved
9.	The draft budgets for 2013-2015 were approved subject to the amendment that an additional €5,000 would be allocated to the Young Researchers Mobility Scheme from 2014 onwards. The new initiatives funding left to allocate in 2013 would be reduced by €5,000.
9.	Approval granted for the Steering Committee to approve continuation of the 2013 new initiatives in 2014, subject to receipt and approval by the Steering Committee of evaluation reports for the initiatives.
10.	Approval granted for Profiling and Promotion Task Force to seek quotes for the re-design of the website. Approval granted for the Steering Committee to agree a budget based on the quotes.
11.	Appointment of Francesco Girotti to the Steering Committee (2013 – 2016)
11.	Appointment of Caspar de Bok as Financial Auditor for 2013, and Richard Burchill as second Auditor
16.	It was agreed that a letter should be sent to Universidad Complutense de Madrid with regard to their membership
20.	The invitation from Uniwersytet Jagielloński w Krakowie to host the 2014 AGM (8-10 May 2014) would be accepted
22.	It was agreed that the Network would pay for drinks at the EAIE UN dinner in Istanbul September 2013

**Annual General Meeting
25 April 2013**

Action Summary

Minute	Action	By whom
3	E-mail members about the procedure for reimbursing travel expenses	F Miller
6	Share relevant info from the AGM workshop on the intranet and produce an article for the newsletter	Joint Prog TF
8.	Send Chair expressions of interest in joining the Researchers Mobility Task Force to Monika Sprung	All
8.	Look at the possibility of holding the Leipzig Partnership Forum in late October/early November and reconsider the target audience.	S Poller
8	Hold an open call for all institutions regarding the development of summer schools	Summer Schools TF
9.	Look at the possibility of holding an autumn workshop as well as the AGM workshop on Erasmus for All and student mobility	P De Clopper & Student Mobility TF
9	Make changes as agreed to the 2013-2015 budgets	F Miller
9.	Approve continuation of the 2013 new initiatives in 2014 (subject to satisfactory evaluation reports)	Steering Committee
10.	Seek quotes for the redesign of the website	Profiling & Promotion TF
10.	Approve a budget for the re-design of the website based on the quotes	Steering Committee
10.	Send a list to all members to check their entries on the googlemail list	F Miller
10.	Submit relevant material for the Newsletter	All
10.	Update the Masters database	All
10.	Look at ways of measuring hits on the database and the website	F Miller
12.	Amend the draft policy to include information about the duration of agreements	Student Mobility TF
12.	Send any comments on the draft Policy on Bilateral agreements to Petra Rabitsch	All
13.	Make the changes, as agreed to the guidelines for Staff Training Seminars	Staff Training TF
13.	Send any comments on the draft Guidelines for Staff Training Seminars to	All

	Karitas Kvaran	
15.	Make changes as agreed to the Draft Strategic Plan and undertake consultation via the e-mail list on the Plan (including members' views of the Network's vision).	Steering Committee
16.	Start looking for a second Spanish partner	Steering Committee
16.	Write to Universidad Complutense de Madrid regarding their membership of the Network	M Foster
17.	Check links to the AEN website from members' websites and send any relevant video clips/testimonials to AEN	All
17.	Extend the MAUI selection guidelines to incorporate the AEN selection guidelines	A Gemminger/ J Schmid
17.	Hold discussions with AEN institutions at NAFSA to try and establish what attracts AEN students to specific institutions	Members attending NAFSA
17.	Clarify the situation with regard to the exchange of Masters students and look at the possibility of Masters students exchanging at undergraduate level.	L Shabani/ A Gemminger
17.	Any suggestions for alternative criteria for MAUI placements (to replace point 4 of the selection criteria) to be sent to Liz Shabani/Anne Gemminger	All
18.	Hold discussions if possible with Grupo Montevideo representatives at the NAFSA or EAIE conferences.	Steering Committee
19.	Send a letter to the project leaders to clarify the extent of the Network's involvement	M Foster
20.	Accept the invitation from Uniwersytet Jagielloński w Krakowie to host the 2014 AGM (8-10 May 2014)	M Foster
22.	Contact Boğaziçi University to see if they can arrange the EAIE UN dinner in Istanbul in September 2013.	Steering Committee

Utrecht Network – Work Programme 2013 - 2014

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

- A) Task Force Joint Programmes
 - B) Task Force Profiling and Promotion
 - C) Task Force Researchers Mobility
 - D) Task Force Staff Training
 - E) Task Force Student Mobility
 - F) Task Force Summer Schools
 - G) Steering Committee
-

A) Task Force Joint Programmes

Members

Francesco Girotti (Università di Bologna) – Chair
Beatrice Delpouve (Université de Lille)
Livia Dimitriu (Universitatea 'Alexandru Ioan Cuza', Iași)
Hilde Elin Haaland Kramer (Universitetet i Bergen)
Teresia Rindefjäll (Lunds Universitet)
Anne Vorpapel (Universität Leipzig)

Planned activities

The main assignment of the task force for 2013 is the realization of the first UN workshop, marking the launch of the new structure of the UN Annual General Meeting. The workshop, titled "What, Why and How: Joint Programmes in a Nutshell" will be organized on 23-24 April 2013, before the AGM.

The preparation work for the workshop includes the preparation of the contents (training material for sections and group works) as well as the promotion, the selection of participants and logistical aspects.

The workshop will be held by the 6 TF members plus one external invited speaker.

The TF has also been invited to support the University of Leipzig in the organization of the UN training week which will be organized on June 24-28, 2013. The theme of the UN training week will be "Joint Programmes, Best Practices Shared" and members of the TF are invited as speakers.

The second part of the year will be devoted to the evaluation of the training/learning experiences, both the AGM and the Leipzig one, and to the planning of potential duplications of the workshop not necessarily in connection with the AGM.

B) Task Force Profiling and Promotion

Members

Lidia Bourceanu (Universitatea 'Alexandru Ioan Cuza', Iași) - Chair
Anastasia Chourmouziadi (Aristotle University of Thessaloniki)
Radmila Drobenova (Masarykova Univerzita, Brno)
Richard Burchill (University of Hull)
Lucie Gonin (Université de Strasbourg)

Planned activities

Editing a UN quarterly electronic newsletter

Objectives:

- increase the visibility of the network, internally and externally;
- increase the level of awareness about the UN partnerships, achievements, opportunities.
- facilitate the communication among the UN member universities.

Target groups:

- UN members
- TF members
- International Relations Departments

Contributors

The member universities' members will be invited to submit content (text and picture).

Topics and columns

- Study and research opportunities (Scholarships/ Internships/ Summer schools /Staff trainings)
- Upcoming events (conferences and workshops) organised or hosted by your university, in partnerships with other Utrecht Network member universities
- Project reports and outcomes;
- Prizes
- Publications
- New initiatives
- Introducing ...

Distribution:

- on the UN site;
- on the webpages / Facebook pages of the UN member universities;
- the UN partners (MAUI and AEN)

The Utrecht Network website

Although the UN webpage has been improved, the Profiling and Promotion TF members consider that this important communication tool does not serve the promotional needs of the UN, due to its lack of interactivity and visual attractiveness.

From this perspective, the Profiling and Promotion Task Force kindly asks for the Steering Committee's approval of this initiative and, implicitly, for financial support, in order to contract a professional webdesigner

The UN survey

The profiling activity and the market segmentation of the target groups will be initiated after consulting the results of the survey that Uwe Brandenburg conducted on this issue. We are not in the possession of such information, yet.

C) Task Force Researchers Mobility

Members:

Monika Sprung/Anna Gopon (Ruhr-Universität Bochum) - Chair
Filomena Marques de Carvalho, Joana Tereso (Universidade de Coimbra)
Anne Pletschette Langer (Aarhus Universitet)
Diana Afrasteh (Karl-Franzens-Universität Graz)
Lea Kiwi (Tartu Ülikool)
Caroline Kennedy-Pipe (University of Hull)
Sehnaz Sanda (Boğaziçi University, Istanbul)

Planned activities

The Chair of the Task force will take part in the Joint Meeting of the SC and the TF chairs in Aarhus end of February.

Before the Annual Meeting in Bergen in April, the members of the Task Force will work via e-mail and Skype to come up with a modified version of the Charter/Guidelines according to the wishes expressed by the AGM.

During the summer semester a TF meeting will take place (again in Aarhus?) where we will discuss further proceedings. Once we have compiled the Quality Charter/Quality Guidelines, we will continue to develop the Appendix with the description of best practice examples. A further step will be to collect data among UN member institutions regarding the services provided to researchers. This map of services should be realized by means of a survey.

In October/November the Task force should meet again in order to create the survey to be sent to all UN members. The results of the survey can be presented to the AGM in 2014. If it is possible to realize the survey without a further meeting – we will discuss that when we meet in summer - we will opt for the alternative that saves time and money.

If this seems interesting to the AGM, the TF could come up with a training program for those willing to implement/improve their services provided to international researchers.

D) Task Force Staff Training

Members

Karítas Kvaran (Háskóli Íslands, Reykjavik) - Chair
Livia Dimitriu (Universitatea 'Alexandru Ioan Cuza', Iași)
Helge Bjørlo (Universitetet i Bergen)

Sirkku Ikonen (Helsingin Yliopisto, Helsinki)
Ülle Tensing (Tartu Ülikool)
Ioanna Georgiadou (Aristotle University of Thessaloniki)
Milda Girdzijauskaitė (Vilniaus Universitetas)

Planned activities

January 10 application deadline for holding a UN staff training seminar. Reviewing of applications, making a proposal for selection and introduce it for the steering committee and have the steering committee approval of the seminar and for the financial support for the organiser of the seminar.

Task force chair will attend a joint meeting of steering committee and task force chairs in Århus Denmark in late February. If needed a task force meeting will be held before the annual meeting that will take place in Bergen in April. A task force meeting will also be held in relation to the annual meeting and the EAIE meeting in Istanbul in September. The main issues on the agenda if finalising the guide for holding a UN staff training seminar hopefully we will be able to finalise it before the annual meeting in Bergen. It depends upon the outcome of the call for applications how much time the TF will have to spend upon planning of a seminar. If no application arrive the TF will come up with a plan B. And hopefully one seminar will be offered in 2013. The best thing would be if possible to make some plans 2-3 year ahead.

One application was received for holding a UN staff training seminar and it was from Leipzig University. The programme plan was approved by the Task Force and the steering committee approved its budget plan and to support the seminar for up to 5000 euro. The seminar will be held in Leipzig 24-28 June and its title is Joint programmes, best practices shared.

E) Task Force Student Mobility

Members:

Petra Rabitsch (Karl-Franzens-Universität Graz) - Chair
Trine Høj Eriksen (Aarhus Universitet)
Gérald Zimmermann (Universität Basel) - Co-Chair
Lucie Durcova (Masarykova univerzita, Brno)
Maarit Haukka (Helsingin Yliopisto, Helsinki)
Marleen van der Ven (Universiteit Utrecht)
Rita Vienazindiene (Vilniaus Universitetas)

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 (as in 2012). If the scheme remains as successful maybe more scholarships could be allocated in future years.

Planned activities

The members of the Task Force will meet for the first time in **March 2013 in Helsinki** to prepare for the second call and adjust procedures where necessary. We'll also **finalize the paper on agreements** and make preparations to send out our **best practice examples** to the network for further feedback and to add more examples from other partners.

If the Steering Committee agrees to a suggestion that will be presented during the SC-TF meeting in Aarhus, the second meeting in 2013 will be used to promote student mobility within the network. The idea was to set up a **promotion campaign at UN universities**, that either might receive many students but don't send out as many students or at universities, that aren't very active at all within the network. **Short presentations** by the TF members about all UN universities could be given **during fairs** etc. and mobility thus be promoted directly at the core of our job, the students themselves. This would also add to the visibility of the Utrecht Network at partner universities. The late fall meeting would be perfect for such activities as this is the time of the year where a lot of promotional campaigns take place at all universities.

Also, meetings with colleagues working with student mobility could be arranged and weak points within the promotion of UN mobilities pointed out and then be used for future activities.

Summary:

- March meeting in Helsinki
- 2nd call of the research mobility scheme in April/May
- Collection and analysis of statistics (in progress)
- Paper on agreements for the entire UN (mid of February to be sent out in March)
- Best practice examples on student mobility (mid of February to be sent out in March)
- Fall meeting at a location yet to be determined (November)
- UN promotion tour (November)

F) Task Force Summer Schools

Members

Svend Poller (Universität Leipzig) - Chair
 Gianluca Bolelli (Università di Bologna)
 Sabine Pendl (Karl-Franzens-Universität Graz)
 Alain Higgins (Université de Lille)
 Katja Cerjak (Univerza v Ljubljani)

Planned activities

Support the organization of the following summer schools:

- **June 30 – July 13**, Thessaloniki (Greece)

“Hidden Libraries”

- **July 14 – 26**, Motovun (Croatia)

“LEF – Liberty, Equality, Fraternity” (IP)

“Advanced Programme for the Professional Use of English in Education Environments” is still in the planning phase.

Task Force meeting in Greece or Croatia 2013:

- Evaluation of the new school
- Planning of the 2014 programme
- Start brainstorming on the future of UN Summer Schools: new approaches seem to be necessary in order to encourage institutions to launch new schools

Evaluation of the new Hospitality Scheme:

- First feedback and adaption where necessary

More task force meetings may become necessary.

H) Steering Committee

Members

Marita Foster (University College Cork) – Chair
Kaja Nørgaard Henneberg (Aarhus Universitet)
Patricia de Clopper (Universiteit Antwerpen)
Sabine Pendl (Karl-Franzens-Universität Graz)
Ülle Tensing (Tartu Ülikool)

Secretariat

Fiona Miller (University of Hull)

Planned activities

Support the Executive Secretariat at the University of Hull as it takes on sole responsibility for the activities of the Utrecht Network during 2013

Since 1 January 2013 the Executive Secretariat of the network has moved from Utrecht University to the University of Hull. The SC will support the Executive Secretariat at the University of Hull in its work on behalf of the network during the year.

Compile a draft for a strategic plan for 2013-2016

The SC will compile a draft for a strategic plan for the period 2013 – 2016. The plan should define the mission and key objectives of the network as well as setting out the priorities for activities in the coming four years. The drawing up of the plan should be an inclusive and transparent process with involvement of the network as a whole and the task forces in particular. A draft proposal for a new strategic plan will be presented at the AGM in 2013 for discussion.

Membership activities

The SC will undertake an inventory of active membership.

Working and training opportunities for members

The SC will facilitate working and training opportunities in order to support the professional development of members.

Task Forces

The SC will standardise the reporting, planning, implementation and evaluation of Task Force activities and new initiatives.

Explore 'Erasmus for All' and opportunities for the Utrecht Network

"Erasmus for All" will be the 'hot topic' in European education circles for the coming year. The SC will endeavour to keep members informed regarding proposals relating to "Erasmus for All" which should be forthcoming over the next number of months. The SC will also explore opportunities for the Network which may arise under the programme.

Support the Network's participation in the 'Impact of Erasmus mobility and Intensive Programmes on skills development, employability, institutional development and the internationalisation of Higher Education Institutions' project'

The Network will be represented on the Advisory Board of the project by Patricia De Clopper.

Investigate developing links with non-European Networks including following up on contacts with Grupo Montevideo in relation to possible collaboration between the two associations

The SC will follow up on contacts with the Latin American consortia Grupo Montevideo to explore the possibilities of cooperation between the two networks in the area of mobility of students and staff.

The SC will explore possible cooperation between the network and South African universities through EUROSA.

Links with other non-European networks will be investigated where appropriate.