

Action required – for approval

ANNUAL GENERAL MEETING 2016

Belfast, 28-29 April 2016

Attendees

Aarhus

Kaja Henneberg

Antwerp

Patricia De Clopper
Piet Van Hove

Basel

Gérald Zimmermann

Belfast

Donna Beckington
Rachel Mulligan

Bergen

Helge Bjørlo
Kristin Torp Skogedal

Bochum

Jutta Schmid

Bologna

Francesco Girotti
Lina Tanzillo

Bratislava

Magdaléna Belková
Michal Dzúrik

Brno

Jan Pavlik

Budapest

Nóra Gaál
Katalin Öhler

Coimbra

Ana Isabel Ferreira

Cork

Marita Foster
Clare Murphy

Graz

Sabine Pendl (Chair)
Petra Rabitsch

Helsinki

Minna Koutaniemi

Hull

Alan Speight

Iași

Gina Marinescu

Istanbul

Ece Toker Günay

Krakow

Marta Ganobis-Bednarska

Leipzig

Svend Poller
Anne Vorpapel

Lille

Véronique Level

Ljubljana

Katja Cerjak

Lund

Elisabeth Axell

Madrid

-

Malta

Steve Blondelet Cauchi

Riga

Alīna Gržibovska
Natalija Ivanova

Strasbourg

Sandra Rebel

Tartu

Kristine Truija (28 April)

Thessaloniki

Ioanna Georgiadou

Utrecht

Femke van der Geest (UU) (29 April)
Marleen van der Ven (UU)
- (HKU)

València

Guillermo Palao Moreno
Carlos Pomer Monferrer

Vilnius

Raimonda Markeviciene
Rita Vienazindiene

AEN observer

Caroline Reid (by skype for item 11)

MAUI observer

Elizabeth Shabani (UMSL)

Secretariat

Fiona Miller

1. Welcome and apologies for absence

The AGM was opened and it was concluded that the meeting was summoned correctly and that 28 of the total of 32 of the members of the Association were present/and or represented. Two further members of the Association joined the meeting before the resolutions in item 16 were made. This gave the General Meeting the authorisation to make valid resolutions.

Members were welcomed to the meeting by the President of the Network, Sabine Pendl. All members introduced themselves and a special welcome was given to the representatives from the Network's newest member, the University of València. On behalf of the Rector of the University of València, the Vice-Rector, Professor Guillermo Palao Moreno expressed his gratitude for the invitation to join the Network. The University of València wished to become an active member of the Network.

Apologies had been received from Complutense University of Madrid and HKU University of the Arts.

2. Welcome by Queen's University Belfast

Professor David Jones, Pro-Vice Chancellor for Education and Students, welcomed the Network to Queen's University Belfast. The importance of internationalisation within all areas of the University's work was highlighted. As a result the membership of the Utrecht Network was greatly valued in terms of the opportunities provided to both students and staff.

Thanks were given to Queen's University Belfast for the hospitality shown during the visit. Particular thanks were given to Donna Beckington and her team.

3. Practical issues

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

4. Format of the 2016 AGM

All members had been invited to complete an evaluation of the 2015 AGM. The replies (60% return rate) had been discussed by the Steering Committee. As a result of comments received, the New Faces sessions had been offered again. The dynamic working groups had also been considered successful in allowing members to exchange views, so had been incorporated into the 2016 agenda.

Members were encouraged to complete the evaluation, which would be sent out after the meeting. This would enable the Steering Committee to continue to refine the AGM in line with members' expectations and wishes.

5. Minutes of the 2015 AGM

The minutes of the 2015 AGM were approved as a true record of the meeting. It was noted that the items on the action list had either been completed or were covered elsewhere on the agenda.

6. Presentation by Queen's University Belfast

A presentation was given by Queen's University Belfast on the University and Northern Ireland. A copy of the presentation is available on the intranet.

7. 2015 Steering Committee report and 2016 Steering Committee work programme

The Steering Committee 2015 report and 2016 work programme were approved. It was noted that Márton Bélik had left ELTE in December 2015. This had resulted in an additional vacancy on the Steering Committee.

Members were invited to send any comments on the new website to the Secretariat. The intranet would be fully functioning by September 2016.

The list of Steering Committee actions between meetings were approved. It was reported that the changes which had been made to the AEN contract concerned the replacement of the wording 'students' with 'student semesters' when counting placements.

Members were also informed of four expressions of interest in Network membership which had been received since the last AGM. Enquirers had been thanked for their interest but informed that the Network had no plans at present to expand its membership.

The format for the 2016 Network EAIE dinner (Thursday 15 September) was discussed. It was agreed that the event should be more interactive with a hot buffet provided by the Network, with members paying for their own drinks. It was considered beneficial for members from AEN and MAUI to be invited to the event.

8. 2015 Task Force reports and 2016 Work Programmes

A report of the main issues from the 2015 Task Force reports and the 2016 Work Programmes was given:

Joint Programmes Task Force (A Vorpágel): The background to the proposed change of focus of the Task Force was discussed. It had been agreed within the Task Force that, following the unsuccessful Erasmus+ KA2 proposal, the Task Force should not continue to concentrate on the cooperation between academia and enterprises. Instead it was proposed that the focus of the Task Force be widened to internationalisation of the curricula. The Task Force would concentrate in 2016 on conducting research and sharing best practice within the Network. The AGM dynamic working groups would help to influence the direction of the research. Members were informed that there were currently vacancies in the Task Force.

The proposal to change the name and focus of the Task Force was approved as were the 2015 report and 2016 Work Programme. The need to ensure a specific focus and relevance for the Network was stressed.

Staff Training Task Force (S Pendl): The proposal to dissolve the Task Force was discussed. It was considered that the Task Force had contributed significantly to the Network through the development of Staff Training events. However members now had considerable expertise in running Staff Training events and the role of the Task Force was less clear.

It was noted that the Steering Committee supported the proposal to dissolve the Task Force. The Network would continue to finance two staff training events per year (one being the AGM workshop). Proposals for events would be submitted through the call for new initiatives and if no proposals were forthcoming then the Steering Committee could commission activity.

The proposal to dissolve the Task Force was approved.

Student Mobility Task Force (P Rabitsch): It was noted that the selection procedure for the Young Researchers Grant had been refined to assist the Task Force in selecting students. The letter of motivation would now include a series of questions rather than being an open letter. The timing of the next grant period would be 1 April 17 – 31 March 18 to fit in with the new financial year.

It had been agreed by the Task Force that the 'fun facts' would no longer be collected due to problems collecting the information from members. The Promotional Tour would no longer be offered annually but the Task Force would be happy to visit members on request.

It was noted the request for funding to partially support Network visits to MAUI institutions had been turned down by the Steering Committee. The Task Force has been asked to encourage members to visit MAUI member institutions in conjunction with the NAFSA conference.

The 2015 report and 2016 Work Programme were approved.

Summer Schools Task Force (S Poller): It was reported that two schools would be offered in 2016 – the Professional English Summer School (Hull) and the Growing Diversity as a Societal Challenge Summer School (Rimini). The Rimini Summer School was a new concept, aimed at doctoral candidates with 10-15 places being offered. It was being organised by the Academic Committee which had been established for the LEF Summer Schools. (Secretary's note: The Professional English Summer School has been cancelled due to low numbers.)

The proposed changes in the criteria for the Hospitality Fund were discussed. It was noted that the changes were intended to distinguish between 'staff' (eligible to apply for Erasmus+ Staff Mobility funding at their home institution), who would not be eligible to apply for Hospitality grant funding and 'students' who would be eligible to apply for Hospitality grant funding.

It was agreed that it would be possible for Summer Schools to be given the status of Utrecht Network Summer School, without receiving funding from the Network. The conditions for such schools would be:

- an Academic Committee would be formed comprising of representatives from member institutions
- the School would be not for profit

- the School would comply with the Summer School guidelines, in particular relating to the recruitment of students.

The criteria would be published on the website.

It was noted that Jeroen Torenbeek from Utrecht University would be joining the Task Force.

The 2015 report and 2016 Work Programme were approved.

Researchers Mobility Task Force (S Pendl): It was noted that the Task Force had organised a very successful AGM Workshop in 2015. However the Steering Committee had subsequently been unclear about the future direction and purpose of the Task Force. The Chair of the Task Force had been contacted and, after consultation within the Task Force, had expressed a wish for the Task Force to continue. A workplan for 2016 had been submitted. The Steering Committee had expressed concern about the proposed survey (due to poor response rates by members in the past) and the job shadowing scheme (due to the lack of originality of this activity).

It was proposed by the Steering Committee that a meeting be held in June with the Chair of the Task Force and the Chair of the proposed Research Management Task Force. During the meeting synergies between the two groups could be identified.

Members were unable to see the possible synergies between the two groups. The possibility of synergies with the Student Mobility Task Force was also discounted. It was recognised that there was a need for clear objectives which were to the benefit of all members.

Members were given the following options:

- To approved the 2016 Work Programme as submitted to the AGM.
- To allocate the Task Force a reduced budget to facilitate one Task Force meeting during 2016 during which a plan for 2017 would be compiled
- To dissolve the Task Force

The option to allocate the Task Force a reduced budget to facilitate one Task Force meeting during 2016 during which a plan for 2017 would be compiled was approved by the majority of members. The plan would be submitted to the 2017 AGM for approval. The plan should have a clear focus and the benefits for the Network expressed. The Task Force should not replicate the services provided by Euraxess.

The 2015 report was approved.

9. Research Management Task Force Proposal

It was noted that the proposal to form a Task Force had arisen out of the 2014 AGM Workshop and the 2015 Utrecht Staff Training event for Research Managers.

It was noted that the Steering Committee had allocated funding for the group to organise a Staff Training event in Hull in June 2016. The proposal from the Steering Committee was that a decision on the Task Force should be deferred until

the 2017 AGM. This would enable the objectives of the Task Force to be developed and any synergies with existing Network activity examined.

It was agreed that the evaluation of the Staff Training event would be submitted to the 2017 AGM along with the proposal, which would be amended to take into account any issues arising out of the Staff Training event.

10. Mastermind Europe project

A presentation on the Mastermind Europe project was given by the Project Co-ordinator Kees Kouwenaar. A copy of the presentation is available on the intranet. Further information can be found at www.mastermindeurope.eu

11. AEN report

Caroline Reid, the AEN Secretariat, was welcomed to the meeting, via skype. It was noted that the AEN Secretariat had moved to Western Sydney University at the beginning of 2016.

It was reported that the AEN/Utrecht Network contract was currently being signed by Western Sydney University. It would then be sent to the President of the Utrecht Network for signature.

The two year term for the AEN secretariat was discussed. It was considered by Utrecht Network members that it would be beneficial for the term to be longer to minimise the disruption and lack of continuity caused by the handover. It was noted that this was not a reflection on the current arrangements. Caroline Reid agreed to put the proposal for a longer term to the AEN members.

The AEN/Utrecht Network NAFSA event was discussed. It was agreed that the format for the event would be at the discretion of the AEN.

It was agreed that the AEN/Utrecht Network contract could be sent to other networks as an example of a partnership contract.

Members were reminded of the need to respond in good time to the Utrecht Network's AEN coordinator. Thanks were expressed to Jonna Haensel-Neuman for her hard work.

12. MAUI report

It was noted that the number of Utrecht Network students due to participate in an exchange during 16-17 will be the highest yet.

Thanks were given to the institutions which had hosted the 2015 site visits and those due to host the 2016 site visits. Members were reminded that they were welcome to visit MAUI institutions. It was noted that the University of València would be happy to host a site visit.

An update on issues/news from the MAUI institutions was given. Of particular interest to Network members was the issue of insurance waivers no longer being accepted at some institutions. It was noted that this could have a negative impact on numbers from some Utrecht Network institutions. Information on the position, with regard to insurance waivers, would be included on the institutional fact sheets.

An issue was raised concerning the need for students to put more than one choice of institution on their nomination form, even if the course they study is only available at one institution. It was agreed that the issue would be looked at by the Student Mobility Task Force.

Thanks were expressed to Nathalie Hennebelle for her hard work. Comments on the service provided and suggestions for improvement were welcomed by Nathalie from members.

It was agreed that due to the difficulties it caused the co-ordinators, Utrecht Network students should only be able to apply to either MAUI institutions or AEN institutions. The sending institution would be responsible for ensuring that students don't apply to both MAUI and AEN.

13. Developing Partnership links

Cape Higher Education Consortium (CHEC): The report from the meeting held between the Utrecht Network (Svend Poller and Anne Vorpapel) and Nasima Badsha, Chief Executive Officer, CHEC was discussed. It was noted that the priority for South African institutions was capacity building rather than student mobility (due to a lack of funding). The possibility of CHEC institutions participating in Utrecht Network summer schools and staff training had been discussed. The possibility of the Network organising with CHEC a joint summer school for doctoral candidates had also been raised.

It was agreed that the cooperation with CHEC should continue to be developed. The Rimini Summer School would be open to CHEC students and a proposal for a joint summer school developed (this would be subject to the approval of the CHEC Board). The possibility of CHEC institutions participating in IMPALA activities would also be investigated.

REARI-RJ: Following the decision of the 2015 AGM to investigate further potential links with the REARI-RJ Network, a working group had been established to take this forward. A skype meeting had been held with a representative from the REARI-RJ Network during which the possibility of establishing a student exchange programme had been raised. The President of the Utrecht Network had met with representatives of REARI-RJ at the FAUBAI Conference and had signed an agreement with the REARI-RJ Network indicating that a comprehensive MOU would be signed by the end of 2016 with the details of the cooperation. It was noted that the Network was also open to other initiatives such as staff training.

Members confirmed that student mobility in South America was still of interest and an area to be developed. It was agreed that a meeting would be held at the EAIE conference with representatives from the REARI-RJ Network, Sabine Pendl, Svend Poller, a representative from both the Universities of Valência and Coimbra and representatives from the current Utrecht Network clearing houses Bochum and Strasbourg. The University of Coimbra offered to undertake the clearing house role for the student exchange with REARI-RJ.

Columbus Association: The Columbus Association had also expressed an interest in a student mobility agreement with the Utrecht Network. The AEN contract would now be sent to the Association as an example of a student mobility agreement. It was noted that a large number of South American institutions were members of the Columbus Association. Therefore the Association would be asked to identify which institutions would be interested in taking part in a potential exchange programme.

Links with Chile: The University of Valencia expressed their willingness to assist the Network in developing links with Chilean institutions. This would be taken forward alongside the REARI-RJ developments.

14. AGM Workshop

A report was given on the 2016 AGM Workshop 'Intercultural Preparation of Outgoing Students'. The workshop had been very successful with a focus on practical exercises including role plays and discussion. The workshop had covered preparation of students before, during and after mobility. It was agreed that the resources from the workshop should be placed on the Network's intranet, including the manual referred to during the workshop. Thanks were expressed to the organisers of the workshop, in particular to Donna Beckington and Rachel Mulligan for the logistical support and to Petra Rabitsch and to all the members of the Task Force Mobility for the coordination and organisation of the workshop. Special thanks go to the two trainers Claudia Borghetti (University of Bologna) and Diana Afrashteh (University of Graz).

15. Strategic Plan

It was reported that the current Strategic Plan covered the period 2014-2017. Therefore a new Strategic Plan would need to be developed for the period 2017-2020. It was agreed that FORCES should continue to be used but there should be more specific goals under each of the headings - with more specific goals the current reporting matrix would be more effective.

It was agreed that the Steering Committee would discuss the new goals with the Task Force Chairs. A draft would be sent to members and comments were welcome. The new Strategic Plan would be agreed at the 2017 AGM.

16. Changes to the Statutes and the Internal Regulations

A proposal was submitted for discussion by members concerning amendments to the articles of association of the Association, in accordance with the draft by Hermans & Schuttevaer Notarissen N.V. in Utrecht. The changes related to the change in timing of the Network's financial year.

The proposal was accepted with unanimous votes.

A proposal was submitted to appoint each employee of the aforementioned Hermans & Schuttevaer Notarissen N.V. to perform all (legal) acts necessary to sign and effectuate the deed of amendment to the articles of association and to register the amendments in the Dutch Chamber of Commerce, everything with power of substitution.

The proposal was accepted with unanimous votes.

The proposed changes to the Internal Regulations as a result of the change in the financial year of the Network and the proposed changes to the Hospitality Fund were approved.

17. Budgetary Issues

Financial Audit 2015: The 2015 Financial Audit had taken place remotely. The Auditor, Helge Bjørlo, had discharged the Network's accounts from liability for the fiscal year 2015.

The recommendation from the Auditor with regard to mileage calculations was noted – in future an explanation in English of how the mileage was calculated would be requested. The Financial Audit 2015 was approved.

It was noted that during 2015 €27,775 had been taken from the Network's reserves.

Membership fee proposal: Members were informed that, as a result of the increased activity of the Network during 2014 and 2015, the Network had used an element of its reserves. This situation was not sustainable in the long term. Members were reminded that a significant proportion of the Network's income was available to members through activities and there had not recently been an increase in membership fees.

The proposal to raise the membership fees to €4,000 per institution per year from 1 April 2017 was discussed. It was considered that this would enable the Network to invest in new initiatives and continue the current level of activity. It would also enable the Network to plan for a time when the reserves were no longer available.

The proposal to raise the membership fee from 1 April 2017 to €4,000 per institution per year was agreed by over two thirds of the members present.

The proposal that the membership fee for the 15 month period, 1 January 2016 – 31 March 2017, should be €3,000 per institution was agreed by over two thirds of the members present.

It was agreed that a letter would be sent to all representatives explaining the need for the increase in fees. Members would be able to use this to inform the relevant staff within their institutions.

Secretariat provision: It was noted that it had been agreed at the 2016 AGM that a revised job description for the Secretariat would be provided and then a decision taken by the Steering Committee to prioritise the workload of the Secretariat or increase the provision. The Steering Committee had discussed the job description and their recommendation was to increase the fee paid to the University of Hull by €7,200 per year. The recommendation to increase the payment to the University of Hull by €7,200 per year was approved.

Draft Budget 2016 – 2017: The draft budgets for 2016 – 2019 were presented. It was noted that the budget for the current year was for the 15 month period 1 January 2016 – 31 March 2017.

The draft budget for 1 January 2016 – 31 March 2017 was approved subject to the changes agreed during the meeting.

Financial Auditor: Marita Foster was appointed as the Financial Auditor for 1 January 2016 – 31 March 2017. Helge Bjørlo, the Auditor for 2015, automatically became the second auditor.

18. Utrecht Network Secretariat

It was noted that the current contract with the University of Hull for the provision of the Secretariat would end on 31 December 2017. The University of Hull expressed its willingness to continue with the financial administration until 31 March 2018, if requested by the Network. The University of Hull considered it appropriate for another institution to benefit from hosting the Secretariat.

A call for interest in hosting the Secretariat from 1 January 2018 would be sent out during 2016.

19. Dynamic Working Groups

Members took part in dynamic working groups on the Mastermind project and internationalisation of the curricula. Discussion surrounding differing practices at member institutions took place. Members were encouraged to pass on details of the Mastermind project to staff dealing with Masters Admissions within their institutions.

The information collected with regard to internationalisation of the curricula would assist the Task Force in determining the direction to take. Members were encouraged to send any relevant information (eg Strategic Plans, checklists) to the Chair of the Task Force.

20. 2017 Rectors Meeting

It was reported that a Rectors' meeting would precede the 2017 AGM in Hull. Rectors would arrive on Tuesday 25 April 2017 with the meeting being held from 10 am on Wednesday 26 April 2017.

It was agreed that the Rectors should be given information about the Network (with the possibility of a short promotional film) in the morning with workshops in the afternoon. A round table discussion, with five or six rectors, could also take place.

Possible themes for the day included the value and benefits of networks, internationalisation in research orientated education, internationalisation of the curricula and cooperation outside Europe.

The Steering Committee also presented the possibility of inviting key note speakers to open the discussion with Rectors. It was noted that during the January 2016 Joint meeting of the Steering Committee and Task Force Chairs the issue of invited speakers had already been discussed and abandoned. However, since during the AGM some members were in favour, the issue of invited speakers was still open.

The Steering Committee would be meeting in Liverpool in September to plan the event, members were encouraged to send in any ideas in advance of this meeting. A save the date invitation would be sent to Rectors during May/June.

It was agreed that the AGM should only be scheduled for one day (Thursday 27 April) with the possibility of a breakfast session on Friday 28 April. An excursion would be arranged for Friday 28 April.

21. Elections

Steering Committee members: Sabine Pendl's term of office as Steering Committee member was ending. There was also an additional vacancy on the Steering Committee as a result of Márton Bélik leaving ELTE. Two candidates were nominated for the positions, Gérald Zimmermann and Raimonda Markeviciene. Gérald Zimmermann and Raimonda Markeviciene were elected as members of the Steering Committee for the period 2106 – 2019.

Vice-President: Sabine Pendl's term of office as President was due to finish. The position of Vice-President was therefore vacant. Alīna Gržibovska was nominated for the position and was elected as Vice-President for the period 2016-2018 and President for the period 2018-2020.

22. European Projects and activities

Erasmus+ Staff Training event: It was noted that a successful Staff Training session had been held in Bergen in October 2015, with the title 'Closing in on Erasmus+'. The workshop leaders had been asked by the Steering Committee to put together the recommendations coming out of the Workshop. It was agreed that the document should be used within the Network and would be put on the intranet. Feedback would be sent to the EC informing them that the Network had held an event and had discussed issues surrounding the learning agreements.

CALOHEE: It was reported that the Utrecht Network was a member of the Advisory Board of the CALOHEE project. Sabine Pendl was representing the Network on the Board and had attended the first meeting of the Board as reported in the Newsletter. Members would be kept informed of the progress of the project.

IMPALA: A presentation on the IMPALA project was given by Piet van Hove (available on the intranet). It was noted that the Network was a full partner in the project. The Network would take particular responsibility for the short programme/summer school strand of activity. Patricia de Clopper and Francesco Girotti would be the Network's representatives on the project. All relevant project documents would be placed on the intranet.

A call for contributions would be made in the autumn. The Summer School Task Force would discuss potential summer school activity at their meeting in June.

It was reported that the University of Antwerp had been informed by the EC that Utrecht Network member institutions, taking part in the project, could be treated as partners and receive project funding. The University of Antwerp would take responsibility for the financial administration of the Utrecht Network's project funding, and would be recompensed for this from the funding.

23. Valedictions

It was noted that Sabine Pendl's term of office as President and Steering Committee member had come to an end. Sabine was thanked for her significant contribution to the work of the Network.

The Network expressed its thanks to Patricia de Clopper who was retiring from the University of Antwerp. Patricia had been involved in the Network from its inception and her dedication and enthusiasm for the Network could not be matched. The

Network wished Patricia a long and happy retirement.

24. Any other business

Thanks were expressed on behalf of the Network to Queen's University, Belfast for all their hospitality during the workshop and AGM.

Record of decisions

Minute	Decision
5.	The minutes of the 2015 AGM were approved.
7.	The Steering Committee 2015 report and actions between meetings and 2016 work programme were approved.
7.	The Network would pay for a hot buffet at the 2016 Network EAIE dinner (with members paying for their own drinks). AEN and MAUI partners would be invited to the event.
8.	The change of the name and focus of the Joint Programmes Task Force to Internationalisation of Curricula Task Force was approved.
8.	The 2015 reports for the Joint Programmes, Researchers Mobility, Student Mobility and Summer Schools Task Forces were approved. The 2016 work programmes for the Internationalisation of Curricula, Student Mobility and Summer Schools Task Forces were approved.
8.	The proposal to dissolve the Staff Training Task Force was approved. The Network would continue to support Staff Training events and proposals would be submitted through the call for new initiatives. If proposals were not forthcoming the Steering Committee could commission activity.
8.	It was agreed that Summer Schools could be given the status of a Utrecht Network Summer School without receiving funding from the Network (subject to the conditions agreed)
8.	It was agreed that the Researchers Mobility Task Force should be given a reduced budget during 2016 to facilitate one meeting of the Task Force, during which a plan for 2017 would be compiled.
9.	It was agreed that the proposal for the Research Management Task Force should be deferred until the 2017 AGM.
11.	It was agreed that the AEN/Utrecht Network contract could be sent to other networks as an example of a partnership contract.

12.	It was agreed that Utrecht Network students would only be apply to apply to either AEN or MAUI institutions. The sending institution would be responsible for ensuring that students don't apply to both MAUI and AEN.
13.	It was agreed that the cooperation with CHEC should continue to be developed. The Rimini Summer School would be open to CHEC students.
15.	It was agreed that FORCE would continue to be used for the new Strategic Plan but more specific goals would be developed under each of the headings.
16.	The proposed changes to the Statutes and the Internal Regulations were approved (including the proposed changes to the Hospitality Fund). The proposal that Hermans and Schuttevaer Notarissen N.V. would perform all legal acts necessary to sign and effectuate the deed of amendment to the articles of association and to register the amendments in the Dutch Chamber of Commerce, everything with power of substitution was agreed.
17.	The 2015 Financial Audit was approved. It was agreed that in future an explanation in English would be requested with regard to mileage calculations.
17.	It was agreed that the membership fee would be raised to €4,000 per institution per year from 1 April 2017. It was agreed that the membership fee for the period 1 January 2016 – 31 March 2017 would be €3,000 per institution. The draft budgets for the period 2016-2019 were approved subject to the changes agreed during the meeting.
17.	The proposal to raise the fee paid to the University of Hull for the Secretariat service by €7,200 per year was agreed.
17.	Marita Foster was appointed as the Financial Auditor 1 January 16 – 31 March 17, and Helge Bjørlo as second Auditor.
18.	It was agreed that a call for interest in hosting the Secretariat would be sent out during 2016.
20.	It was agreed that the 2017 AGM would be scheduled for one full day (with a Rectors meeting preceding it) with the possibility of a breakfast session on the final day.
21.	Gérald Zimmermann and Raimonda Markeviciene were elected as members of the Steering Committee (2016 – 2019). Alīna Gržibovska was elected as Vice-President for the period 2016-2018 and President for 2018 – 2020.