

Action required – for approval

Steering Committee actions between meetings

Funding for the following initiatives was approved by the Steering Committee / President between 29 April 2016 – 27 April 2017

Research Managers Workshop €4,000

Funding was granted for a Research Managers Workshop to be held in Brno in June 2017.

Utrecht University Summer Seminar/Staff Week €3,375

Funding (75% of the amount requested) was granted for a Summer Seminar/Staff Week to be held in Utrecht in July 2017

Summer School - ‘European Values in Crisis?’ €10,000

Funding was granted for the Summer School ‘European Values in Crisis’ to be held in Ljubljana in July 2017. The proposal was a joint proposal from the Universities of Ljubljana and Utrecht.

Funding for the other two summer schools in the series will be considered after the report for the 2017 Summer School has been submitted.

The following new initiatives were not granted funding:

Jagiellonian Staff Training Week (organised in conjunction with the Utrecht Network Researchers Mobility Task Force (€2,005)

A working group on joint/double PhD degree/joint doctoral assessment process (approx. €5,000)

Other actions by the Steering Committee

Utrecht Network bank account

It was agreed that Utrecht University would be asked if they could continue to look after the bank account until the end of 2017 (as it was not possible to easily transfer the bank account so that Hull had access).

SiteCare

It was agreed to purchase the ‘sitecare’ package from Weborchard (the company hosting the Network’s website). The package would provide increased security for the website. The cost was £19.95 per month plus VAT.

PhD Summer Schools

It was agreed that the costs associated with the PhD Summer School Academic Committee meetings (in Bologna and Brno) could be charged to the Summer School budget.

Membership of the Student Mobility Task Force

It was agreed that the membership of the Student Mobility Task Force could be expanded to seven members (to include the MAUI and AEN Utrecht Network representatives and a member from Southern Europe). At the Joint meeting it was agreed that the REARI-RJ Utrecht Network representative should also be invited to join the Task Force.

Task Force budgets

It was agreed that Task Force Chairs could use, at their discretion, their Task Force budget to pay for their travel to the AGM and two nights accommodation. If a Chair was asked to contribute significantly more to the AGM (eg run a workshop) then the AGM budget would be used to pay for the costs.

Utrecht Network Award

It was agreed that the Utrecht Network Award would be awarded to Patricia De Clopper.

Financial Signatories

It was agreed that the financial signatories for the Utrecht Network for European projects would be the President and Vice-President.

REALISE project

It was agreed that the Utrecht Network would be a stakeholder in the REALISE project.

REARI-RJ

A Student Exchange Agreement between the Utrecht Network and the REARI-RJ Network was signed.

Rectors meeting

A draft budget of €9,000 (including the costs for two graphic reporters) was agreed for the Rectors meeting.

Promotions budget

It was agreed that the Promotions budget from 1 Jan 16 – 31 March 17 would be carried forward to the 17/18 budget if the promotional goods were not received before the end of the financial year.

Action required – for approval

1 January 16 – 31 March 17 Task Force Report - Steering Committee

Members of the Steering Committee

Sabine Pendl, University of Graz (President - to 29 April 2016)
Francesco Girotti, University of Bologna (President - from 29 April 2016)
Alīna Gržibovska, University of Latvia
Minna Koutaniemi, University of Helsinki
Raimonda Markeviciene, Vilnius University – from 29 April 2016
Gérald Zimmermann, University of Basel – from 29 April 2016

Meetings 1 Jan 16 – 31 March 17

11 – 12 January 2016, Antwerp (Steering Committee meeting and Joint meeting with TF Chairs)
27 April 2016, Belfast
21 – 22 November 2016, Basel
6- 7 March 2017, Helsinki (Steering Committee meeting and Joint meeting with TF Chairs)

Virtual meetings

14 March 2016
4 July 2016
11 October 2016
23 January 2017

Narrative report of activity

The period 1 Jan 16 – 31 March 17 has seen significant activity undertaken by the Network which has been co-ordinated by the Steering Committee. This has included:

Task Forces – Task Force activity continues to be reviewed. This has led to the dissolution of the Staff Training Task Force and a review of the Researchers Mobility Task Force. The name and objectives of the Joint Programmes Task Force were changed (to Internationalisation of the Curricula Task Force).

New Strategic Plan – a period of consultation around the new Strategic Plan has taken place and the Plan will be presented to the 2017 AGM for approval.

Secretariat provision from 1 January 2018 – a call for proposals for the Secretariat service was circulated and an evaluation process undertaken leading to a proposal being presented to the 2017 AGM.

Rectors meeting – the programme for the Rectors meeting has been developed.

Communications – Two editions of the Newsletter continue to be produced per year. A promotional video has also been produced for the Network.

The Steering Committee has implemented more effective meetings and has looked at ways of optimising the AGM.

REARI-RJ – the Network has signed a student exchange agreement with the Brazilian REARI-RJ Network

European projects – the Steering Committee continues to help co-ordinate the Network’s participation in the IMPALA project.

Financial report

Joint meeting (Antwerp) - €6,262.82

AGM SC mtg (Belfast) - €643.16

Steering Committee mtg (Basel) - €3,431.53

Joint meeting (Helsinki) - €6,791.19

Total - €17,128.70

1 Jan 16 – 31 March 17 activities mapped against the Strategic Plan:

Goals from the Strategic Plan (FORCES)	Task Force Activities/Achievements 1 Jan 16 – 31 March 17
Foster internationalisation of education	<p>The implementation of the Strategic Plan has continued to be monitored. A review of the objectives of the current Plan has been undertaken to assist in the development of the new Strategic Plan.</p> <p>Task Force activity continues to be reviewed through the Joint meeting and Task Force reports. This lead to the decision to dissolve the Staff Training Task Force. The objectives of the Researchers Mobility Task Force have been reviewed during the year to better meet the needs of the Network. The name and objectives of the Joint Programmes Task Force have been changed.</p> <p>An evaluation of the 2016 AGM took place and the recommendations were acted upon where appropriate.</p>
Open up to new forms of cooperation	<p>A Memorandum of Understanding was signed with the Brazilian REARI-RJ Network in March 2016. This was further developed during the year resulting in a Student Exchange Agreement being signed between the Utrecht Network and REARI-RJ in January 2017.</p>

<p>Respond actively to European HE policies</p>	<p>The Steering Committee provides input into the IMPALA project (co-ordinated by the University of Antwerp).</p> <p>Links with the EC have not been further developed during the year.</p>
<p>Collaborate effectively within the Network</p>	<p>The new Strategic Plan has been developed, through consultation with members.</p> <p>A new format for the AGM will be implemented at the 2017 AGM. The session for new representatives or the AGM workshop will not be held at the 2017 AGM due to the Rectors meeting.</p> <p>The internal section of the website continues to be developed.</p> <p>Calls for new initiatives have included calls for Staff Training events.</p> <p>The development of pilot statistics regarding members' activeness did not take place due to difficulty in determining criteria and accessing all the statistics needed.</p>
<p>Enhance internationalisation processes in member institutions</p>	<p>Staff Training events continue to be offered by the Network and members are encouraged to bid for funding to run events (through the calls for new initiatives).</p>
<p>Strengthen the profile and global outlook of the Network</p>	<p>The Network has signed a Student Exchange Agreement with the REARI-RJ Network. The AEN agreement has been updated and renewed.</p> <p>A new format for the UN/EAIE dinner was implemented.</p> <p>The website continues to be developed. Two editions of the Newsletter are produced per year and a promotional video has been developed for the Network.</p>