

## Utrecht Network Steering Committee Meeting

Trondheim, 13 September 2007

### *Steering Committee (SC):*

Don Sparling (chair) , Karitas Kvaran, Sabine Pendl, Gerald Zimmermann  
Absent with acknowledgement: Alain Higgins

### *Executive Secretariat:*

Caspar de Bok (minutes)

### *EXAMPLE project:*

Astrid van Vliet (agenda issue 1 only)

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### **Agenda**

- 1) Update EXAMPLE project (by Astrid van Vliet)
  - 2) Draft report annual meeting 2007, Lille
  - 3) Action list annual meeting 2007
  - 4) Follow up Minneapolis meeting
  - 5) Draft Strategic Plan
  - 6) Summer Schools
  - 7) Financial requests
  - 8) Utrecht Network deposit account (reserve fund)
  - 9) Utrecht Network website
  - 10) Next meeting Steering Committee
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### **1) Update EXAMPLE project**

- A new leaflet will focus more on students and will replace the brochure.
- The database can include all master programmes of the Utrecht Network members. The database will link to the information on master programmes at the websites of the members. The Steering Committee suggests to have only master programmes included with additional information at the university websites. It will be the responsibility of the members to have the information available and updated.
- Next fairs: Oct 20-21 Beijing; Dec 7-9 Hanoi; Dec 12 Ho-Chi-Minh City.
- Astrid will discuss with Jeroen Torenbeek the ideas for an EXAMPLE summer school European History and Culture
- Astrid will check if the income for the 2 existing Utrecht Network summer schools can be budgeted as project income since the summer schools are included in the project.
- EXAMPLE should consider to organise a session at the EAIE in Antwerp.

### **2) Draft report annual meeting 2007, Lille**

The draft report has been approved

### **3) Action list annual meeting**

- 4a: Don will send Caspar renewed brochures of the Rectors' meeting. It will be included in the welcome package for new rectors
- 4b: done
- 4c: done
- 4d: Caspar will check if ESMU has been informed Utrecht Network can't provide the requested information
- 4f: done
- 5 and 6: Caspar will inform the members that the information is available at the website
- 10: Gérald will send Caspar a summary of the questionnaires before October
- 11: Sabine will send Caspar MAUI questions on emergency procedures and joint programmes

- 17: Caspar will ask Alain, Monika/Jutta and Patricia about the state of the art on the new initiatives
- General: Early October Caspar will send a set of emails with reminders and information to the members
  - information:
    - Lille report
    - summary of Lille questionnaire
  - feedback on:
    - website
    - guidelines for summer schools
    - Strategic plan (deadline for members December 10)
    - suggestions for future activities (deadline for members December 10)
  - MAUI and AEN:
    - MAUI request for information on emergency procedures
    - MAUI request for information on joint programme interest
    - AEN and MAUI request to update information sheets
    - AEN request for information on courses in English and summer schools with reduced fees/waivers for AEN students
  - Mobility data:
    - incoming and outgoing students (deadline for members January 31)

#### 4) Follow up Minneapolis meeting

see at 5)

#### 5) Draft Strategic Plan

In order to discuss the Strategic Plan at the next annual meeting input from the members is essential. Caspar will send out a questionnaire to get some more input for the development of our Strategic Plan. Don will write an accompanying letter.

The questions included in the questionnaire:

- What are your expectations for the Utrecht Network
  - Please prioritise your focuses:
    - increase student mobility
    - increase research staff mobility
    - increase administrative staff mobility
    - development of joint summer schools
    - increase quality of existing exchange
    - deliverance of elaborated exchange statistics
- What will be your contribution to achieve the expectations
- What are the strengths of Utrecht Network
- What are the weaknesses of Utrecht Network
- What agreements do you universities have with Utrecht Network members
- What can Utrecht Network do to increase cooperation of its members
- How can Utrecht Network improve its website
- Any other comments

#### 6) Summer Schools

- *Ripatransone*: Don attended the opening of the summer school and was impressed by the introduction. About 4 participants attended because of their positive experiences with the Ljubljana summer school. In 2008 the summer school will be organised by the School of Law at Queen's University Belfast. Patricia will stay involved for management and administration.
- *Ljubljana*: The number of participants was less as the previous years. The 2007 summer school was the last one organised by Katja. In 2008 there will be no Utrecht Network summer school Environmental Management. There may be interest from Reykjavik and Brno to take over part of it in 2009 and organise a new Utrecht Network summer school on Environment. Karitas will discuss the options in Reykjavik.
- *Graz*: A new Utrecht Network summer school 'The Americas: contact zones and identity' will be organised by Graz in 2008. As far as foreseen now it will meet the criteria for an Utrecht Network summer school. Five thematic groups take the responsibility to organise a part of the programme. Within each theme teachers will be selected soon. It is not yet clear how this selection will be communicated within the network.

## 7) Financial request

Lille requests:

*Droma Dominique*: A request for staff mobility Lille-Bergen. The request is rejected because:  
a) no specific added value for Utrecht Network as a whole (see Internal regulations 16(4))  
b) in the Erasmus programme there is budget for staff mobility.

*Beatrice Delpouve*: A request for financial support to organise a workshop to discuss Joint Masters. It may be interesting to bring together Utrecht Network members and their potential partners who are discussing a Joint Masters. The request will be on hold. Beatrice will have to define a clear target group and fill in the form and include a budget planning, draft programme.

Graz request:

Graz requested €45.000 for the organisation of the new Utrecht Network summer school 'The Americas: contact zones and identity' for a period of 3 years. If an application form an IP will be successful less funds will be needed. Graz will receive the funding in three tranches

2008 a maximum of €20.000

2009 a maximum of €15.000

2010 a maximum of €10.000

Each year there will be a financial report. A draft decision on the conditions for the distribution of the €45.000 will be discussed in the Steering Committee first.

Leipzig request:

Leipzig requested to postpone the Summer School Task Force meeting to January 2008. The financial request for this meeting was already accepted by the Steering Committee in February 2007.

Hull reimbursement :

It seems the costs for the Hull travel to Lille are high due to the very late decision to attend the meeting and to book the travel. Caspar will check again regular early booking costs (e.g. based on experiences of Alain for trip to Scarborough) and add some for bank holidays rate. There will be no reimbursement of full costs.

Caspar will inform all applicants about the decisions of the Steering Committee.

## 8) Utrecht Network deposit account (reserve fund)

As agreed at the annual meeting a reserve fund will be created. Two account will be created. One account with €50.000 will be blocked for 5 years and another account with direct access will be opened with a start budget of €50.000. Caspar will open both accounts at a recognised bank in the Netherlands and will be delegated by the Steering Committee to act as account holder on behalf of the Utrecht Network.

## 9) Utrecht Network website

The website will be renewed. Members will be asked to give feedback on the actual website and needs for the new website. In order to increase functionality and management a new management system will be needed, This can't be hosted by Utrecht University yet since the Utrecht University website is in transition. Caspar will ask for offers from web designers and check if hosting and technical support costs (about €650 per year) can be reduced. Caspar will inform the Steering Committee about options and offers.

## 10) Next meeting Steering Committee

The next meeting of the Steering Committee will be in Antwerp on **Thursday 14 February 2008**. On Friday February 15 there will be a seminar organised by the academic committee of the Human Rights Summer School, including the presentation of a book by the academic committee. The Utrecht Network Steering Committee will attend the book presentation as well. Caspar will contact Patricia about the logistics for the Steering Committee meeting and the programme of the seminar.