

Report of
Utrecht Network Steering Committee Meeting
26 February 2010, Reykjavik

Steering Committee (SC):

Karitas Kvaran (chair), Svend Poller, Marita Foster, Maria Katsarou Tägil, Livia Dimitriu

Executive Secretariat:

Caspar de Bok (report)

Agenda

- 1) Announcements *(information)*
- 2) Report Steering Committee meeting Madrid, especially 'Actions' *(update)*
- 3) Annual activity reports Task Forces *(information, update)*
 - a) Task Force Internships
 - b) Task Force Joint Programmes
 - c) Task Force Profiling and Promotion
 - d) Task Force Researchers Mobility
 - e) Task Force Staff Training
 - f) Task Force Student Mobility
 - g) Task Force Summer Schools
- 4) Finances *(information)*
 - a) draft balance sheet 2009 *(decision)*
 - b) draft budget planning 2010 *(decision)*
 - c) financial requests 2010 *(decision)*
- 5) Extension of the network *(information)*
 - a) report of site visit *(decision)*
 - b) pre-selection of new member from Turkey *(decision)*
 - c) procedure for membership *(decision)*
- 6) Presidency *(decision)*
 - a) procedure to adopt new model
 - b) draft text for statutes
- 7) Executive Secretariat *(brainstorm)*
 - a) role and impact compared with other networks
 - b) position in organisation compared with other networks
- 8) Work programmes *(information)*
 - a) 2009-2010 – state of affairs *(decision)*
 - b) 2010-2011 – plans (draft) *(brainstorm)*
 - c) possible new initiatives *(decision)*
- 9) Annual meeting Iasi *(decision)*
 - a) preliminary agenda (a.o. based on previous agenda items)
 - b) tasks
- 10) Report on EUA *(information)*
- 11) Administrative issues *(information)*
 - a) registration chamber of Commerce
- 12) Any other business

1) Announcements

Karitas announces she will step down as President at the AGM as her 2nd term is over. Therefore Svend will be nominated as President. Before accepting this position, he wants to have a formal approval from the AGM.

2) Report Steering Committee meeting Madrid, especially 'Actions'

The report has been approved. There are no remaining actions.

Additional information on the Actions:

9) *Utrecht Network representatives*

Almost all rectors have send in the nomination form. Most representatives are either heads of International Offices or alike or institutional Erasmus coordinators.. In some cases it is foreseen there will be an acting representative besides the formal representative.

3) Annual activity reports Task Forces

a) Task Force Internships

There has been limited action in 2009, after the Coimbra meeting in February. Finally Lund (Ulla Boström Hjorth) took over as chair. A meeting is scheduled in Hull in March.

b) Task Force Joint Programmes

JOIMAN is in the 2nd and final year. The result have been good so far. In March 2010 there will be seminar in Antwerp. There is an intention to develop a follow up, JOIMAN-2. It is important to find a proper balance in the details of the deliverables and the workload.

c) Task Force Profiling and Promotion

A draft questionnaire has been presented. The questionnaire should focus more on the priorities and target group for the Task Force instead of the network priorities and target groups. Questions about mobility data can be skipped since this information can be gathered from the yearly student mobility facts.

All members of the Steering Committee will send their additional remarks on the questionnaire to Marita before March 15.

The Steering Committee is positive about suggestion to appoint someone on a project basis, for maintenance and improvement of the website.

d) Task Force Researchers Mobility

There has been limited activity. The TF plans to participate in a workshop organised by the Van Humboldt Association. The Steering Committee is not convinced yet, that this activity will have added value for the network. Caspar will ask Monika Sprung for more details about the link between the workshop and the TF activities.

e) Task Force Staff Training

There has been no substantial activity since the TF stated as a New Initiative, despite several initial plans and calls for action to the chair. Although a TF Staff Training could have a clear added value for the network, the Steering Committee is pessimistic about this under the actual circumstances. In accordance with the Internal Regulations the Steering Committee will recommend to the AGM that this Task Force should be dissolved.

f) Task Force Student Mobility

The Steering Committee is positive about the idea for a research grant for students who are not eligible for an Erasmus grant. However, the programme is too expensive and not selective.

For the first phase of the project a pilot phase should operate. The Steering Committee suggests that the number of grants be limited to 5 in the first year and 10 in the 2nd year. Each scholarship can be increased to €1000.

It is recommended that the research scholarship should be open to Master's students and PhD students only since options for undergraduate research are limited. Caspar will ask Petra and the TF to develop a set of selection criteria. The Short Stay Fellowship programme at Utrecht University can provide examples of selection criteria for a selection committee that is not in a position to assess the academic quality of proposals.

If the programme is successful, consideration should be given to limiting the number of grants by choosing an annual theme, e.g. according to the annual EU Research theme. This may also offer opportunities for EU support for the Utrecht Network Research Grants.

g) Task Force Summer Schools

The TF will publish an overview of summer school figures since 2002.

The Utrecht Network condition for 50% Utrecht Network teaching staff cannot be met for the ASC summer school. The Steering Committee agrees that an exception to this rule be permitted because of the specialised topic of the summer school. However, participation of teaching staff from 2 Utrecht Network universities is required.

If possible, all summer schools will be opened by a member of the Steering Committee.

Since Summer Schools can be a good trade mark for the Utrecht Network it is suggested more Utrecht Network universities should be involved in the Utrecht Network's summer schools. For potential new summer schools the criteria for a Utrecht Network label should be taken in account.

4) Finances

a) draft balance sheet 2009

Sabine Pendl has completed the on-site financial audit and approved the preliminary 2009 balance sheet. Some data will be updated before the final approval and checked by the remote auditor. Since Livia now is a member of the Steering Committee she cannot act as a scheduled remote auditor. Caspar will ask Piet Van Hove to replace her. If he is not in a position to check the draft audit report, Caspar will ask Astrid van Vliet to do so. The Steering Committee has no additional questions

b) draft budget planning 2010

With some minor changes, the Steering Committee accepts the draft budget planning. As in previous years, the expected expenditure exceeds the annual income. Given the sound financial position of the network and the under-spending in previous years, this is not a problem. Activities of Task Forces are all budgeted at a maximum amount, unless a lower budget has been requested. The costs for Staff Mobility will be scrapped. There have been no costs for staff mobility for several years. Nowadays staff mobility can be covered via the Erasmus programme. Caspar will update the 2010 planning for the AGM. At the September meeting, Caspar will present a midterm overview of the 2010 expenses.

c) financial requests 2010

Activity	Coordinating university	Request	Accepted <u>maximum</u> reimbursement (based on real costs)
Annual General Meeting	Iasi	n.a.	€20.000
3 Meetings TF Joint Programmes (Iasi, Nantes, ?)	Bologna	€5.300	€5.300, accepted
2 Meetings TF Profiling and Promotion (Iasi, ?) + subsistence	Utrecht	€3.000 + €4.000	€7.000 (conditional, see ^{A)})
2 Meetings TF Summer Schools (Bled, Rimini)	Leipzig	€7.820	Maximised at €7.000
2 Meetings TF Student Mobility	Graz	€7.070	Maximised at €7.000 (remark, see ^{B)})
2 Meetings TF Internships (Hull, ?)	Lund	Not specified	€7.000 (conditional, see ^{A)})
Workshop + meeting TF Researchers Mobility (Bonn)	Bochum	€7.650	Maximised at €7.000 (remark, see ^{C)})
Hospitality Fund	Leipzig	€13.450	€13.450 accepted
Organisation Summer School Seggau 2010	Graz	€17.647,23	€10.000 already accepted in 2008. (remark, see ^{D)})
Organisation Summer School Oppurg 2010	Leipzig	€7.000	€7.000 accepted

^{A)} A more detailed budget calculation is requested, based on the 2010 programme of the TF.

^{B)} Reimbursements for TF meetings will be based on 6 participants. Per diems can be used for calculation of costs, but reimbursement will be based on real costs.

^{C)} The costs for a single TF activity seem high. The added value of the Bonn workshop is not clear. Specification and more detailed information is needed. Costs for TF activities will not exceed €7000 per year.

^{D)} The request is not in line with the decision made in 2008. For 2010 €10.000 will be allocated. The Steering Committee questions the Graz overview of the UN contribution in 2008 and 2009 (resp. €16.772,04 and €10.580,73 instead of €20.000 and €15.000). It seems the Utrecht Network contribution is not correctly addressed in relation to the organisation of the summer school. On request Sabine Pendl clarifies the situation and explains Graz is aware the 2010 request should be €10.000.

Caspar will inform all coordinators of activities about the decisions of the Steering Committee.

For next year, the Steering Committee will suggest to the AGM that a maximum lump sum budget of €7.000 per year for TF's be allocated. This will reduce the administrative burden for financial requests and will give Task Forces more flexibility to organise their activities. All costs will have to be justified according to the Internal Regulations. Meetings need to be justified within a work programme. Travel and subsistence costs will be reimbursed according to section 22 of the Internal Regulations.

5) Extension of the network

a) report of site visit

The Steering Committee thanks the delegation for the report and relevant information. Based on the report and additional information the Steering Committee unanimously supports the nomination of Bogazici. It is stressed that the quality of education, research and international dimension of both candidates is very good. Finally, external factors for the candidates, like geography and actual student interest, are in favour of Bogazici. Karitas will discuss with the members of the Utrecht Network delegation if they are willing to support unanimously the nomination of Bogazici. She will report the outcome of the discussion to the committee.

b) pre-selection of new member from Turkey

The Steering Committee will nominate Bogazici University as the new Utrecht Network member from Turkey. Before a nomination of a new member at the AGM, Caspar will check with Taner Bilgic if Bogazici is positive about the nomination. Caspar will also ask how internal procedures at Bogazici will operate if the AGM accepts Bogazici as a new member.

c) procedure for membership

Based on the information from Bogazici about their internal procedures a final nomination will be made. If there is not a clear positive response from Bogazici, METU will be a good alternative. Only one university will be nominated at the AGM. After the AGM the new member will be officially informed.

6) Presidency

a) procedure to adopt new model

At the AGM in Leipzig there was a discussion and agreement on the new Presidency model for the Utrecht Network. As foreseen, for this new model to be implemented, the Utrecht Network Statutes need to be changed. In order to formalise this change there needs to be a 2/3s majority of all Utrecht Network members in favour of this change.

In order to validate the Statutes in line with the agreements made on the Presidency model at the 2009 AGM, and which come into effect at the start of the 2010 AGM, there needs to be a formal voting on the Presidency related statements addressed below.

For all statements a yes/no vote is required. The statements are formulated in a way that a 'yes' is in line with the results of the discussions and agreements at the 2009 AGM.

The Steering Committee agrees with the suggested procedure for validation of the Statutes and will present the procedure and texts at the beginning of the 2010 AGM.

b) draft text for statutes

The Steering Committee agrees to present the following changed texts in the Statutes at the AGM:

Section 14(1):

old: The General Meeting will appoint from within its midst a Steering Committee, which will consist of five members. From the aforementioned five members the General Meeting appoints a President, a Vice President, a Treasurer and a Secretary. A member of the Steering Committee can hold more than one position. The member of the Steering Committee that has been appointed Vice-President at the end of any particular General Meeting will serve for one year in that position and automatically become President at the end of the General Meeting one year later.

new: The General Meeting will appoint from within its midst a Steering Committee, which will consist of five members. From the aforementioned five members the General Meeting appoints a person in the positions of President, Vice President and three in the position of member-at-large.

Section 14(3)

old: Members of the Steering Committee will be appointed by the General Meeting for a period of three years and may serve a second term. Rotation of membership and a balance of nationalities in the composition will be encouraged.

new: The individual elected by the General Meeting to become President, will first serve two years as Vice-President, to be followed by a two-year term as President. The other members of the Steering Committee have the position of member-at-large and will be appointed by the General Meeting for a period of three years. All members of the Steering Committee may only serve a new term in a different position. A maximum consecutive period in the Steering Committee will be 7 years. Rotation of membership and a balance of nationalities in the composition will be encouraged.

Section 14(4)

old: The Steering Committee will share the responsibilities where possible

new: The Steering Committee will share the responsibilities where possible. The Steering Committee will appoint from its midst a person with a task as Treasurer and a person with a task as Secretary. The President will not take one of these tasks.

Section 14(6)

new section: Any member – from inside or outside the Steering Committee – can stand for election as Vice-President when there is a vacancy.

The Steering Committee does not suggest any other changes in the Statutes, if the Statutes need to be changed because of the new Presidency model.

7) Executive Secretariat

The role of the Executive Secretariat is limited compared to other networks, because there is only a 0.1 fte position available for the Executive Secretariat. At the moment Utrecht University fully pays for this position. As discussed in the Task Force Profiling and Promotion, the network may need to become more visible. The Executive Secretariat can play a more guiding and supporting role for the network, but not under the current conditions. At Utrecht University there is discussion about the visibility and added value of the network as well as the (financial) commitment to the network. Due to the economic situation at Utrecht University, the number of staff will be reduced and therefore priorities have to be discussed and re-evaluated.

The first issue can be dealt with in line with the suggestions of the TF Profiling and Promotion. Part of the work undertaken by the Executive Secretariat can be taken over by any specialist at a member institute, like maintenance of the website. Formally, the Executive Secretariat gives support to the activities of the Steering Committee. In order to diminish the work load of the Executive Secretariat support for general network activities can also be taken by the members of the Steering Committee or the Task Forces in a more proactive way. The Steering Committee stresses the importance of an Executive Secretariat in Utrecht. On the one hand there is a clear link between the network and Utrecht University because of the origin and name of the network and on the other hand there is a need for a stable situation, continuity is important.

Caspar will give an overview of administrative activities that can be outsourced to other members or that may be compensated for by Utrecht University.

The Steering Committee agrees that it should be possible to refund universities for administrative tasks for the Utrecht Network. This funding should be project based.

8) Work Programmes

a) 2009-2010 – state of affairs

Activities in the Work Programme 2009-2010 are all related to the Task Forces. State of affairs has been reported at Agenda item 3.

b) 2010-2011 – plans (draft)

Caspar will ask all Task Forces to present their activity plan for 2010-2011 at the AGM. The plans will have to be submitted digitally prior to the AGM. These plans will be the basis for the 2010-2011 Work Programme.

c) possible new initiatives

- Caspar will ask the Student Mobility TF to discuss a new initiative on a Research Mobility Grant. This will be a joint effort of the Student Mobility TF and Profiling and Promotion TF, based on an AGM session on the Green Paper on Student Mobility
- Caspar will ask the Internship TF to discuss the initiative for a internship clearinghouse for positions at International Offices at Utrecht Network member universities
- Svend will discuss with Francesco Girotti the idea for a professional development workshop, e.g. based on JOIMAN experiences

9) Annual meeting Iasi

preliminary agenda (a.o. based on previous agenda items) and tasks

Friday, April 23

- 1) Opening and introduction (by Karitas)
- 2) Welcome, Livia will check who will do the welcome
- 3) Practical matters (by Livia)
- 4) Approval of the 2009 Annual General Meeting report – Leipzig (by Karitas)
- 5) Validation of Statutes (by Karitas and Caspar)
- 6) Highlights of 2009/2010 (by Marita)
The highlights include: EAIE session, JOIMAN, site visit Turkey. Caspar will send Marita last year's presentation
- 7) Budgetary matters
 - a) financial audit report 2009 (by Sabine Pendl)
 - b) budget planning 2010 (by Livia and Caspar)
- 8) Extension of the Utrecht Network membership to Turkey (by Karitas)
- 9) 90 minute sessions
 - a) Issues for professional development of Utrecht Network members (by Svend)
Svend will ask Francesco to participate. All participants will have to hand in a topic for a professional development workshop
 - a) Implications of EU Green Paper on Mobility (by Maria)
Based on the results of the EC Erasmus meeting in October 2009

Saturday, April 24

- 10) Presentations of activities (based on submitted reports, focus on planning 2010-2011)
 - a) Task Force Internships ((by Ulla Boström Hjorth)
 - b) Task Force Joint Programmes (by Fransesco Girotti)

- c) Task Force Profiling and Promotion (by Astrid van Vliet)
- d) Task Force Researchers Mobility (by Monika Sprung)
- e) Task Force Staff Training (by Miroslaw Klimkiewicz)
- f) Task Force Student Mobility, incl. mobility figures 2008/2009 (by Petra Rabitsch)
- g) Task Force Summer Schools (by Svend Poller)
- h) AEN (by Innes Ireland)
- i) MAUI (by Carrie Lutsch)
- 11) Work Programme 2010 – 2011 (by Karitas and Caspar)
- 12) Next years AGMs (by Karitas)
 - Date for the 2011 AGM in Bergen and selection of venue for 2013 and 2014. Tartu and Krakow have already nominated themselves. Utrecht will host the 2012 AGM as it is the 25th anniversary of the network.
 - The Steering Committee will suggest the AGM to have next years meetings on Thursday/Friday instead of Friday/Saturday. In the past a Saturday night had to be included in a trip to reduce costs. This is not necessary anymore.
- 13) Elections (President, Vice-President, member Steering Committee, financial auditor) (by Karitas)
- 14) Any other business (by Karitas)

11) Report on EUA

Marita reports on the Giessen meeting which she attended. Marita will write a report for the AGM. The Steering Committee confirms that the Utrecht Network's participation in EUA activities will only be considered if there is a clear added value for the network at large.

12) Administrative issues

a) registration chamber of Commerce

Caspar will finalise the updating of the registration of the Utrecht Network when the new Steering Committee is functioning. Marita will send Caspar an official declaration of her private address. In the future this will be required of any new member. In addition a copy of the member's passport will be needed.

13) Any other business

ELTE invitation

As President of the Utrecht Network, Karitas has been invited to attend ELTE's 375th anniversary and to participate in a round table discussion. Because the topic of the international conference is on cooperate between international universities participation of the Utrecht Network is relevant. In May 2010 Karitas will be no longer be the President of the Utrecht Network. Svend, who is expected to succeed Karitas, will not be a position to represent the network due to tasks which he must undertake on behalf of the University of Leipzig. Karitas will inform ELTE that the Network intends to send the Vice-President, but that the identity of the new Vice-President will not be clear until the AGM.

German Rectors Conference

Caspar reports on the German Rectors Conference, where he presented the Utrecht Network.

Next meeting of SC

The next meeting will be on Thursday April 22, 09.00 am in Iasi.

Steering Committee Action List			
Item	What	Who	When
1	New President	Svend	after election by AGM
3c	Additional remarks on TF Profiling and Promotion questionnaire to Marita	all	before March 15
3d	Request for more information from Monika Sprung on TF Researchers Mobility workshop	Caspar	asap
3e	Suggestion to dissolve TF Staff Training	SC	at AGM
3f	Ask TF Student Mobility to include selection criteria in the proposal for Research Mobility Grant and to elaborate the procedure	Caspar	asap
4a	Ask Piet van Hove, or alternatively Astrid van Vliet for off site financial audit 2009	Caspar	asap
4b	Update budget planning	Caspar	April 1
4b	Mid term budget planning 2010	Caspar	September 15
4b	Inform TF's about financial requests	Caspar	March 12
4b	Proposal to maximise TF budget to €7000	SC	at AGM
5a	Unanimous nomination by delegation Turkey	Karitas	asap
5b	Nomination of Bogacizi University	SC	April 1
5b	Information from Bogazici about nomination and procedures	Caspar	asap
7	Overview of activities Executive Secretariat	Caspar	asap
8b	Request for TF activity plans 2010-2011	Caspar	asap
8c	Ask for renewed research Mobility Grant proposal	Caspar	asap
8c	Ask for Internship clearinghouse	Caspar	asap
8c	Ask Francesco Girotti for participation 90 minutes session	Svend	asap
9	Preparation AGM (see above at item 9)	all	AGM
10	Report EUA meeting Giessen	Marita	April 1
11	Update information for Chamber of Commerce	Caspar	before May 15
12	Inform ELTE about participation seminar	Karitas	asap