

Report of
Steering Committee meeting
8 March 2012, Zingst

Steering Committee: Svend Poller (chair), Maria Katsarou Tagil, Kaja Nørgaard Henneberg
Executive Secretariat: Caspar de Bok (report)

Agenda

- 1) Announcements
- 2) Report SC meeting Copenhagen
- 3) Finances
 - a) draft balance sheet 2011
 - b) financial requests 2012
 - c) draft budget planning 2012
- 4) Actual terms and candidates SC members
- 5) Annual meeting Utrecht
 - a) preliminary agenda
 - b) tasks SC members at AGM
- 6) Bid hosting Executive Secretariat
- 7) Student Mobility Research Grant
- 8) Researchers Mobility Quality Charter
- 9) Programme 25th Anniversary – AGM 2012
- 10) Any other business

1) Announcements

Livia and Marita will not attend part of the meeting by teleconference.

2) Report SC meeting Lund

The report of the SC meeting in Copenhagen is approved.

- The results of the survey by Uwe Brandenburg will be public when Uwe's PhD-thesis has been accepted.
- There is no information about a discussion in the TF Profiling and Promotion regarding a potential change of name of the network.
- Caspar will check if a counter can be added to the Masters Programmes database. It is not clear if many students visit this database. Maintenance of the database has turned out to be difficult and incomplete.
- Caspar will check with Gèrald about open actions after the AGM 2011 (Matrix Erasmus agreements).

3) Finances

- a) draft balance sheet 2011
The funding for the Staff Training week in Reykjavik is under Task Forces. This will be changed to Staff Mobility. Caspar will send the financial report 2011 for an audit to Karitas and will arrange a Skype meeting to conduct the off site audit.



b) financial requests 2012

There are financial request from some Task Forces for €7000. This is a lump sum funding and needs no request. There is no automatic transfer from remaining lump sum budget to the next year. According to the Internal Regulations "the remaining lump sum budget from one year can be transferred to the next year but needs approval from SC. Requests for the transfer of budget to the next year need to be justified and included in the work plan." There are no requests that meet these criteria.

The Steering Committee approves

- €5000 for the Hospitality Fund
- €2250 for the participation of 3 non-IRO staff members from an Utrecht Network member to the Joi.con workshop in Bologna. The condition is that there will be an open call for nominations via the Utrecht Network discussion list and the website. This means that the TF will have to provide criteria for selection as well.
- €2250 for the participation of external experts to contribute to the preparation and participation of the workshop at the AGM in Bergen
- €7500 for the organisation of Staff Training Week for Admissions Officers. The Task Force will be asked to develop a general structure and criteria for Utrecht Network Staff Training Weeks, e.g. like the Summer Schools.

c) draft budget planning 2012

The Steering Committee decides to present a realistic budget plan based on the results of previous year but add the maximum budget plan. The realistic budget plan will allocate €25.000 for the Task Forces. The maximum will allocate €42.000. Despite the realistic planning Task Forces do still have a lump sum budget ceiling of €7000.

The Steering Committee decides to present a proposal for a provisional budget plan 2013 (see annex) and a proposal to formalise the actual practice and encourage the development of new and innovative activities (see annex). Therefore at each General Meeting the Steering Committee will present a budget plan of the actual year and a provisional budget plan for the next year.

Caspar will prepare an overview of expenditures per Task Force over the last few years.

4) Actual terms and candidates SC members

At the end of the annual General Meeting in Utrecht, Svend, Maria and Livia will step down from the Steering Committee. Caspar will publish a call for nominations for new candidates of the Steering Committee and for the position of Vice-President.

5) Annual meeting Utrecht

preliminary agenda

- *opening*
- *introduction of all members present*
- *practical issues*
- *report AGM 2011 – for approval*
- *feedback seminar Erasmus for All*
- *network activities and budgetary matters*

2011

- *Financial audit report 2011 (Karitas) – for approval*
- *TF reports (questions for TF chairs)*

2012

- *Budget plan 2012 (with explanation about realistic budgeting and lump sum funding) – for approval*
- *work plans 2012 TF's and SC (TF chairs, VP-SC) – for approval*

Kaja will discuss the SC work plan 2012 with Marita. It should include

compiling a proposal for a new Strategic Plan to be presented at the AGM in 2013.

2013

- *Potential Activities* (TF chairs, if relevant)
 - *New and Innovative Activities* – for approval
 - *Provisional budget plan* – for approval
 - *Future of the Utrecht Network award* - for approval
 - *selection workshops AGM 2013*. – to be agreed
- Based on the joint meeting of SC and TF chairs the themes 'JOI.con' and 'Optimising the use of student mobility figures' will be suggested.
- *Database of Utrecht Network expertise*
- Suggestion to develop a database of Utrecht Network expertises in the different phases of EU proposal (from writing, to coordinating and evaluating). This database might replace the Master Programme database – for discussion.
- Kaja will check with Marita if this is a topic she would like to put forward.
- *Hosting Executive Secretariat* – for approval
 - *Elections* - for approval
 - 3 SC members; from the official representatives who are nominated April 26 the latest
 - Caspar will send call for nominations, including information about voting by proxy
 - 1 Vice-President; from the 4 regular members of the SC
 - 1 financial auditor for off site audit; from all members
 - *Next years' AGM* – for information
 - 2013 – Bergen
 - 2014 - Tartu
 - *Any other businesses* – for information
 - *Closing*

6) Bid hosting Executive Secretariat

- The Steering Committee insists that the head of the Executive Secretariat (which is not the institutional representative) attends all SC meetings and the AGM (at the costs of the network). The proposal is not clear at this point. It is strongly recommended that the candidate will attend the AGM 2012 as an observer as well.
- A period of 5 years, with an evaluation after 2 years, has preference of the SC.
- All financial matters will have to be dealt with in Euros
- A formal start on January 1, 2013 if preferable. Between the AGM and 2013 there can be a transition from Utrecht to Hull
- As the network is registered under Dutch law, Utrecht University will prepare a draft contract.
- Caspar will check with Marita if they can meet in Hull before the AGM to discuss the above matters and get an impression of the people involved.

7) Student Mobility Research Grant

The SC agrees with the renewed proposal. Petra is asked to move on with the preparations and call for proposals. The grant scheme should come into effect in the academic year 2012-2013.

8) Researchers Mobility Quality Charter

It is not self explicatory to the Steering Committee what exactly the purpose of this charter will be.

- How will the Charter be used?
- Who are supposed to sign, Rectors?
- How is the Charter related to local regulations, e.g. with respect to the items related to privacy law, services free of charge, ombudsman

The Steering Committee will encourage the Task Force to develop guidelines with good practices in support for international staff

9) Programme 25th Anniversary – AGM 2012

The programme has been extensively discussed at the joint meeting of the SC and TF chairs

10) Any other business

- It is unclear if there ever has been a formal approval by the AGM for the 3-annual funding of €45.000 of new Summer Schools. There has been an intensive discussion about this issue at an AGM, about 10 years ago. There was a decision to accept €30.000 for a 2-year pilot period but it is not clear this discussion got a follow up and a decision for the next period. Caspar will check the result of this discussion. This is relevant for the discussion about the proposal of the TF Summer Schools to increase to start up budget. The Steering Committee agrees a start budget should be for a 3-year period at minimum. If the proposal for New and Innovative Activities is accepted there can be request for financial support for new Summer Schools regardless the result of a discussion about the proposal from the TF Summer Schools.
- Caspar will update the overview of participation of the members in TF's.