

## Steering Committee Meeting

Thursday 28 February 2013

Aarhus University

### MINUTES

**Present:** Marita Foster (Chair)  
Patricia De Clopper  
Kaja Nørgaard Henneberg  
Sabine Pendl  
Ülle Tensing  
Fiona Miller (Secretary)

### ACTION

- |   |          |  |   |
|---|----------|--|---|
| <b>Welcome to the meeting</b>                       | <b>1</b> | Members of the Steering Committee were welcomed to the meeting.  |   |
| <b>12 September 2012 Steering Committee minutes</b> | <b>2</b> | The 12 September 2012 minutes were approved as a correct record of the meeting.  |   |
| <b>Matters arising from the minutes</b>             | <b>3</b> | <p><u>AEN and MAUI</u>: The AEN-UN agreement was valid until 2016. Both the AEN and MAUI agreements were available on the website. Liz Shabani would be contacted about the new MAUI website. Fiona to check with Caspar about the AEN presentation.</p> <p>It had been agreed that Anne Gemminger and Jutta Schmid would be invited to present the criteria for selecting students for AEN and MAUI at the AGM.</p> <p><u>Article for the EAIE magazine Forum</u>: The article would be submitted in conjunction with the 25th Anniversary of the EAIE.</p> <p><u>Promotional materials</u>: Fiona would check with Caspar about the promotional materials left over from the 25<sup>th</sup> Anniversary (notebooks, mugs etc). It was agreed that any available materials could be distributed at training events. The status of the flyers would also be checked. If up to date flyers were not available the Profiling and Promotion Task Force would be charged with producing new flyers.</p> <p>It was agreed that the anniversary logo could be used until the AGM. The new logo (see above) would then be adopted but would have 'since 1987' inserted under the 'Utrecht Network' wording.</p> <p><u>Info from external survey</u>: It was noted that it had been requested that the information from the external survey</p> | <p><b>FM</b><br/><b>FM</b></p> <p><b>FM</b></p> <p><b>FM</b></p> <p><b>FM</b></p> |

only be used by the Steering Committee. The author would be contacted to be assured that the survey would not be used for further purposes by the Network. **MF**

Quality Charter: The action point was no longer valid as guidelines were being developed in place of a Charter.

Summer Schools: It was noted that new summer schools, would for their first year of operation, be classed as a new initiative. For subsequent years the funding would be dependent on a report received by 1 September (provisional approval would be sought from the AGM). The two deadline dates for new initiatives would be 1 September and 1 January (although it would be possible to submit requests for new initiatives at any point during the year). It was agreed that a template was not needed for new initiatives. **FM**

Task Force reports: It was agreed that a template would be developed for Task Force reports. This would include a three year budget plan. The September report would remain as an e-mail update. Information for Task Forces about their spend to date would be made available on the website. **FM**

Expertise database: It was agreed that other methods of communication in relation to the issue of expertise within the Network should be encouraged in preference to developing a database. An item would be placed on the AGM agenda regarding communication, encouraging the use of the google mail e-mail list. A list of members of the google mail e-mail list would be distributed with the papers. All Task Force members would be invited to join the e-mail list. **FM**

Masters database: The number of 'hits' received by the database would be examined. A call would be sent out asking members to update the database – any institution not updating their information after three years would have their information removed from the database. **FM**

Erasmus Mundus: The Network was invited by the University of Graz to become an Associate Partner in an Erasmus Mundus partnership with Latin America. It was agreed that an official letter of invitation would be sent to the Network. **SP**

All other items were covered elsewhere on the agenda.

**2012 Budget Report**      **4**

The Budget report was approved. It was noted that the Secretariat costs had not been charged to the Network in 2012 – an adjustment would be made to the accounts to

reflect these charges.

Members of the Steering Committee were reminded to inform Caspar if they were visiting the Netherlands so the handover of the savings account from Utrecht to Hull could be authorised.

**All**

**Requests for new funding**

- 5 The following requests for new funding were approved:
- Staff Training Week (Leipzig) – €5,000
  - Promotion of Student Mobility - €1,000
  - Research Mobility Scheme - €5,000 (to be shown in 2014 budget)
  - Hidden Libraries Summer School - €17,000
  - Carry forward of 2012 underspend Summer Schools Task Force - €1,498
  - Carry forward of 2012 underspend Student Mobility Task Force - €2,173
  - Costs for Task Force members to contribute to AGM Workshop - €1,800

Task Forces would be reminded of the need for evaluation of the initiatives above before further future funding would be granted.

**FM**

It was agreed that the website costs would remain in the budget showing as 'to be decided' (tbd).

It was agreed that the Steering Committee allocation would be raised to €13,000 to take account of the Aarhus meeting costs.

It was noted that the Hospitality fund had already been approved by the AGM.

**Funds to facilitate participation in UN workshops**

- 6 It had been agreed that each institution would receive one night's accommodation if a member of their institution attended the AGM workshop.

**Draft budgets 2013-2015**

- 7 The draft budgets were agreed subject to the insertion of the requests for funding above (item 5).

**FM**

The three year budget would be presented to the AGM on one sheet if possible.

**FM**

**Draft 2013 AGM agenda**

- 8 The draft 2013 AGM agenda was discussed. It was agreed that the following items would be added to the agenda:

- Proposal to seek permission to look at costs for redesigning the website (LB)
- An item on communications within the Network (to include the Newsletter, google mail, decision not to set up an expertise database (MF/LB)
- Research Mobility guidelines for approval (MS)
- Proposal for Staff Training event in the autumn (PDC)
- Guidelines for Staff Training workshops for approval (KK)

Responsibility for the agenda items were divided between the Steering Committee members. Budgetary issues were moved down the agenda. Task Force Chairs would be informed that they would have five minutes for each of their reports.

**FM**

**FM**

It was agreed that a call for nominations for the Steering Committee vacancy would be made. Members could nominate themselves or be nominated by another member. Written nominations would be required and should be sent to the President by noon on 25 April 2013.

**FM**

**Membership issues**

**9**

The issue of inactive members was discussed. It was agreed that Marita would write to Universidad Complutense de Madrid enquiring what their position was with regard to the Network. Confirmation would be sought that they would be sending a representative to the AGM (and a reminder about reimbursement of costs would be given). It was noted that Complutense was active in student mobility.

**MF**

It was agreed that Katja would be asked if Complutense was active in UNICA. Research into Spanish public universities by size and involvement in other Networks would be undertaken.

**PDC**

**SP**

It was noted that informal enquiries about membership had been received from the University of Ostrava, Czech Republic and the University of Warsaw, Poland. Both institutions had been thanked for their interest but informed of the Network's one institution per country policy.

**To receive a report on the Network's participation in the Impact of**

**10**

The background to the Network's involvement in the study was noted. A copy of the application would be requested but the Network's role would be an advisory one. Patricia would be the Network's representative for the project.

<b>Erasmus scheme</b>		The agreement would be signed by Marita. It was agreed that the project findings would be useful for the autumn staff training event.	<b>MF</b>
<b>Links with South American associations</b>	<b>11</b>	The reply received from Grupo Montevideo was noted. It was agreed that Marita would reply to the letter asking if the Grupo Montevideo would be interested in a partnership similar to the partnerships with MAUI and AEN.	<b>MF</b>
		The survey of possible areas in which members would like to engage with South American institutions would be consulted and if necessary updated.	<b>MF/SP/PDC</b>
		Sabine would contact the Brazilian networks to ascertain any interest in possible collaboration.	<b>SP</b>
<b>Draft Work programme 2013</b>	<b>12</b>	The following changes were agreed: <ul style="list-style-type: none"> <li>• The expertise database would be removed.</li> <li>• The Strategic Plan would be a draft proposal to the AGM.</li> <li>• Reference would be made to 'non-European Networks' instead of 'South American Networks'.</li> </ul> <p>The following items would be added:</p> <ul style="list-style-type: none"> <li>• Membership activities – undertake an inventory of active membership.</li> <li>• Facilitate working and training opportunities in order to support the professional development of members.</li> <li>• Standardise the reporting, planning, implementation and evaluation of Task Force activities and new initiatives.</li> </ul>	<b>FM</b>
<b>Draft Strategic Plan 2013-16</b>	<b>13</b>	Discussions about the new Strategic Plan took place. It was agreed that the existing text would not be modified but a more concise Plan would be produced. The Plan would be a dynamic document with a work programme/action plan attached to it.	
		The main areas for the Plan were considered to be: <ul style="list-style-type: none"> <li>• Mobility</li> <li>• Professional development</li> <li>• Interaction/collaboration with non-European partnerships/institutions</li> <li>• Internal structure and quality assurance</li> <li>• Visibility</li> <li>• Harnessing of expertise</li> </ul>	

It was agreed that a draft Plan would be produced for comment by the end of March. A concise summary of activities would also be produced. It was noted that the draft Plan would go to the AGM for comment at this point and not approval.

**SP**  
**PDC**

**Any other  
business**

**14** Schedule of activity: It was agreed that a schedule of activity would be produced, which would include all Network deadlines. The schedule would be placed on the intranet.

**FM**

Communications for requests for funding etc: It was agreed that the Steering Committee would reply promptly to requests for funding/information etc. Replies would be collated and a single reply sent from the President.

EUA Annual Conference: It was agreed that Kaja would look to see if she was able to attend the EUA Annual Conference in Ghent on 11-12 April. Funding for the trip would be available from the Network.

**KNH**

Funding for workshop attendees: It was agreed that the Network would fund dinner on Wednesday 24 April for the AGM workshop attendees (as part of the UN hosted AGM dinner).

UN EAIE Dinner: It was agreed that the Network would not fund the EAIE UN dinner in Istanbul – members would need to meet their own costs. Sermin Abdullah would be contacted about arranging the dinner.

**UT**

Date and time of next meeting: 4 pm, Wednesday 24 April 2013, Rica Hotel, Bergen.

Kaja was thanked for all her hospitality during the course of the meetings.