

Steering Committee Meeting

30 January – 1 February 2014

University College Cork

MINUTES

- Present:** Marita Foster (Chair)
Patricia De Clopper
Francesco Girotti
Sabine Pendle
Ülle Tensing
Fiona Miller (Secretary)
- Welcome to the meeting** 1 Members were welcomed to the meeting
- 4-5 November 2013 Steering Committee minutes** 2 The 4-5 November 2013 minutes were approved as a correct record of the meeting.
- Matters arising from the meeting** 3
- Promotional materials: The remaining promotional materials would be taken to the 2014 AGM for distribution. F Miller
- Erasmus Mundus projects: An e-mail would be sent to members, informing them of the Erasmus Mundus projects in which the Network is an Associate Partner. F Miller
- Survey for AEN and MAUI member institutions: This item would be taken forward by the Student Mobility Task Force.
- Entrance criteria for MAUI institutions: It was agreed that Patricia would contact Liz Shabani with regard to the additional information needed in addition to the information already provided on the information sheets. P De Clopper
- Website: It was agreed that members would be consulted on the structure of the new website. It was considered that the external section of the website should be used as a publicity tool for the Network. The number of pages and links between pages should be carefully managed so that the information was kept up to date and relevant. It was agreed that the intranet should be developed further and become more interactive. The intranet could include discussion forums and areas where members could upload and share relevant documents. Each Task Force would have their own page(s) in the intranet. F Miller
- It was agreed that a tendering exercise would take place once the structure had been agreed. It was agreed that UK companies should be approached, due to the location of the Secretariat. F Miller

Young Researchers grants: The criteria on the website for the Young Researchers grant would be updated once approved by the AGM. F Miller

E-mail lists: It was agreed that a separate e-mail list would be set up for MAUI/AEN matters. All institutional representatives would be asked to confirm who should be on the general UN list and who should be on the MAUI/AEN list from their institutions. F Miller

Network Calendar: The deadline for the mobility statistics would be added to the calendar. The calendar would be distributed at the AGM and members would be reminded of the need to inform the Secretariat of any dates that needed including. The possibility of developing a Google on-line calendar as well as a paper version would be investigated. F Miller
F Miller
F Miller

European Commission letter: It was agreed that Network should respond to Vanessa Debiais-Sainton's invitation to discuss in person the concerns of the Network with regard to Erasmus+. The possibility of holding an Erasmus+/Student Mobility workshop in Antwerp in 2015 was discussed. It was agreed that a reply should be sent which indicated that the Network was intending to hold such an event in 2015 and would contact Vanessa Debiais-Sainton nearer the time as it was considered that her input would be invaluable. M Foster

Steering Committee actions between meetings

4 The Steering Committee actions between meetings were noted.

Preparation for the Joint Meeting

5 The Task Force reports were discussed.

Profiling and Promotion Task Force: It was agreed that the Task Force was not operating successfully as a Task Force, and was too reliant on the Chair. It was considered that the functions of the Task Force could be undertaken by the Steering Committee/Secretariat. It was agreed that the possibility of dissolving the Task Force would be discussed with the Chair at the Joint Meeting.

Researchers' Mobility Task Force: It was noted that the Task Force members had been consulted and agreed that there was a role for the Task Force. It was agreed that a 2014 work programme for the Task Force should be requested with clear deliverables. F Miller

Network Newsletter

6 The Network newsletter was discussed. It was agreed that the newsletter should be 3-4 pages long and the first edition should be produced before the AGM. The newsletter would include articles on: F Miller

- Leipzig Staff Training event
- Young Researchers grants
- Summer Schools 2014
- 2014 AGM and Workshop
- Staff Training event 2014
- Move of AEN Secretariat to Deakin University

- EC letter and response
- Task Force update

The Steering Committee would retain editorial control over the newsletter.

2013 budget report

- 7 It was noted that the Network had spent less than budgeted for in 2013. This was due to low costs associated with the AGM, low levels of spend by Task Forces, the postponement of the Hidden Libraries Summer School and the Leipzig Staff Training event to 2014.

It was noted that two institutions, Jagiellonian University and the University of Coimbra had not yet paid their 2013 membership fee. Both institutions had been contacted about payment.

Requests for new and continuing funding

- 8 The following financial requests were approved:
- Carry forward of Student Mobility Task Force 2013 underspend to 2014 (€3,185)
 - Carry forward of element of Summer Schools Task Force 2013 underspend to 2014 (€2,000)
 - Carry forward of Hidden Libraries Summer School funding from 2013 to 2014 (€15,000)
 - Funding for Hull Summer School (€15,000)
 - Funding for 2014 Staff Training week (€5,000)
 - Funding for additional 2014 Staff Training week subject to approval of re-worked proposal (€5,000)
 - Young Researchers Grant allocation for 2015 (€10,000)

Draft Budgets 2014-2016

- 9 The following amendments were made to the draft budgets:
- The financial requests approved above would be included in the budgets.
 - The Steering Committee budget would be increased to €13k in line with the 2013 spend. It was agreed that the meeting at the EAIE conference was not effective and a separate meeting should be held. This would necessitate a change to the Internal Regulations being approved at the AGM.
 - The funding allocated to the Profiling and Promotions Task Force would be reallocated to the 'Communication' section of the budget and named 'Promotion'. It was agreed that quotes would be sought for 1,000 and 500 2GB USB sticks.
 - Provision would be made in the budget for a second Staff Training week in 2014.
 - The funding for the Summer Schools would be included at £15k for each Summer School.
 - €5k for an Erasmus+/Student Mobility Workshop would be included in the 2015 budget.

S Pendl/
F Miller

F Miller

It was noted that the current plans would result in the majority of the Network's reserves being spent in the next two years. The situation would be monitored and ways of increasing income would be discussed if spend was in line with budget. It was agreed that the budgets would be presented to the AGM with this caveat.

AGM 2014	10	<p>The organisation of the AGM 2014 was discussed. It was agreed that it would be beneficial to have close contact with Jagiellonian University to ensure that all the necessary arrangements were in place.</p> <p>It was noted that a social excursion was planned to the Ojcow National Park on Saturday 10 May. Further details would be sought from Jagiellonian University.</p> <p>The AGM agenda was discussed. It was agreed that the Task Force reports should take place during the afternoon of Thursday 8 May.</p> <p>It was agreed that the following additional items would be added to the agenda - proposed revisions to the Internal Regulations, the decision to dissolve the Profiling and Promotion Task Force and the issue of active membership. It was agreed that it would not be necessary to have an item on Erasmus+.</p> <p>A call for nominations for the Steering Committee vacancy would be made in advance of the AGM. Once the Steering Committee vacancy had been filled a Vice-President would be elected from the Steering Committee.</p>	<p>U Tensing</p> <p>F Miller</p>
AGM 2014 Workshop	11	<p>The Workshop schedule was revised in light of comments received at the Joint meeting. The introductory sessions on Erasmus+ and Horizon 2020 were combined and the timings altered. It was agreed that staff from the same institutions would be placed together in working groups to encourage the sharing of information and enable the participants to look for possible synergies between the two programmes. It was agreed that the group work session on the first day would cover the following questions:</p> <ol style="list-style-type: none"> 1. What are the synergies between the two programmes? 2. Do the strategic plans of your institution reflect the cooperation or possible cooperation between research and international education? Is this necessary for effective collaboration? 3. Where do you see the potential for future cooperation within your institution, between international education and research management? <p>Marita, Sabine, Petra and Svend would act as facilitators for the session. A rapporteur would be appointed from each group to report back at the presentation of the group work results at the end of the second day.</p> <p>It was agreed that a summary of Erasmus+ and Horizon 2020 would be produced and sent to participants in advance of the workshop.</p>	<p>F Girotti/ F Miller</p>
Utrecht Network Award	12	<p>It was agreed that nominations would be sought from members for the Award. Nominations received would be presented at the AGM for decision.</p>	<p>F Miller</p>
Links with South American	13	<p>It was agreed that it would be more effective to hold face to face discussions with potential South American partners rather than written</p>	

Associations		<p>communication. It was noted that many individual members already had links with Brazilian institutions which could be highlighted when approaching Brazilian institutions. It was agreed that an inventory would be undertaken of members' links with Brazilian institutions.</p> <p>Appointments would then be made with Brazilian institutions at NAFSA by Sabine and Marita.</p> <p>It was agreed that the appointment of a new Spanish partner could provide further links with South America.</p>	<p>F Miller</p> <p>M Foster/ S Pendl</p>
Strategic Plan	14	<p>Changes were made to the Strategic Plan. The State of the Art text was amended and it was agreed that this text would be better placed on the website. The general objectives were re-written using 'FORCES' instead of 'EFFORTS', as agreed in the Joint Meeting.</p> <p>It was agreed that the Plan would be amended and circulated to the Steering Committee for further comment/changes. The plan would then be sent to all members for their comments. The revised plan would be discussed at the AGM during the Thursday afternoon session. The Steering Committee would revise the plan in light of any comments received and the final plan would be presented to the AGM for approval the following day.</p>	<p>F Miller</p> <p>F Miller</p>
New Spanish partner	15	<p>The comments received from members were discussed. It was agreed that, based on the comments, the following four institutions should be contacted and invited to express an interest in joining the Network:</p> <ul style="list-style-type: none"> • Universitat Autònoma de Barcelona • Universidad de Málaga • Universidad de Oviedo • Universitat de València <p>Expressions of interest received would be discussed at the AGM and site visits arranged.</p>	<p>M Foster/ F Miller</p>
Any other business	16	<p><u>EAIE dinner</u>: options for the Network EAIE dinner in Prague would be investigated. It was agreed that there should not be a restriction on numbers attending per institution.</p> <p><u>AGMs 2015 &16</u>: It was agreed that the dates for the 2015 AGM in Tartu would be announced at the 2014 AGM. An invitation to host the 2016 AGM had not been received so it was agreed that Queen's University, Belfast would be contacted to see if they were interested in hosting the AGM.</p> <p>Thanks were expressed to Marita and University College Cork for the hospitality which had been shown to the Steering Committee and Task Force Chairs.</p>	<p>U Tensing</p> <p>M Foster</p>
Date of next meeting	17	<p>It was agreed that a skype meeting would take place the week commencing 24 February 2014. There would also be a meeting of the Steering Committee in Krakow on the morning of Wednesday 7 May 2014.</p>	

