

Steering Committee Meeting

5 – 6 October 2015

Karl-Franzens-Universität Graz

MINUTES

- Present:** Sabine Pendl (Chair)
Márton Bélik
Francesco Girotti
Alīna Gržibovska
Minna Koutaniemi
Fiona Miller (Secretary)
- Welcome to the meeting** 1 Members were welcomed to the meeting.
- 15-16 January 2015 Steering Committee minutes** 2 The 15-16 January 2015 minutes were approved as a correct record of the meeting.
- Actions from the meeting** 3 Items had either been completed or would be discussed elsewhere on the agenda.
- AGM actions** 4 Items had either been completed, would be discussed elsewhere on the agenda or were ongoing.
- Task Force minutes** 5 It was agreed that the schedule showing the timing of reporting from 2017 would be presented to the January Joint meeting. F Miller
- Joint Programmes Task Force: The main activity of the Task Force to date in 2015 had been the submission of an Erasmus+ project proposal. Unfortunately the project had not been selected for funding. Feedback was being sought from the German National Agency. The feedback would be examined at the November meeting of the Task Force and the future of the Task Force discussed. It was agreed that the possibility of the Task Force offering commercial JOI courses would be discussed at the November meeting. F Girotti
- Researchers Mobility Task: The main action in 2015 to date had been the preparation of the AGM workshop. The Chair of the Task Force had changed to Kirsi Korhonen, University of Helsinki.

Staff Training Task Force: The Task Force had responsibility for the Bergen Erasmus+ Staff Training event, in conjunction with members from the Student Mobility Task Force. The Task Force had agreed, in light of the knowledge that the Erasmus+ guidelines would not be changing before 2020, that the event would concentrate on working positively within the existing guidelines. The organisers had been reminded of the need to put together a document summarising any ideas and suggestions regarding Key Stage 1 which come out of the event, which would be used for a letter to the Commission.

Student Mobility Task Force; The Task Force, in addition to the Bergen workshop, was currently (through the Chair) working on the 2016 AGM workshop. A meeting at the EAIE to discuss the workshop and a skype call had taken place.

Summer Schools Task Force: Two summer schools (Professional English and Liberty, Equality, Fraternity) had taken place during 2015. A meeting will be held in València in November at which the development of a new summer school would be discussed. The Task Force would also promote the Network during the visit.

The 'Higher Education Innovation through International Summer Schools' (STEAM) project had not been granted funding. The possibility of reworking the proposal and resubmitting was currently being examined.

2015 Finance Report

- 6 The 2015 Finance Report to date was discussed. It was noted that there were two members who had not yet paid their membership fees.

It was noted that not all members had claimed for their travel to the AGM. A reminder would be sent out to members in early November with the deadline for claiming expenses. It was noted that the assumptions about spend relating to the Researchers Mobility Task Force and the Staff Training Task Force were likely to be unrealistic.

F Miller

Underspend against budget had taken place with regard to the hospitality fund due to numbers of eligible students. The hospitality fund was becoming increasingly complex due to variances in the employment status of doctoral students in member institutions. The Summer School Task Force would be asked to look at this issue together with the issue of the level of the summer school fee in relation to the €250 hospitality grant (as specified in the Internal Regulations).

Summer School TF

It was expected that the amount to be taken from the reserves would be between €35k - €52k. This would result in the Network's reserves available to spend being reduced to €127k - €144k (this does not include the €50k which has to be kept in the reserves as per the internal regulations).

**2016-2018
Budget Plans**

- 7 The provisional budget plans for 2016-2018 were discussed. The need to balance activity whilst ensuring that the Network is financially sustainable was acknowledged. It was agreed that two versions of the budget for 2016 would be compiled to be presented to the AGM – one showing what the Network would ideally like to fund and the other showing significantly reduced activity. This should stimulate a discussion at the AGM about the financial future of the Network. It was agreed that if the Network continued to spend its reserves, a plan was needed for when the reserves were no longer available. F Miller
- It was also agreed that a pie chart would be produced for the AGM which would show the spend by the Network on the various forms of activity – communication, administration, activity etc. This would demonstrate the percentage of spend available to members through activities. F Miller
- It was agreed that the funding for the Young Researchers grant scheme would remain at €10,000 for 2016. After the 2016 grants had been allocated in November 15, the Student Mobility Task Force would be asked to provide information on the number of applicants and institutions (home and visiting). The information would then be used to evaluate the scheme for future years. Student Mobility TF
- With regard to the 2016 budget it was agreed that the Promotions budget would be reduced to €5k. This would cover the cost of flyers, promotional goods etc.
- It was agreed that the AGM workshop should follow the Erasmus Staff Training model, with participants paying for their own travel and accommodation. However the budget would remain at €8,500 until further information about the possible costs associated with the Workshop had been received. F Girotti
- The three month budget for Jan – March 2017 was explained. The need to ensure that members were aware of the changing timetable for invoicing was highlighted. This would be raised at the AGM.
- Discussions would be held with the Student Mobility Task Force concerning the future timing of the Young Researchers Grant year. F Miller
- With regard to the 2017 Rectors meeting, it was agreed that the Network would not pay the accommodation costs of the rectors. An adjustment would be made to the budget to reflect this. F Miller
- It was agreed that information regarding membership fees for other Networks would be collected. S Pendl/ F Girotti/ A Gržibovska

New initiatives	8	<u>UN Mobility App</u> – It was agreed that the proposal should be referred to the Student Mobility Task Force for their comments. It was agreed that there would need to be added value to invest in the development of an app. Concerns were expressed regarding the maintenance of the information feeding into the app and who would have the responsibility for maintaining the app.	Student Mobility TF
		<u>UN visits to MAUI institutions</u> – It was agreed that funding should not be granted specifically for the initiative but instead member institutions would be encouraged to visit MAUI members in conjunction with the NAFSA conference. Members could also be encouraged to visit AEN institutions if attending the APAIE conference.	Student Mobility TF
		<u>PhD series</u> – It was agreed that the proposal should be referred to the Summer School Task Force for its views.	Summer School TF
Continuing initiatives	9	<u>Professional English Summer School</u> - It was noted that the Summer School co-ordinator had changed shortly before the Summer School. The new co-ordinator had indicated her willingness to take on board the evaluation comments and modify the School were necessary.	
		The letter received from a participant on the School was noted. It was agreed that the Summer School Task Force would thank the participant and pass his details on to the co-ordinator so she could contact the participant if desired. The continuation of the Professional English Summer School for a third year (Summer 2016) was approved.	Summer School TF
Revised specification for Secretariat	10	The additional duties undertaken by the Secretariat which were outside the contract were acknowledged. The proposal to increase the current payment by €7,200 per year to cover such activities was discussed. Some concern was expressed over the percentage of the Network's income the Secretariat activity would then use. It was agreed that the proposal would be presented to the AGM.	S Pendl
Task Force development and future	11	The future of the Task Forces was discussed. It was noted by members that the Erasmus+ guidelines with regard to Staff Training were clear and most member institutions had expertise in this area. It was therefore considered not necessary for a specific Staff Training Task Force to exist. It was also considered that the Researchers Mobility Task Force had met its objectives and the need for a continuing Task Force was not clear.	
		It was agreed that the Chairs of both Task Forces would be contacted for their views. If they agreed that their Task Forces had completed their tasks then they would not be asked to submit a 2016 work plan and would be given the choice of attending the Joint meeting or not. A proposal dissolving the Task Forces would then be put to the AGM.	S Pendl

The future of the Joint Programmes Task Force would be discussed at its meeting in November.

The proposal from the Chair of the Student Mobility Task Force with regard to the future of the Task Force was discussed. It was agreed that at present the Task Force should not split into two. The need for co-ordination of non-European mobility was recognised, in particular the development of new mobility agreements. This would be discussed in more detail at the Joint meeting.

The possibility of looking at a co-ordinating group for the Network's involvement in European projects would also be discussed at the Joint Meeting.

**Research
Management
Task Force**

- 12 The proposal to develop a Research Managers Task Force was discussed. The success of the Staff Training event held in Utrecht was noted. It was agreed that the proposers would be asked to put in separate proposals for a Task Force (with a limit of €7,000) and a potential 2016 Workshop (with a limit of €5,000). The Task Force would have to only include Utrecht Network members.

F Miller

**AGM 2015
evaluation**

- 13 The evaluation of the 2015 AGM was discussed. It was noted that the New Faces session had been considered of value, as had the dynamic working groups. Practical suggestions such as publishing the times of the breaks and producing all the documents in one pdf would be adopted. The possibility of the Steering Committee not sitting together was discussed but it was agreed that it would not be practical. It was agreed however that it was important for the room to be set out boardroom style.

F Miller

It was considered not possible to restrict internet access during the meeting.

2016 AGM

- 14 It was agreed that the format of the AGM would be:

Wednesday 27 April

Steering Committee meeting and dinner (from 3 pm)

Thursday 28 April

am New faces session
lunch Joint with Workshop attendees
pm AGM starts

Utrecht Network dinner

Friday 29 April

All day AGM

QUB dinner

Saturday 30 April

Possible excursion

The Network would pay for accommodation for the nights of 28 & 29 April for one representative per institution.

It was agreed that a note would be sent out with the agenda and papers encouraging members to read the papers and query anything which was not clear in advance of the meeting. The possibility of grouping together agenda items would be looked at during the Joint meeting.

F Miller

Queen's University Belfast would be asked to give a presentation at the beginning of the meeting. Members would not be invited to submit proposals for presentations and the dynamic working groups would be agreed upon at the Joint meeting (the possibility of the Task Forces leading dynamic working groups was raised, during which the TF reports would be discussed). The Mastermind project had indicated that they wished to run a session for Network members. The possibility of this taking place as a dynamic working group would be investigated.

F Miller

S Pendl

The possibility of using breakout groups to discuss issues would also be discussed during the Joint meeting.

The New Faces session would start with a summary of the activity of the Network (3-4 slides). The format of the session would be discussed further at the Joint meeting.

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| 2016 Workshop | 15 | It was noted that the 2016 workshop would have the theme of intercultural competence for outgoing students. A group consisting of representatives from Hull, Graz and Bologna were taking responsibility for the organisation of the workshop. | |
| Revision of the Statutes | 16 | It was reported that a couple of minor changes would need to be made to the Statutes in order to reflect the changes to the financial year. A notary would need to be consulted in order to make the changes. It was agreed that the Statutes would be circulated to members to ask for any suggestions for further changes which needed making to the Statutes. The suggestions would be discussed at the Joint meeting and then a notary consulted, before seeking approval at the AGM. | F Miller |
| Induction of the University of València | 17 | It was noted that representatives from the University had attended the UN EAIE dinner in Glasgow. The Summer School Task Force would be visiting València during November and would continue to share information about the Network. | |
| AEN contract | 18 | It was reported that the AEN/UN contract was due for renewal in 2016. The contract had been updated by AEN. The suggestion from Bochum that the reference to PhD students should be removed was discussed but it was considered in line with other agreements for the mobility to be open to doctoral students. It was | |

agreed that under 'basic terms', point 2, reference should be made to student semesters, rather than students.

It was agreed that the contract did not need to go to members for consultation. The contract was agreed subject to the change above.

It was noted that the Summer School Task Force would check with the University of València at their meeting in November if València would be participating in AEN/MAUI exchanges. Summer School TF

It was agreed that a separate e-mail mailing list would be set up for AEN and one for MAUI. F Miller

2017 AGM

- 19 It was agreed that for the 2017 AGM a rectors' meeting should be held, to coincide with the Network's 30th anniversary instead of a AGM workshop. The provisional timetable would be:

Tuesday 25 April 17

Rectors and UN representatives arrive (work on an estimate of 20 Rectors)

Wednesday 26 April 17

Start Rectors' meeting mid morning (10 am)
UN Reception and dinner in evening

Thursday 27 April 17

Rectors depart in morning
AGM all day for UN representatives
Dinner (UoH hosted)

Friday 28 April 17

AGM am
Representatives leave in the afternoon

It was agreed that the concerns of the Steering Committee with regard to putting the Rectors in a three star hotel would be passed on to Hull. Members were happy for Hull to look at options for dinners etc and let the Steering Committee know of any decisions which would need making. F Miller

Joint Meeting

- 20 The arrangements for the Joint meeting were discussed. It was agreed that the meeting would be held in Antwerp (subject to Patricia's confirmation). The meeting would start with a Steering Committee dinner on Sunday 10 January 16. The Steering Committee would meet all day on Monday 11 January until mid afternoon when they would be joined by the Task Force Chairs. The Joint meeting would continue until lunchtime on Tuesday 12 January, followed by a Steering Committee meeting in the afternoon. Confirmation would be sought by Patricia as to when she wished her party to take place.

F Miller

Membership requests

21 It was noted that expressions of interest with regard to membership of the Network has been received from the Universities of Bordeaux and Verona. The universities had been thanked for their interest but informed that the Network was not at present looking to increase its membership.

European projects

22 It was reported that the Network was a full partner in the Erasmus+ KA2 project, IMPALA. A press release would be circulated to all members when available from the University of Antwerp (the press release would be sent to Francesco first for any changes from a Network perspective).

The project would have four work areas and the Network would be involved in all four areas:

- Staff training
- Policy development and strategies
- Academic issues
- Mobility

The Network would need to identify staff to work on each of the four work areas.

The University of Antwerp had agreed to manage the Utrecht Network's project funding on behalf of the Network. Further details were needed from Antwerp in respect of the Network's financial signatory for the grant.

An initial meeting of the project would be held, after which a call would be put out to members to identify staff interested in contributing to the project. Patricia De Clopper would be the Network's representative on the Steering Group and Francesco Girotti would also attend the initial meeting if possible.

It was agreed that the legal signatories for the Utrecht Network for European projects would be the President and the Vice-President.

It was reported that the Network was a member of the Advisory Board of the CALOHEE project. The Network's representative would be Sabine Pendl.

It was agreed that documents relating to the projects should be available in the intranet.

F Miller

Links with S American/S African Networks

23 A skype call would be held during the autumn with the group identified at the AGM to look at developing links with Networks outside Europe. The group would discuss the approach from the Columbus Association. It would then be necessary to find out the views of members as to whether a collaboration with the Columbus Association should be investigated further. Sabine will contact Patricia beforehand for further information.

S Pendl

S Pendl

S Pendl

During the skype call the issue of how to progress the growing relationship with the REARI-RJ Network would also be discussed.

The possibility of involving representatives from partner networks in the Rectors meeting in 2017 was raised. It was also noted that it might be possible for the Network to run a workshop at the FAUBAI conference.

**2015 Report
and 2016 report**

- 24** The 2015 Steering Committee report was discussed. It was noted that gaps in activity relating to the Strategic Plan would be identified after the Task Forces had submitted their reports and workplans.

A discussion took place over how to encourage participation from member universities. It was agreed that a draft report would be put together which would include:

A
Gržibovska

- Steering Committee and Task Force membership
- Participation in workshops and staff training
- Participation in AGM
- Summer Schools (teachers and students)
- Hospitality fund recipients
- Researchers Mobility Scheme recipients (sending and host institutions)
- Student Mobility flow between institutions
- Participation in MAUI and AEN exchanges
- Involvement in European projects associated with the Network

The draft Steering Committee report for 2016 was agreed.

**Any other
business**

- 25** Thanks were expressed to Sabine and the University of Graz for the hospitality which had been shown to the Steering Committee.