

Steering Committee and Task Force Chairs Joint Meeting

12- 13 March 2017

Vilnius University

MINUTES

Present:		<p>Francesco Girotti, President Alina Gržibovska, Steering Committee Raimonda Markeviciene, Steering Committee Gérald Zimmermann, Steering Committee Minna Koutaniemi, Steering Committee Svend Poller, Summer Schools Task Force Kirsi Korhonen, Staff Mobility Task Force Marleen van der Ven, Student Mobility Task Force Anne Vorpapel, Internationalisation of Curricula Task Force Pam Jackson, Research Managers Group Silvia Mastrapasqua, Secretary</p>	
Welcome to the meeting and apologies for absence	1	Members of the Steering Committee and the Task Force Chairs were welcomed to the meeting.	F. Girotti
6-7 Mar 2017 minutes	2.i	The 6-7 march 2017 minutes were APPROVED as a correct record of the meeting.	All
Actions from 6-7 Mar 2017 meeting	2.ii	<p>The majority of items had either been completed.</p> <p>F Girotti reported on the separate promotional clip of students' testimonials which could be placed on the UN website. A target group was defined, together with the storyboard. The setting was Bologna. The actors were hired for free: one student from Bologna and one Erasmus student from Utrecht. The other two actors are Elena Lamberti, acting as a teacher who will run a summer school next year, and Francesco Girotti.</p> <p>At the beginning of March 2018 the video recording was released and in the next two weeks it will be edited.</p> <p>It was PROPOSED to show the video at the AGM 2018, if available.</p>	<p>All</p> <p>F. Girotti</p>
Updates from the TF (17/18 reports and 18/19 workplans)	3	The TF Chairs presented to the group the 2017/18 reports and 2018/19 work programmes. In particular, the following points have been commented and discussed:	All
	3.i	<u>Internationalisation of Curricula Task:</u>	A. Vorpapel

	<p>3.ii</p>	<p>The Task Force reported on an online IoC knowledge base¹ published on the UN Website/ Activities to use freely for colleagues interested in this field. The TF reported on an online form² for additional resources on this topic – asking for contribution from everyone. It was noted that no feedback has been received so far.</p> <p>It was reported that the task force members would have to be confirmed in the coming months because of possible variations due to changes in positions in the respective universities.</p> <p>The Student Mobility Task Force PROPOSED to involve IOC TF for the idea of blended mobility. F. Girotti expressed his interest in this topic, especially in relation to the Erasmus+ program. However, considering the state of art of the institution, he noted they wouldn't be ready to be involved this year.</p> <p>It was reported that the meeting originally planned in September 2018 in London (uk) is taking place in Bolzano on September 8th.</p> <p><u>Research Management Task Force:</u></p> <p>It was noted that this Task Force is the key point for the Utrecht Network to develop a connection between Erasmus+ and Horizon2020.</p> <p>It was noted that this TF now only includes research managers and that every member is taking a role in the Task Force .</p> <p>It was reported that on 23rd / 24th October 2017, the first Task Force meeting held at Utrecht University discussed the workshop held in June 2017.</p> <p>During the Skype meeting on 19th January 2018, it was PROPOSED to build a data base of Research, as a direct line into Research offices. 22 universities would be involved.</p> <p>It was reported that, for the 2018 workshop, it would be invited a keynote speaker is Sean McCarthy, very expert in the field of research management.</p> <p>For the budget 2018-2019, it was PROPOSED, to allocate €8,000 to cover the cost of the workshop (€5,000) and the running of the Task Force (€3,000).</p>	<p>M. van der Ven</p> <p>F. Girotti</p> <p>A. Vorpapel</p> <p>F. Girotti</p> <p>P. Jackson</p>
	<p>3.iii</p>	<p><u>Staff Mobility Task Force:</u></p> <p>It was reported that the Task Force has been involved in the preparation of the 2017 Rectors Meeting.</p>	<p>K. Korhonen</p>

¹ <http://www.utrecht-network.org/activities/internationalisation-curricula-knowledge-base/>

² <https://www.unibo.it/fs/fs.aspx?surveyid=b27693c6a9343ae90f739ddcfbfbbe8An>

		<p>In relation to the intention of starting a new cooperation with HR and global mobility professionals in the private sector to enable development of services, sharing of experiences, staff exchange opportunities etc., it was noted that for now anything has been done concretely and that the activity was postponed due to the request of the Steering Committee to focus on the other activities presented in the work plan.</p> <p>The TF was invited to define an activity that can be replicated in a long term plan.</p> <p>In relation with the proposal of workshops “Competency building workshop for young researchers”,</p> <p>Considering that the target group could be Phd students, it was noted that Coimbra group and UNICA are also organizing joint workshops for Phd students.</p> <p>It was PROPOSED to launch a first edition of the workshop within the Utrecht Network and, in case it is unsuccessful, to consider to open to other networks.</p> <p>In relation with the idea of new exchange program for staff, it was noted that this second proposal could be more complicated to put in place.</p> <p>It was RECOMMENDED to define better the programme and the target group, then to be very focused and attractive for that particular target group.</p> <p>It was AGREED to use the AGM to discuss the two proposals, together with the reports and to use the voting system, to pick preferences; then, to focus on one of the two ideas and to shape it more clearly.</p> <p>3.iv <u>Student Mobility Task Force:</u></p> <p>At the 2017 AGM it was AGREED, under the Steering Committee report and workplan item, that “the idea of blended mobility would have been be further developed in conjunction with the Student Mobility Task Force”.</p> <p>It was PROPOSED to investigate about the cases of blended mobility already existing.</p> <p>It was AGREED to refer this request to the TF Internationalisation of curricula, since it is considered to be a curriculum related topic.</p> <p>It was AGREED to discuss this topic also at the AGM 2019, especially regarding Staff Mobility.</p> <p>Relating to the MAUI new partner institutions - info sheets, it was REQUESTED to the UN Secretariat to set a direct link from the UN website to the partner universities of the AEN/MAUI websites.</p> <p>The financial agreement that Hull used for the payment of the grants, given to the new secretariat in Bologna, was approved.</p>	<p>F. Girotti</p> <p>F. Girotti</p> <p>S. Poller</p> <p>All</p> <p>M. van der Ven</p> <p>All</p>
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		<p>It was reported that there are nine universities who have not applied for the YRG and 15 applications up to now.</p> <p>It was noted that within the time frame of this report, student mobility data for 2016-2017 have been collected. At the time of writing, the overview is almost but not yet complete. The complete overview wasn't available yet at the joint meeting.</p> <p>It was discussed the question on international credit mobility, in particular about the use of the survey, and if it was the case of proposing it as topic of discussion at the Erasmus+ session of the 2018 AGM.</p> <p>It was REQUESTED to promote the UN promotional visit in the newsletter and website, by inviting Universities to have Staff Mobility.</p> <p>3.v <u>Summer Schools Task Force:</u></p> <p>It was REQUESTED to check how many students have been eligible for the hospitality grant.</p> <p>It was noted that the Summer School on Professional English won't probably be held.</p> <p>Since Katja Cerjak will step down as a member of the task force because she retires, it was REQUESTED to approve Amparo Villén's candidacy to become a member of the task force, at the AGM. Amparo Villén Hueso Servicio de Relaciones Internacionales, Técnica Superior, Universitat de València: https://www.uv.es/uvweb/universitat/ca/relacions-internacionals/relacions-internacionals/informacio-contacte/organiograma-directori-1285846947691.html</p> <p>It was PROPOSED to clarify the procedure (for the grant) and change the name "hospitality funding" into "Summer School Grant", considering it is a cause of confusion and of the label "Utrecht Network Summer School".</p> <p>3.vi <u>Steering Committee:</u></p> <p>It was noted that the AGM; 2019 would be held in Riga, in April 2019.</p> <p>It was noted that at the AGM 2018, two new members of the SC would be elected.</p> <p>It was PROPOSED to put the Prezi presentation used at the Rector's meeting in UN website.</p>	<p>F. Girotti</p> <p>M. van der Ven</p> <p>M. van der Ven</p> <p>M. van der Ven S. Mastrapasqua</p> <p>S. Poller F. Girotti</p> <p>S. Poller</p> <p>F. Girotti</p>
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<p>Utrecht Network's financial position overview</p> <p>Request for new initiative funding</p>	<p>4 4.i 4.ii</p> <p>4.iii</p>	<p>It was noted that, looking at the final budget, on different budget items, the budgeted amount has not actually been spent and that the Network continues to accumulate reserves. This could raise questions from partners who have been asked to pay a higher annual fee.</p> <p>It was REQUESTED to be ready to answer to the question “why did you increase the fee but don't spend the money?” at the AGM.</p> <p>It was PROPOSED and AGREED to increase the amount for the Young Researcher Grants from 10K€ to 15K€ in order to cover all the applications received</p> <p>Regarding the Internal Communication Proposal, it was REQUESTED to analyse and describe more specifically requirements of the target group and on the required professional background.</p>	<p>F. Girotti</p> <p>All S. Poller</p>
<p>Updates from the President on new initiatives discussed with the EC</p>	<p>5</p>	<p>It was reported the discussions which took place in Brussels last 7th February 2018 on the new concept of European universities networks or alliances (final name still to be found). It was shared the presentation held during the morning session and a summary of the main outcomes of plenary and group discussions.</p> <p>It was noted that the second part of this meeting will take place on 26th march 2018 and UT has been invited.</p> <p>It was noted that the EC was invited to the AGM, for the session of the 2nd morning. Francesca Maltauro would be sent.</p>	<p>F. Girotti</p>
<p>2018 AGM</p>	<p>6.i</p>	<p>It was noted that at the AGM the EC and the National Agency would be present. The EC and National Agency would present their vision of the future programme and Utrecht Network would express his point of view.</p> <p>It was noted that it could happen that EC asks to the members what they think about this new initiative.</p> <p>In order to get a valid contribution for the discussion, it was AGREED to introduce the initiative and the criteria, and to gather all the comments on possible obstacles, and all the reactions that could come out.</p> <p>It was AGREED to find out what they are going to present and to receive the presentation of the new program showing what changes there would be.</p> <p>It was AGREED to ask to the National Agency what they would present (vision and future program).</p> <p>In relation to the “Gallery walk”, it was AGREED to inform the members in advance, that there would be a discussion on reports</p>	<p>F. Girotti R. Markeviciene</p>

<p>2018 New Faces session</p>	<p>6.ii</p>	<p>and plans, and to prepare them by sending all the documents they need in advance, so that they would be ready to contribute.</p> <p>It was AGREED that the Gallery Walk questions would be prepared online.</p> <p>It was REQUESTED to make it clear what the UN would say to National Agency. One question could be what are Challenges for the present program.</p> <p>It was REQUESTED to make sure that 5 flipcharts would be prepared by Magdalena Belkova.</p> <p>Considering that the Task Forces represent the core of the UN activities, the TF Chairs were invited by the UN President to be present at this part of the AGM.</p> <p>It was REQUESTED to make sure that a projector would be available for the Prezi presentation.</p> <p>It was AGREED to organize the Session, by showing he video and Francesco's Prezi presentation in Hull. During the Prezi Presentation of the Activities, the TF Chiars would present themselves.</p> <p>It was REQUESTED to make sure that in the Prezi the Research Mobility TF is changed into Staff Mobility.</p> <p>It was REQUESTED to make clear to the Partners Representatives:</p> <ol style="list-style-type: none"> 1. What the Rep needs to do to see results from their budgets, i.e. how to get back from the initial fee 2. How to become a member of a TF 3. How to become a member of SC <p>It was AGREED that Minna Koutaniemi would take the responsibility for the 13th April afternoon's session.</p> <p>It was REQUESED to send to all the SC and TF members the instructions about the intranet.</p> <p>It was REQUESTED to send all updated docs to Silvia Mastrapasqua by 6th April.</p>	<p>F. Girotti</p> <p>All</p>
<p>Agreement with AEN and inclusion of Central Queensland University</p>	<p>7</p>	<p>It was reported the request of Agreement with AEN and inclusion of Central Queensland University.</p>	<p>F. Girotti</p>
<p>2018 EAIE Utrecht Network dinner</p>	<p>8</p>	<p>It was AGREED to arrange the EAIE dinner on Thursday. It was AGREED to raise the budget, in order to include drinks. Minna says we should raise the budget on that. It was AGREED the option of the Swiss Apéro, consisting in a buffet and drinks.</p>	<p>G. Zimmermann All</p>

		It was considered a cost of 50€ per person, for 50 people, which would result into an expense of 2.500€. It was AGREED to arrange the dinner in a location by the lake.	
2019 AGM Workshop	9	It was AGREED to go on with Alina Gržibovska's proposal of a workshop on blended mobility. In collaboration with the Staff Mobility and Internationalization of Curricula Task Forces, the workshop idea would start from an experience on blended mobility that took place in Riga and that this time would be on Staff Training. The objective would be to elaborate platforms and the guidelines for blended mobility. The target group would be represented by all participants to Staff training, but in particular Staff training organizers. The projects partners would be the European Universities Foundation, University of Alcalá, University of Lodz, and Eastern Finland. The people involved would be professors.	A. Gržibovska
Update on European projects	10 10.i 10.ii 10.iii	It was reminded that CALOHEE is a project in which UN is represented by Sabine Pendl. It was noted that the final meeting will be held in June 2018. IMPALA is a project involving South Africa and it is about training the most disadvantaged universities in South Africa to become international. Two events were held and the Utrecht Network took part to both: 1. A specific training was held on how to create a Summer School 2. In Venda region another training was held to teach how to prepare a Summer School. It was noted that we should try to be consultants for those who try to launch a Summer School and assist them in setting UPA Summer School for funding. A video was produced on how to set up a Summer School in South Africa (thanks to Leipzig University) It was considered that for the future it should be advisable to clarify better roles and responsibilities of the Utrecht Network in advance, when participating as full partner in an EU funded project It was reminded that ASC is a project involving five institutions and it's the last court founded by Erasmus Mundus. It was noted that the project is running well and is including a winter school. The group involved is thinking how to be sustainable in the future, by looking for other ways of funding, as an alternative to Erasmus Mundus. It was noted that Francesco Girotti will meet them in the end of march 2018.	F. Girotti S. Poller F. Girotti
Any other business	11	There was no other business to report. Raimonda Markeviciene and the University of Vilnius were thanked for their hospitality.	

ACTIONS

ITEM	REF.	WHAT	WHO	STATUS
Actions from 6-7 Mar 2017 meeting	2.ii	Check if the promotional clip of students' testimonials can be shown to the AGM2018	F. Girotti S. Mastrapasqua	
Updates from the TF (17/18 reports and 18/19 workplans)	3.iv	Set a direct link from the UN website to the partner universities of the AEN/MAUI websites, in relation with the MAUI new partner institutions - info sheets. To promote the UN promotional visit in the newsletter and website, by inviting Universities to have Staff Mobility.	M. van der Ven S. Mastrapasqua M. van der Ven S. Mastrapasqua	
	3.v	Check how many students have been eligible for the hospitality grant . Since Katja Cerjak will step down as a member of the task force because she retires, it was REQUESTED to approve Amparo Villén's candidacy to become a member of the task force, at the AGM. Amparo Villén Hueso Servicio de Relaciones Internacionales, Técnica Superior, Universitat de València: https://www.uv.es/uvweb/universitat/ca/relacions-internacionals/relacions-internacionals/informacio-contacte/organigrama-directori-1285846947691.html Change the name "hospitality funding" into " Summer School Grant ", considering it's a cause of confusion and of the label "Utrecht Network Summer School".	F. Girotti S. Poller S. Poller S. Mastrapasqua	
Utrecht Network's financial position overview	4	Be prepared to answer to the question "why did you increase the fee but don't spend the money?" at the AGM 2018.ù	All M. Koutaniemi	
	4.iii	Regarding the Internal Communication Proposal , analyse and describe more specifically requirements of the target group and on the required professional background.	S. Poller	
2018 AGM	6.i	For the " Gallery walk ", to inform the members in advance, that there would be a discussion on reports and plans, and to prepare them by sending all the documents they need in advance, so that they would be ready to contribute. Prepare online questions for the Gallery Walk.	TF Chairs S. Mastrapasqua	

	<p>6.ii</p>	<p>Prepare questions to the National Agency (e.g. what are Challenges for the present program?)</p> <p>Prepare 5 flipcharts.</p> <p>Make sure that in the Prezi the Research Mobility TF is changed into Staff Mobility.</p> <p>Make clear to the Partners Representatives:</p> <ol style="list-style-type: none"> 4. What the Rep needs to do to see results from their budgets, i.e. how to get back from the initial fee 5. How to become a member of a TF 6. How to become a member of SC <p>Send to all the SC and TF members the instructions about the intranet.</p> <p>Send all updated docs to Silvia Mastrapasqua by 6th April.</p>	<p>M. Belkova. S. Mastrapasqua F. Girotti</p> <p>TF Chairs</p> <p>S. Mastrapasqua</p> <p>All S. Mastrapasqua</p>	
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