

Annual General Meeting – Day One

Meeting to be held from 1.30 pm – 5 pm, Tuesday 9th April 2019

University of Latvia - Riga

DRAFT AGENDA

1. New faces before lunch check how many are they. If we have it, the idea is to present a little bit. Each will describe what they're doing and maybe with some new initiative. State of art of the network. We can look inside the previous sessions and we need not more than 40 minutes, before lunch.
For new comers we can prepare a leaflet to read with some information about the network. In the registration form make it clear if they are their first agm and if they are new comers.
2. Lunch (12.30 – 13.30pm)
3. An introduction to University of Latvia in Riga (1.55 – 2.10 pm)
4. Welcome to the meeting and approval of 2018 AGM minutes (1.30 – 1.40 pm)

The 2018 minutes and 2018 AGM action update and approval
The 2018 AGM evaluation will be circulating under this item.
Reporting of arrangements for claiming back travel expenses
5. A presentation on the State of the Art (1.40 – 1.55 pm)

Alina to do (presentation)
6. Task Force presentations and approval of reports/workplans (2.10 – 3 pm)

Check reports/workplans templates
Check if TF chairs and SC have to prepare two powerpoint slides – one on the main points from their report and one from their workplan to present at the AGM (the actual reports and workplans are circulated in the papers
Reports and workplans approval. The reports will be put on a slide.
 - (i) Internationalisation of Curricula Task Force
 - (ii) Research Management Task Force
 - (iii) Staff Mobility Task Force
 - (iv) Student Mobility Task Force (including Student Mobility statistics)
 - (v) Summer School Task Force
7. Steering Committee presentation and approval of report/workplan (including actions between meetings) (3.00 – 3.10 pm)

SC report and workplan reporting and approval

SC action between meetings report and approval
Check if there are any new membership enquiries

Coffee break (3.10 – 3.40 pm)

8. New initiatives (3.40 – 3.55 pm)

Presentation on the new initiatives which will be approved at the Joint meeting.

9. Partnerships reports (3.55 – 4.25 pm)

- (i) AEN
- (ii) MAUI
- (iii) REARI-RJ

The three Secretariats (Matt Locaby – MAUI, Rohan McCarthy-Gill – AEN and Livia Reis – REARI-RJ) will provide reports which will be circulated with the papers. If we can't arrange the meeting we are asking them a report.

Silvia Check the new Australian university who has joint. (there was a signature on agreement)

10. Report on the 2018 AGM workshop (4.25 – 4.35 pm)? (if workshop is 5th april)

Someone who is attending the AGM workshop and the AGM will need to be asked to give an oral report on the Workshop.

Try to communicate well the object and aim of the workshop

It's not necessary to participate to the webinar

The workshop will show how to organize blended mobility