

## Steering Committee Meeting

12-13 November 2018 - University of Coimbra

### MINUTES

	<b>Present:</b>	Alīna Gržibovska - University of Latvia Raimonda Markeviciene - Vilnius University Gérald Zimmermann - University of Basel Marleen van der Ven - Utrecht University Ana Isabel Ferreira - University of Coimbra Silvia Mastrapasqua (Secretary)	
1	<b>Welcome to the meeting</b>	Members were welcomed to the meeting.	All
2.i	<b>13 March 2018 SC (Vilnius) minutes - actions</b>	The 13 <sup>th</sup> March 2018 minutes/actions were <b>APPROVED</b> as a correct record of the meeting.	All
2.ii	<b>AGM 2018 (Bratislava) actions</b>	The majority of the items had either been completed, were DISCUSSED or were ongoing. Referring to item 13 “Create a report of the points DISCUSSED and suggestions collected during the Gallery walk”, the proposal to publish the Gallery walk's papers on the UN website and to mention it on the UN autumn newsletter was <b>APPROVED</b> . Referring to item 15 “Create a Calendar page in the UN where to allow the members to insert their calendars related to Network activities”, the proposal to publish a Google Calendar on the homepage of UN website, reporting SC meetings, Joint Meetings, TF meetings; IMPALA/CALOHEE meetings was <b>APPROVED</b> .	S. Mastrapasqua  All
2.iii	<b>Chair's actions between meetings</b>	It was reported that the majority of the items had either been completed or were ongoing.	S. Mastrapasqua A. Gržibovska
3.i	<b>Minutes from the Task Force</b>	<u>Internationalisation of the Curricula:</u> It was reported that so far the TF met informally in Geneva and that is now composed by Anne Vorpapel – Chair, Francesco Girotti and Ulle Tensing, Tartu. The application of Anja Hoffmann from Graz to be part of the TF was <b>APPROVED</b> by the SC. It was reported that the TF action plan was partially fulfilled: the only activity carried out has been the attendance of Anne Vorpapel to the final meeting of the ATIAH project, where the TF has been nominated “external evaluator of the project”.	S. Mastrapasqua  SC

		<p>The proposal to shift on the chair from Anne Vorpapel to Francesco Girotti and noted that the TF won't need to wait the next AGM to formalize was <b>APPROVED</b>.</p> <p>The proposal, pending for confirmation from all members of the TF, to include in the TF plan the topic "European Universities" was <b>APPROVED</b>.</p> <p><u>Researchers Mobility Task:</u>  The minutes of the meetings in Leipzig (25/10/2018), Malta (11/05/2018) and of the Skype meeting (20/08/2018) were reported.</p> <p>It was reported the TF has now six members: Pam Jackson, University of Hull (UK) – Chair, Roman Badik, Masarykova Univerzita (Czech Republic), Martina Chylkova, Universiteit Utrecht (The Netherlands), Gerhard Fuchs, Universität Leipzig (Germany), Zuzana Lisoňová, Univerzita Komenského v Bratislave (Slovakia), Angie Mifsud, L-Universitá ta' Malta (Malta).</p> <p>It was noted the TF is working effectively and with effort and that the platform has been used very actively, which deserves all the support from the SC.</p> <p>It was reported that the TF is organizing their 5th annual Research Managers Workshop at the Comenius University in Bratislava on 28th to 30th May 2019.</p> <p><u>Student Mobility Task Force;</u>  It was reported the TF has now six members: Rita Vienazindiene, Vilniaus universitetas (Lithuania) – Chair, Petra Rabitsch, Karl-Franzens-Universität Graz (Austria), Gérald Zimmermann, Universität Basel (Switzerland), Ana Isabel Ferreira, Universidade de Coimbra (Portugal), Angélique Daniel, Université de Strasbourg (France), Anika Odenbach, Ruhr-Universität Bochum (Germany).</p> <p>The minute of the TF meeting on 14<sup>th</sup>-15<sup>th</sup> March 2018, in Vilnius was reported.</p> <p>It was noted the TF activities are proceeding well and the TF is working effectively.</p> <p><u>Summer Schools Task Force:</u>  It was reported the TF has now five members:</p> <ul style="list-style-type: none"> <li>- Svend Poller, Universität Leipzig (Germany) – Chair,</li> <li>- Amparo Villen, Universitat de València (Spain)</li> <li>- Patricia de Clopper, Universiteit Antwerpen (Belgium)</li> <li>- Sabine Pendl, Karl-Franzens-Universität Graz (Austria)</li> <li>- Jeroen Torenbeek, Universiteit Utrecht (The Netherlands)</li> </ul>	<p>SC</p> <p>SC</p> <p>S. Mastrapasqua</p> <p>S. Mastrapasqua</p> <p>S. Mastrapasqua</p>
--	--	---	--

		<p>The minutes of the meeting in Bologna on 20<sup>th</sup> June 2018 were reported.</p> <p>It was reported the TF proposal to change the principles of “an Utrecht Network Summer School” as follows:</p> <p>a) an academic committee is organising and monitoring the content of the school,</p> <p>b) the majority of institutions represented in the academic committee should belong to Utrecht Network,</p> <p>c) the majority of participants (students and/or doctoral candidates) should belong to Utrecht Network and partner consortia, including locals, but not exclusively,</p> <p>d) Fees should be different for participants from within, including partner consortia, and outside Utrecht Network.”</p> <p>The four statements were <b>APPROVED</b>.</p> <p>It was asked to check how many students who attended the Summer Schools came from UN Universities and how many from other universities.</p> <p><u>Staff Mobility Task Force See item 3.iii</u></p>	SC
3.ii	Young Researchers Grant Scheme (Student Mobility)	<p>It was <b>AGREED</b> to create a policy of internal regulations in order to support more international exchanged rather than national.</p> <p>For the future it was <b>PROPOSED</b> to discuss a new YRGS initiative, considering that this field represents a point of strength of Utrecht Network.</p>	SC
3.iii	Staff Mobility TF workshop: request for intervention (Regina Freitas Cruz)	<p>It was reported the TF has now four members: Regina Freitas, Monika Sprung, Izabela Zawiska and Marek Sammul.</p> <p>It was referred that the TF decided to include academic mobility in the staff mobility.</p> <p>A proposal of Workshops was presented, focused on “Open Science and Open Access”. It was referred that Open Science seems to be the subject for each researcher at the moment, as everybody is forced to adjust to the new laws and there are just very few that really know what to do and how to deal with the new European publication standards.</p> <p>The TF idea is commit the whole workshop to this subject on different levels such as experts’ lectures, practical workshops, information from the EU-Commission, exchanging experiences.</p> <p>The workshop would take place at Ruhr University in Bochum on 26<sup>th</sup>-28<sup>th</sup> September 2019. Two budget options were presented, depending on the number of applications. The proposal of workshop and the first option of budget (6.490€) were <b>APPROVED</b> and option one.</p>	Regina Freitas Cruz

		<p>It was accepted to allow more than one application from each institution, in case there are places left, upon communication to the TF.</p> <p>The TF members were invited to participate to the workshop on blended staff mobility which will take place in Riga before the AGM 2019.</p> <p>It was proposed to invite to collect applications as members of this TF in occasion of the AGM 2019.</p>	
3.iv	<b>New Initiative “International Communication”: Report</b>	<p>The first meeting of the new initiative group “international communication”, held in Leipzig on October 29<sup>th</sup>-30<sup>th</sup> was REPORTED.</p> <p>I was noted that five university representatives (Darja Lisjak from Ljubljana, Barbara Schneeberger from Graz, Violeta Osouchová from Brno, Svend Poller and Lina Hörügel from Leipzig) met for the first time to cover a wide range of issues, from presenting the individual international communication strategies to discussing current problems within that field.</p> <p>Considering the request of continuing this cooperation with additional experts to join, and the proposal of a meeting in spring 2019 to explore options to share the expertise, especially in using social media, with other members of the network, the new group was INVITED to clarify whether it group should be considered as a new task force or whether it should be still considered as a new initiative.</p> <p>In the second hypothesis the group was INVITED to better define the objects and activities of the initiative.</p>	<p>S. Mastrapasqua</p> <p>SC</p> <p>SC</p>
4.i	<b>1 April 18 – 31 March 19 budget position to date</b>	<p>The 2018-19 budget to date was DISCUSSED.</p> <p>Members would be reminded to submit claims for their AGM travel, before 12th December.</p> <p>It was AGREED expenses claims can be made no later than two months after each meetings.</p>	SC
4.ii	<b>Draft 2019/20 budget plans</b>	<p>The provisional budget plans for 19-20 was noted.</p> <p>As for the item “activities”:</p> <ul style="list-style-type: none"> <li>- The budget of 15.000€ for the Summer School Challenges for the XXI Summer School was CONFIRMED</li> <li>- The budget of € 15.000 for We Tell' Summer School was CONFIRMED</li> <li>- It was noted the Hidden Libraries Summer School won't take place in 2019</li> <li>- The budget of € 15.000 for the Young Researchers Mobility Scheme was CONFIRMED</li> <li>- The budget of 5.000€ for the Staff Training Week in Thessaloniki was CONFIRMED</li> <li>- The budget of € 6.490 for the workshop proposed by the Staff Mobility TF (see item 3.iii) was <b>APPROVED</b>.</li> <li>- The budget for the Staff Training Week – in Utrecht € 5.000 was CONFIRMED</li> </ul>	SC

		<ul style="list-style-type: none"> <li>- For the International Communication new initiative, it was asked to move the 5.000€ of budget from 2018 to 2019, since the funding not spent in 2018 should be usable in 2019 for a second meeting before March 31st 2019 it was asked that, in addition to the 1 k€ already approved, 4 k€ will be needed for 2019/2020 (total 5k€) for: <ul style="list-style-type: none"> <li>(1) Travel and subsistence of a meeting in autumn: 5 members for two working days (3 nights): 5 x 3d x € 160 (medium category) = € 2400 (subsistence costs); 5 members travel (2000-2999km) x € 360 = € 1800 (travel costs). Total: € 4200</li> <li>(2) travel and subsistence of one member to AGM in 2020 (if IC could offer a workshop prior to AGM). Total: € 800</li> </ul> </li> </ul>	
4.iii	<b>Requests for new initiative funding</b>	<p>Five new initiative funding requests were examined:</p> <ul style="list-style-type: none"> <li>- Challenges for the XXI Summer School</li> <li>- We Tell' Summer School</li> <li>- Staff Training Week on Pathways of Institutional Support for Young Refugees' Access to Higher Education, Training and Employment in Thessaloniki</li> <li>- Staff Mobility TF – Workshop “Open Science and Open Access”</li> <li>- International Communication</li> </ul>	SC
5.i	<b>Update on University of Helsinki</b>	<p>The SC was informed about the University of Helsinki withdrawal from UN.</p> <p>As the withdrawal letter had not been signed by the Rector of the University of Helsinki, it was <b>AGREED</b> to send a letter to the University of Helsinki from the President of UN, the SC requests the authorization of the person who has signed it.</p> <p>It was proposed to consider if the Finland University would be interested to join the Network.</p>	A. Gržibovska
5.ii	<b>Update on UN compliance to GDPR</b>	<p>The SC was informed about the state of the activities in order to be compliant to GDP.</p> <p>Since the Utrecht Network only treats common and non-sensitive personal data, and since these data are stored in FAM, FAM will be responsible for processing them.</p> <p>It was noted that, in order to produce the necessary documentation, the FAM consultants were proceeding with the creation of the treatment register and the privacy statement, which we will deliver to all interested parties.</p> <p>In the meantime, the President of UN signed a document of delegation to FAM for data storage.</p>	S. Mastrapasqua
5.iii	<b>Monitoring of the 2017-2020 Strategic Plan</b>	<p>It was noted that TF and SC activities are supporting the goals of the Strategic plan 2017-2020.</p>	A. Gržibovska



5.ix	Monitoring of the new Secretariat in Bologna	No critical issues were reported regarding the activities of the Secretariat. It was requested to keep track of the operations that allowed the transition from Hull's Secretariat to that of Bologna.	All
6.i	Update on the 2019 AGM workshop	It was reported that the 2019 AGM Workshop will be held on April 8 <sup>th</sup> , and will be on blended mobility, whereas the webinar will be held one week before. It was noted the workshop will last one full day (8 <sup>th</sup> ) and the morning of 9 <sup>th</sup> April. Alina will keep the members informed about the workshop organization.	A. Gržibovska
6.ii	Format of the 2019 AGM (including New Faces session) starting from the analysis of the Bratislava AGM evaluation report	The format of the 2019 was DISCUSSED. See documents and actions below.	All
6.iii	Preliminary agenda for the UN Annual General Meeting 2019 in Riga	The draft agenda of 2019 AGM's day 1 and day 2 were DISCUSSED. See documents and actions below.	All
6.iv	Format of the February/March 2019 Joint meeting	It was proposed to ask to Boğaziçi University to host the 2019 JM.	All
7.i	UN newsletter	It was <b>APPROVED</b> to convert the UN newsletter into a dedicated blog page, inside UN, in order to allow a faster and more dynamic news update	S. Mastrapasqua
7.ii	Developments of the Network's website (calendar, etc.)	It was <b>APPROVED</b> to add a page dedicated to the AGM's workshops. It was <b>APPROVED</b> to include on the website a calendar indicating the dates of the network events and the main deadlines.	S. Mastrapasqua
7.iii	Means to improve the visibility of UN	It was suggested to use this space on the website to make the activities of the task forces known.	
8	Any other business	-	

## Record of decisions

Min.	Decision
2	<p>The 13th March 2018 minutes/actions were APPROVED as a correct record of the meeting.</p> <p>The proposal to publish the Gallery walk's papers on the UN website and to mention it on the UN autumn newsletter was APPROVED.</p> <p>The proposal to publish a Google Calendar on the homepage of UN website, reporting SC meetings, Joint Meetings, TF meetings, IMPALA/CALOHEE meetings was APPROVED.</p>
3	<p>It was AGREED to create a policy of internal regulations in order to support more international exchanged rather than national.</p> <p>The application of Anja Hoffmann from Graz to be part of the IoC TF was APPROVED.</p> <p>The proposal to shift on the chair from Anne Vorpapel to Francesco Girotti and noted that the TF won't need to wait the next AGM to formalize was APPROVED.</p> <p>The proposal, pending for confirmation from all members of the TF, to include in the TF plan the topic "European Universities" was APPROVED.</p> <p>The new principles of "an Utrecht Network Summer School" proposed by the SC TF were APPROVED.</p> <p>The proposal of Staff Mobility workshop and the first option of budget (6.490€) were APPROVED.</p>
4	<p>The budget of € 6.490 for the workshop proposed by the Staff Mobility TF was APPROVED.</p> <p>It was AGREED expenses claims can be made no later than two months after each meetings.</p>
5	<p>As the withdrawal letter had not been signed by the Rector of the University of Helsinki, it was AGREED to send a letter to the University of Helsinki from the President of UN, the SC requests the authorization of the person who has signed it.</p> <p>The proposal of confirming the contribution of UN as associated partner in the organization of the first winter school Master Course ASC, and to provide the hospitality funds to the winter/spring school to students was APPROVED.</p>
7	<p>It was APPROVED to convert the UN newsletter into a dedicated blog page, inside UN, in order to allow a faster and more dynamic news update</p> <p>It was APPROVED to add a page dedicated to the AGM's workshops.</p> <p>It was APPROVED to include on the website a calendar indicating the dates of the network events and the main deadlines</p>



## Actions Summary

Minute	Action	By whom	Status
2	Create a page in the UN dedicated to Gallery Walk's papers	S. Mastrapasqua	ONGOING
2	Publish a Google Calendar on the homepage of UN website, reporting SC meetings, Joint Meetings, TF meetings, etc.	S. Mastrapasqua	ONGOING
3	It was AGREED to create a policy of internal regulations in order to support more international exchanged rather than national.	R. Vienažindienė	DONE
3	Update the UN website with the new principles of "an Utrecht Network Summer School" proposed by the SC TF	S. Mastrapasqua	DONE
3	Insert the item related to the proposal of Staff Mobility workshop 6.490€.	S. Mastrapasqua	DONE
4	Communicate to UN members that expenses claims can be made no later than two months after each meetings.	S. Mastrapasqua	DONE
5	Send a letter to the University of Helsinki from the President of UN, the SC requests the authorization of the person who has signed it.	A. Gržibovska	DONE
5	Communicate to Summer School TF Chair that the proposal of confirming the contribution of UN as associated partner in the organization of the first winter school Master Course ASC, and to provide the hospitality funds to the winter/spring school to students was APPROVED.	S. Mastrapasqua	DONE
7	Convert the UN newsletter into a dedicated blog page, inside UN website	S. Mastrapasqua	ONGOING
7	Add to UN website a page dedicated to the AGM's workshops.	S. Mastrapasqua	ONGOING
7	Include on the website a calendar indicating the dates of the network events and the main deadlines	S. Mastrapasqua	ONGOING

### Actions for the AGM

Activity	By whom	Status
<p><b>New faces</b> – to check how many people would be involved. In the registration form make it clear if they are their first AM and if they are new comers.</p>	S. Mastrapasqua	
<p><b>New faces</b> - For new comers prepare a leaflet to read with some information about the Network.</p>	SC, TF chairs	
<p>An introduction to <b>University of Latvia</b> in Riga</p>	A. Gržibovska	
<p>Dissemination of <b>2018 AGM evaluation</b></p>	S. Mastrapasqua	
<p>Presentation on the State of the Art</p>	A. Gržibovska	
<p>Check and send reports/workplans templates for <b>TF presentations</b>. Check if TF chairs and SC will prepare powerpoint slides.</p>	S. Mastrapasqua	
<p>Collect the approved <b>new initiatives</b> and ask to prepare a presentation</p>	S. Mastrapasqua	
<p><b>MAUI-AEN-REARI</b>: ask to the three Secretariats if they'll be present to report.</p> <p>Check the new Australian university who has joint. (there was a signature on agreement)</p> <p><b>MAUI – AEN</b>: approach someone of MAUI/AEN and ask how they would approach the themes:</p> <p>Theme 1: <i>Staff professionalization /competences of administrative and academic staff /professional development/good practices /internal audit</i></p> <p>Theme 2: <i>Networking. Questions: Do we need networks? What is the added value of networks?</i></p> <p>Approach someone from Australia or MAUI to tell <i>why networks are important to them and why is Utrecht so important for them.</i> (ask Marcus or Sabine)</p>	<p>S. Mastrapasqua</p> <p>A. Gržibovska</p>	
<p>Organize workshop and decide who will report on the <b>workshop</b></p>	A. Gržibovska	
<p><b>CALOHEE</b> - Try to suggest how to create an interactive presentation and a way to disseminate with a new approach the information about the outcome of the project. (Livia Maria De Freitas Reis Teixeira)</p>	S. Mastrapasqua	

Question: <i>what skills should the academic staff have?</i>		
<b>IMPALA:</b> ask to Pete if he can do a presentation.	R. Markeviciene	
Marleen will make proposal to <b>work in groups</b> with a practical approach and find practical solutions	M. Van der Ven	
<b>Elections of Steering Committee</b> members: Gerald Zimmermann is leaving. So, send a request of proposal for this and for the Financial Auditor.	S. Mastrapasqua	
Interactive session about the Network activities and continuation of Utrecht network representatives: think about how to organize it	R. Markeviciene	
Changes of the Utrecht Network website and intranet	S. Mastrapasqua	
2020 AGM and AGM workshop: to confirm venue and date of the 2020 AGM, and theme of the workshop.	SC	