

**MINUTES OF THE 26th ENAAEE
ADMINISTRATIVE COUNCIL MEETING
28 March 2012, 10:00-17:00 hrs
ENAAEE premises, Brussels**

26AC/49
Status: 30 April 2012
Approved by previous AC

A/D	Present:	By
	<p><u>Chair:</u> Mr. G. Augusti - President <u>Secretary:</u> Mrs. R. Heissner <u>Members:</u> Mr. S. Foyo de Azevedo Mr. E. Payzin Mr. P. Wauters – Treasurer <u>Guests:</u> Mr. J.C. Arditti Mr. D. Bochar (afternoon) Mr. D. McGrath</p>	
	<p>1. Opening and Welcome</p> <p>The President opened the meeting and welcomed the participants. It was noted that the quorum was attained.</p>	AC
	<p>2. Apologies for Absence</p> <p>Messrs. Birch, Chuchalin and Wasser had sent apologies. This was noted.</p>	AC
	<p>3. Information by the President and other Participants</p> <p>The President stated that this was the last AC meeting that he would chair as President of the outgoing AC. He thanked the participants of the dinner organized on this occasion and the Treasurer for having organised the dinner. He appreciated the collaboration of the former and present ENAAEE secretaries Mrs. Declercq and Heissner as well as of the outgoing AC over his two terms of presidency.</p> <p>The President informed about the following invitations:</p> <ul style="list-style-type: none"> - To the European Quality Assurance Forum in EE-Talinn, November 2012 – forwarded to the incoming ENAAEE President - To the INQAHEE General Assembly in Melbourne, April 2012 – the AC noted that the incoming President as Board member of INQAHEE was already present, thus no expense would arise for ENAAEE - To participate in a study on ‘cross-border delivery of Higher Education in the EU’ from the EU DG Education and Culture – forwarded to the incoming President 	AC, new President
	<p>4. Approval of the Draft Agenda 26AC/45A</p> <p>It was agreed that in item 8 (Promotion Committee), a discussion on the first Annual Conference in Porto would be included. The Draft Agenda was approved with this specification.</p>	AC

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5.	<p>5. Approval of the Minutes of the Previous AC Meeting 25AC/43</p> <p>The draft Minutes were approved without modifications.</p>	AC
6.	<p>6. Review of the A/D List Resulting from the Previous Meetings 25AC/44A</p> <p>Several open points were noted to be on the agenda of today's meeting. An e-mail from the incoming President was noted (Annex II). In particular with regard to TOP8/Promotion Plan, the whole AC agreed that mutual recognition was a matter to be decided by the AC and that the Promotion Committee (PC) could only make suggestions and implement AC decisions in promotion activities. However, the AC authorized the PC to go on with its activities and proposals. The President added that in the framework of EUGENE, information is collected for making a proposal on mutual recognition which could be of use also for ENAE. Messrs. Payzin and Feyo offered their contributions to the EUGENE work-in-progress. This was noted. Regarding item 19 of the 25th meeting/STECET: It was noted that Messrs. Augusti, McGrath and Nokela will participate in the conference in May 2012 in Antwerp, paid by the project.</p>	AC
7.	<p>7. Financial Results March 2012 26AC/46 (tabled)</p>	AC, Messrs Payzin, Feyo
8.	<p>The Treasurer presented the final financial results overview and cash flow as of 26 March 2012. Regarding 'Income', the AC noted that:</p> <ul style="list-style-type: none"> - The Full Members CoPI, EI and CLAIU have not yet paid. Also still unpaid is the VAT on the invoice for associate membership from IGIP. The secretary to follow up. 	Messrs Augusti, McGrath, Nokela
9.	<p>Regarding 'Expenses', the AC noted/agreed as follows:</p> <ul style="list-style-type: none"> - 'Promotion Activities': a part of the EUR 2.000,-, shown in the Results need to be re-allocated to 'Travel AC' and 'Travel LC'. The travel costs for six speakers at the CTI conference in February and expenses for speakers at the Porto conference in November are not yet included. It was agreed that the Chair of the PC will be informed when there are expenses related to 'Promotion Activities'. It was agreed that the PC will make a proposal to the AC on how to spend the budget foreseen for promotion. 	AC, Secretary
10.	<ul style="list-style-type: none"> - 'Support Services': the full amount of EUR 10.000,- is still available. This item had been set up for services such as the LC secretariat, to be used for instance by FEANI or ASIIN. Mr. McGrath asked for EUR 2.000,- from this budget for promotion. No decision was taken. This was noted. 	PC Chair
11.	<ul style="list-style-type: none"> - 'Publications and Promotional Material': postal fees/stamps for dispatch of EUR-ACE leaflets should be included in this item (re-allocation from 'Other Costs' to be done). 	PC Chair
12.	<ul style="list-style-type: none"> - 'Internal Meetings': the costs have already exceeded the budget of EUR 3.000,-. 	AC

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	<p>They include the AC/Gass meeting in February as well as a provision for the farewell dinner on 27 March. Still outstanding is a reimbursement from the EUGENE project for their part of the meetings on 23/24 February (EUR 900,-).</p> <ul style="list-style-type: none"> - 'IT Implementation Website' and 'IT Implementation Database': this relates to depreciation and not to amounts actually paid in 2012. - 'Other Costs': this relates to fees for the notary and translation (new Statutes), transport, business gifts and fees for the VAT study to the ENAE accountant Intergest and reimbursement to FEANI for an invoice of its accountant PKF. 	
13.	<p>It was noted that roughly ¼ of the overall budget had been spent until March 2012. The financial results were approved as presented, noting the explanations and necessary re-allocations (see Annex I). The Treasurer stated he would still finalize the Results as at 31/03/2012 to be handed over to the new Treasurer. Regarding the cash flow, it was noted that the current account as of 26 March 2012 shows a cash balance of EUR 43.424,38 and the short-term account a balance of EUR 21.483,19. The AC furthermore noted that, contrary to the past years, VAT had been charged on invoices for membership fees (when members do not have a VAT number). It was agreed that the Treasurer will ask Intergest to prepare a short explanation (no additional cost) for consideration of the new AC/Treasurer.</p>	AC
14.		AC
15.		AC, Treasurer
	<p>8. Promotion Committee (PC) 26AC/47</p> <p>The PC Chair, Mr. McGrath presented the Committee's proposed 'Strategy for the promotion of ENAE and the EUR-ACE Label 2012-2013', to be approved by the new AC. On activities already implemented or in process of implementation, he noted:</p> <ul style="list-style-type: none"> - A new EUR-ACE leaflet (created in November 2011), to be reviewed and updated, if necessary, once a year. Proposed next update: January 2013. - A new ENAE website (set up end of February 2012). It was agreed that during the 90 days warranty period, any flaws or comments/requests for changes should be communicated to Mr. McGrath who would then liaise with Firefly. - A CTI workshop on the EUR-ACE label (February 2012). ENAE had agreed to take over travel costs for six speakers. Mr. McGrath's proposal was noted to agree on a fixed contribution for similar conferences in the future. - A specific agreement with EngC to promote the EUR-ACE label in the UK - The setting up of definitions for ENAE and EUR-ACE in wikipedia 	
16.		AC, PC Chair
17.		AC
18.	<p>Regarding future activities Mr McGrath referred to some proposals included in the draft Plan. For the first annual meeting of the PC, the AC noted that the date of 20 April 2012 could not be changed because PC members had already confirmed attendance and booked flights and therefore confirmed the PC meeting. The goal of the meeting will be a brainstorming discussion to come up with concrete proposals. All decisions will be submitted to the new AC for ratification. It was agreed that the 2012</p>	AC, PC AC, PC Chair
19.		

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	budget for 'Promotion Activities' includes the travel of the PC Chair. For the other PC members, ENAE members would be expected to take over the costs. The PC Chair will inform PC members accordingly.	
20.	For the conference in Porto, the AC had designated at its February meeting: Mr. Augusti as Conference Chair, Mr. McGrath for the program and for website communication, Mr. Feyo de Azevedo for the local organization and Mr. Birch and the ENAE secretary for registration and financials. It was noted that Mr. Birch, not being an AC member any more after 31 March 2012, had asked for being replaced. It was agreed that he will be replaced by Mrs. Come.	AC, Mrs. Come
21.	The following was noted/agreed : - Active participation of the new AC in the conference will be sought.	AC, new President
22.	- The conference takes place at FEUP (Faculdade de Engenharia da Universidade do Porto) on 12 November and 13 November a.m., 2012.	
23.	- Promotion will be made by FEUP for Portugal and by ENAE/the PC internationally (e-mail to all members; website, etc).	Mr Feyo, AC, PC AC, Mr Feyo
24.	- A draft budget in the order of magnitude of EUR 16.000,- on the basis of 100 paying participants, excluding cost for speakers, has been calculated.	
25.	- FEUP charges 10% administration fee on all services/invoices received when submitting them to ENAE for reimbursement.	AC
26.	- Regarding the registration process and registration fee payment, it still needs to be clarified how/who will take care. It was generally regarded as the most suitable way that FEUP takes it over, also in view of allowing registrations on the spot. This would then be done either by FEUP staff or using external support.	AC, Mrs Come
27.	- The registration fee (EUR 300,- for non-members, EUR 200,- for members) would include the VAT. It should however be investigated whether such fee can be VAT exonerated. Considered as 'member' will be all participants connected to an ENAE member organisation.	AC, Mrs Come
28.	- Mrs. Come will be asked to investigate an the above/advise how to go forward.	Mrs Come
29.	- If registration is not handled by FEUP, the ENAE secretariat would probably use external services (then covered by the budget under 'Support Services').	AC
30.	- Mr. Bochar will draft an agreement for FEUP/Mr. Feyo and ENAE's incoming President to sign before any expenses are made/fees are collected. This should include provisions in case expenses exceed the conference budget and in case profit is made. Both revenues or risks should be borne by ENAE.	Messrs Bochar, Feyo, new President AC, Messrs
31.	- Regarding keynote speeches, the EU Commission speaker at the CTI conference in February was suggested. Mr. Arditti will have his contact details forwarded to Mr. McGrath. Overall, three keynote speeches and 14 speeches are scheduled, for which names still need to be confirmed. Chairs of the different sessions still need to be assigned.	Arditti, McGrath Messrs Augusti, McGrath

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A/D 32.	- A registration form for the conference will be implemented and put on the ENAEE website.	By Messrs Augusti, McGrath Secretariat Mr Augusti Mr Feyo
33.	- The Papers for the conference will be sent to the ENAEE secretariat which forwards them to the Conference Chair for further consideration.	
34.	- Sponsorship might be sought. Mr. Feyo will approach OE.	
	9. Status of Implementations of the EUR-ACE database and ENAEE website	
35.	Mr. McGrath informed about the finalization of the new ENAEE website. A training was given by Firefly to the ENAEE secretary who is now responsible for its administration. The 'members section' is currently being rearranged and will include all meeting documents, promotion material, claim forms, etc. Regarding LC review documents, it was agreed that only the final reports will be posted. Regarding the EUR-ACE database, the ENAEE members had been invited to test it. Their comments had been summarized by Mrs. Moehren and the ENAEE secretary and recently implemented by Trynisis with the exception of an excel upload function which still requires some verification. It was considered that some amelioration was still necessary: in the data format and for functionalities that do not work properly. In order to finalize the development, it was agreed that Mr. McGrath will be responsible for the completion and further development of the EUR-ACE database in accordance with the contract between ENAEE and Trynisis. The President signed a letter accordingly.	AC, LC Secretariat
36.		AC, Mr McGrath
	10. Label Committee (LC), including points 10.1-10.3 25AC/42	
37.	Mr. Payzin reported about the LC meeting in Istanbul on 2 February 2012, related to the status of agency applications for EUR-ACE label award authorizations: ARACIS, SKVC, OQA, QUACING, NVAO, AKKORK, FINHEEC, EI (for second cycle degrees) and KAUT. There was a general concern that the review process as well as LC communication to the AC was slow. This was noted .	AC, LC
38.	Regarding KAUT, the President informed about a complaint he had received from them on 13 March 2012 (Annex III) which he had forwarded on 14 March to the incoming President being also the Head of the Review Team. The meeting participants were surprised that in 15 months since the Review Team's nomination, no timetable for visits could be fixed. It was agreed to recommend to the incoming AC to implement an internal ENAEE quality assurance scheme in order to avoid such delays in the future. Regarding EI, it was noted that Mr. Freeston had been mandated to draft a letter for the incoming President to sign requesting a formal application. It was agreed that the ENAEE secretary will also contact EI sending the application form.	AC, New AC New President, Secretary Messrs Augusti, Payzin
39.	Regarding FINHEEC, it was noted that the agreement for mentoring services was signed. It was noted that the mentors Messrs. Augusti and Payzin will set up a schedule and further communicate with FINHEEC.	
40.	The President informed about a request dated 27 February 2012 received from the Vlaamse Interuniversitaire Raad in Belgium. They invited an ENAEE observer to an	

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A/D	on-site visit on 14 and 15 March. It was noted that the incoming President had stated he would take contact. It was noted that the secretariat had received a request from the Istanbul Technical University (ITU) related to second cycle programme accreditation. As MÜDEK is currently authorized only for first cycle programmes, Mr. Payzin had informed them that they are free to apply with any other authorized agency. Alternatively he had proposed they participate in a pilot when MÜDEK applies for second cycle accreditation with ENAAEE, to which ITU agreed. Mr. Payzin also informed the AC members that MÜDEK was planning to apply to EQAR and would be asking the ENAAEE to conduct the external review required for this purpose in combination with their EUR-ACE authorization review. He also mentioned that, in such a case, the Review Team size would have to be increased to five people, including a student evaluator, in order to comply with EQAR requirements for external reviews. This was noted .	By New President
41.		
42.		AC, Mr Payzin
43.	It was agreed to postpone the approval of the LC's Amendments to the Procedures for Evaluating Applications from Agencies.	New AC
	<p>11. Brainstorming Discussion on the Future of ENAAEE/EUR-ACE</p> <p>This item was not discussed.</p> <p>12. Any Other Business</p> <p>Nothing to report.</p> <p>13. Close of the Meeting</p> <p>The President closed the last meeting he shared as ENAAEE President thanking all participants for their contributions. The participants expressed their appreciation for the President's commitment and achievements over his six years of presidency.</p> <p><u>Annexes I, II and III</u></p>	