

**MINUTES OF THE 27th ENAAEE
ADMINISTRATIVE COUNCIL MEETING
07 May 2012, 11:00-16:00 hrs
ASIIN, Düsseldorf**

27AC/60
Status: 13 September 2012

A/D	Present:	By
	<p><u>Chair:</u> Dr. Iring Wasser - President</p> <p><u>Members:</u> Mrs. Francoise Côme Mr. Denis McGrath Prof. Alfredo Squarzoni Prof. Bernard Remaud Dr. Erbil Payzin Mr. Juhani Nokela</p> <p>Apologies: Prof. Claudio Borri Mr. Dirk Bochar Prof. Yuri Pokholkov</p> <p><u>Guests:</u> Prof. Alexander Gromov (representing Prof. Yuri Pokholkov)</p>	
1.	<p>1. Opening and Welcome The President opened the first meeting of the newly elected ENAAEE Administrative Council and welcomed the participants.</p> <p>2. Apologies for Absence D. Bochar sent his apologies for not attending the meeting due to health reasons. C. Borri apologised for his absence and asked A.Squarzoni to act as his proxy for this meeting. Y. Pokholkov sent his apologies for not attending the meeting due to last minute health problems and asked A. Gromov to represent him at the meeting.</p>	AC
2.	<p>3. Approval of the Draft Agenda 27AC/51 The Draft Agenda was approved without modifications.</p>	AC
3.	<p>4. Appointment of Two Vice Presidents Because of the health problems of D. Bochar, one of the President's candidates for Vice President, the President requested this agenda item to be postponed to a later meeting. The AC agreed to postpone the appointment of two vice-presidents to the next meeting.</p>	AC
4.	<p>5. Election of the Treasurer The President informed the AC members that according to Article S.20 of the revised ENAAEE Statutes, the Administrative Council would have to elect one of its members to serve as the Treasurer and that J. Nokela was the only candidate for the position. Juhani Nokela was unanimously elected as the Treasurer.</p>	AC
5. 6.	<p>During this agenda item, the responsibilities of the internal auditor were also discussed. The Treasurer (J. Nokela) promised to prepare a brief outline of the responsibilities of the ENAAEE internal auditor. F. Côme promised to send the Treasurer the outline of the tasks defined for the internal auditor in SEFI.</p>	Treasurer Mrs Come

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	<p>6. Receiving and Discussion of Reports</p> <p>6.1 Label Committee</p> <p>6.1.1 Amendments to Procedures for Evaluating Applications from Agencies</p> <p>A. Squarzoni noted that paragraph 4.3 in the left hand column of the document was a repetition of the last sentence of paragraph 4.1. He also noted that in paragraph 5.3 (in both left-hand and right-hand columns) the words “conditional accreditation” had to be changed to “conditional authorization”. The AC members unanimously agreed to accept the Amendments to Procedures for Evaluating Applications for Agencies after deleting paragraph 4.3, changing the word “accreditation” to “authorization” in paragraphs 5.3 and after striking out the extra word “The” at the end of paragraph 5.1.</p>	
7.		AC
8.	<p>E. Payzin is to check if these changes have any implication for the information on authorization already posted on the ENAE website and inform D. McGrath and R. Heissner so that the website can be changed accordingly.</p>	Mr Payzin, Mr McGrath, Secretary
	<p style="text-align: center;">6.1.2 Status of pending applications for EUR-ACE authorization</p> <p>The President gave brief information on the status of the pending applications for EUR-ACE authorization:</p>	
9.		
	<p>- SKVC: SKVC is expected to invite the Review Team Chair (D. McGrath) to observe an accreditation visit in fall 2012. D. McGrath suggested that he should make another visit to SKVC before the observation visit, to make sure that all revised procedures of SKVC were in place and to further motivate SKVC to continue with the process of application. He noted that the cost of such an extra visit would have to be covered by ENAE. The President said that in principle the applicant agency should cover all travel expenses including for those extra travels which are meant to help the agency in getting them prepared for being authorized. The discussion of the funding for the extra SKVC travel was postponed to agenda item 7 (This issue was not further discussed under agenda item 7).</p>	AC
10.		
	<p>- QUACING: A second accreditation visit is scheduled for June 2012. The President mentioned the difficulties in official national recognition of QUACING. A. Squarzoni said that they were optimistic about solving this problem in the near future.</p>	AC
	<p>- OAQ: A second accreditation visit is being scheduled in the second half of this year.</p>	,
	<p>- ARACIS: An additional accreditation visit to be observed by the Review Team Chair, as requested by the LC, is expected to be made in the second half of May 2012. (Note added after the meeting: This visit will take place on 28-29 May 2012.)</p>	
	<p>- AKKORK: A. Gromov explained that a cooperation agreement between AKKORK and AEER had recently been signed and that AKKORK would withdraw its application to the ENAE.</p>	

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11.	<p>- KAUT: The President explained that after a telephone conference with KAUT, they had informed him, that due to internal restructuring obligations, they did not see themselves in a position to propose a date for the review visit before the end of the year.</p> <p>- NVAO: In the NVAO leadership there are different opinions as to the future of NVAO-ENAAEE relations. The AC agreed that before this background no new initiative on the part of ENAAEE would be undertaken, but that the status-quo as it is now should be preserved.</p> <p>- OE: Apparently the application form of OE for First Cycle authorization is already prepared and is waiting the approval of OE Board before being sent to ENAAEE.</p> <p>- IE: The application form for authorization of IE for giving EUR-ACE labels to Master programmes has not yet been received by ENAAEE. The review team has already been formed and a visit has already been scheduled for May 2012.</p> <p>- FINHEEC Mentoring: ENAAEE has already invoiced FINHEEC for the mentoring services to be provided. The two mentors (G. Augusti and E. Payzin) will be visiting FINHEEC on 28-29 June 2012.</p> <p style="text-align: center;">6.1.3 Internal Quality Assurance Scheme</p> <p>The President mentioned the case where accreditation of a programme was declined by ASIIN on the grounds that it was not an engineering programme but the same programme was accredited and given a EUR-ACE label by AEER. He expressed the need for all authorized agencies adopting similar approaches for judging a programme to be an engineering programme or otherwise.</p> <p>D. McGrath suggested that ENAAEE could have the final say before accepting the entry of each delivered EUR-ACE label into the ENAAEE database. E. Payzin objected to such an approach on the grounds that each authorized agency was reviewed by ENAAEE before being given the authority to deliver the EUR-ACE label and said that any doubts regarding the accreditation procedures of an agency should be resolved during the authorization process. He further added that the EUR-ACE Framework Standards were the only criteria available for discriminating between engineering and non-engineering programmes and that authorized agencies could be using additional curriculum related criteria to make such discrimination. D. McGrath further suggested that where serious doubts occurred whether a programme being proposed for listing in the database was actually an engineering programme, this could be referred to the LC for discussion and final decision.</p> <p>The AC members agreed that the responsibility for deciding whether a study programme is to be considered an engineering programme or not was the responsibility of the accrediting agency. They also agreed that LC could deal with any special cases that could arise in this area. The AC members further concluded that after 5 years of label</p>	AC, LC

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A/D 12.	awarding by different agencies, a survey should be organized to assess how the EUR-ACE standards are interpreted and actually applied by the accredited agencies.	By AC, LC
13. 14.	<p style="text-align: center;">6.1.4 Succession in the LC</p> <p>The President reported that the LC had recommended that the AC should establish criteria for the qualifications and experience of LC members before nominees for new LC members were sought from the authorized agencies. The AC members agreed to establish a simple (not too detailed) set of criteria for LC membership. It was agreed that the President and D. McGrath will draft a set of criteria for LC membership and circulate it among the AC members for approval. The President will then ask the authorized agencies to nominate their new LC representatives in accordance with the agreed criteria.</p>	AC President, Mr McGrath President
16.	<p>The AC members also agreed to extend the mandate of the present LC members until 30 September 2012.</p>	AC
17.	<p>6.3 Promotion Committee</p> <p>D. McGrath gave information on the ENAEE website. He stated that the database was expected to be finished on May 4th and that it would be tested for two weeks after which all authorized agencies would be asked to check and amend/upload their newly accredited programmes.</p>	Mr McGrath
18.	<p>D. McGrath explained the difficulties that were encountered while trying to get ENAEE entered into Wikipedia and the resulting increase in the services fee billed by Firefly. D. McGrath asked the AC to approve the total services fee of €1,240 on condition that Firefly succeeds in having ENAEE and the EUR-ACE Label published in Wikipedia. The AC members approved the payment of the requested amount of €1,240 to Firefly after Firefly succeeds in having ENAEE and the EUR-ACE Label published in Wikipedia. The AC members also agree that in the future business between ENAEE and service providers will be conducted exclusively on the basis of written contracts with defined service agreements.</p>	AC
19.	<p>D. McGrath briefed the AC members on the document entitled "Strategy for the Promotion of ENAEE and the EUR-ACE Label" prepared by the Promotion Committee and outlined the action items given in this Promotion Plan document. After discussions, the AC members decided that the items no. 1.1, 1.2, as well as 4 were to be considered as action items for the AC. As to 1.03, it was recommended that the Treasurer should be part of the working party to look into the financing scheme of EUR-ACE accredited programs. All other action items in the Promotion Plan were accepted as proposed in the document, which will be adapted accordingly. The AC members also thanked D. McGrath and the Promotion Committee members for the detailed Promotion Plan that they had prepared.</p>	AC, PC

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	<p>7. Review of Finances and Budget 2012</p> <p>7.1 Financial Results March 2012</p> <p>The financial results table dated 27 April 2012 supplied by the previous ENAEE Treasurer (P. Wauters) was reviewed. It was noted that this table was a replica of the financial results table dated 27 March 2012 distributed at the previous AC meeting and that the reporting errors that had been noted in the previous meeting had not been corrected. The President agreed to contact the ENAEE secretariat and the previous ENAEE Treasurer and request them to provide an updated and detailed financial report showing the results as of 31.03.2012.</p>	
20.		President, former Treasurer, Secretary Treasurer
	<p>7.2 Future Financial Matters</p> <p>It was agreed that the Treasurer would prepare a financial report for every AC meeting in the future. In terms of taking over travel cost for AC members, who are formally invited to represent ENAEE on international conferences, the following was agreed: in case that an AC member is formally invited to give a presentation/speech on behalf of ENAEE and the inviting party is not taking over the travel costs, the President/Vicepresidents together with the Treasurer will decide on a case by case study beforehand, which costs can be covered out of the ENAEE budget.</p>	
21.		
22.		AC
	<p>8. Future Projects</p> <p>8.1 Annual Conference 12/13 November 2012, Porto</p> <p>D. McGrath gave information on the preparations regarding the Annual ENAEE Conference. He stated that an online Registration Form was now available on the website. He also stated that the Chair of the International Engineering Alliance, Basil Wakelin had agreed to be one of the three keynote speakers (he will pay his own travel expenses) and that an EU Commission representative and a Portuguese speaker would be the other two keynote speakers. The Conference budget is still not finalised but it will be based on ensuring a minimum surplus of €5,000, as provided for in the 2012 budget approved by the GA.</p>	
23.		AC AC, PC
24.		AC, PC
	<p>8.2 Mutual Recognition</p> <p>Discussions on the issue of mutual recognition was postponed to a later meeting.</p>	
25.		AC
	<p>8.3 Study of Cross-Border Delivery</p> <p>It was noted that the subject was not directly connected with ENAEE activities and that the dates of the related activities had already passed. No further action was seen necessary regarding this agenda item.</p>	
26.		AC
	<p>8.4 WTO Forum, 24-26 September 2012, Geneva</p> <p>The President gave brief information on the WFEO proposal for having a discussion session on mobility of engineering professionals during the WFO Forum in Switzerland on 24-26 September 2012. Any AC member interested in participating in this event is to inform the President as soon as possible.</p>	
27.		AC members

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30.	<p>9.4 ENAAEE Newsletter The AC members discussed the need for publishing a periodic electronic newsletter for informing the ENAAEE members and stakeholders on ENAAEE related activities. B. Remaud was given the task of conducting a preliminary study on the possible format of such an electronic newsletter. Mr. I. Wasser will provide him with the template of a similar newsletter recently developed by the Central and Eastern European Network for Quality Assurance in Higher Education (CEENQA). The first publication date is fixed for the ENAAEE annual event in Porto; all AC members agreed to contribute to this first edition.</p>	Mr Remaud
31.		Mr Wasser
32.		All members
	<p>10. Future ENAAEE Membership 10.1 AKU (Spain) The President informed the AC that AKU, the regional accreditation agency from Spain was interested in ENAAEE membership. A. Squarzoni mentioned that there was one national and 4 regional accreditation/quality assurance agencies in Spain. The members agreed that contacts with AKU should be further developed; the President will follow up on AKU.</p>	AC
33.		President
	<p>11. Next Meeting Dates and Locations D. McGrath suggested that the next meeting should be held on the morning of Thursday 13th September 2012, the day before the final EUGENE Meeting, in the University of Florence. The President stated that a doodle poll will be made by the Secretariat for the dates of the next meeting. Another meeting could take place in connection with/prior to the ENAAEE meeting in November. It was agreed to hold the AC meetings in ENAAEE headquarters in Brussels unless it was combined with another international event which would provide synergy and/or cost saving.</p>	Secretary
34.		
35.		AC
36.	<p>11.1 Invitation of special guests The President also proposed to have invited guests relevant to ENAAEE activities at future AC meetings.</p>	President
	<p>12. Any Other Business No other bussiness was discussed.</p>	
	<p>13. Close of the Meeting The President closed the meeting thanking all participants for their contributions. The participants thanked ASIIN for hosting the meeting.</p>	
	<p>Dr. Iring Wasser ENAAEE President</p>	
	<p>13/09/2012</p>	