

European Network for Accreditation of Engineering Education ENAEE  
ADMINISTRATIVE COUNCIL MEETING  
(with invitation to Label Committee & other members)

Brussels, 25 September 2009; 10.00  
18 Avenue Roger Vandendriessche, 1150 Brussels, Belgium.

MINUTES – Approved on 10/02/10

The meeting starts at 10.00 under the chair of the ENAEE President, G. Augusti.

1) Roll Call of the participants, apologies:

AC members:

Giuliano Augusti (GAug)  
Sebastiao Feye de Azevedo (SFA)  
Jim Birch (JB)  
Erbil Payzin (EP)  
Iring Wasser (IW)  
Philippe Wauters (PW)

Apologies received from Alexander Chuchalin.

Other guests:

Guenter Heitmann (GH)  
Joerg Steinbach (JS)  
Francesco Maffioli (FM)  
Bernard Remaud (BR)  
Emile Peeters (EPE)

Secretariat:

Françoise Declercq (FD)

2) Approval of today's Agenda; approval of minutes

The proposed Agenda is distributed and approved without changes (Annex 1).

The minutes of the previous AC meeting (4 June 2009) have been posted on the web since the beginning of July 2009; no comments have been received. The minutes are therefore approved.

The draft Minutes for today's meeting are distributed: GAug informs that, as in the previous AC meeting, he will read thru the draft and consider it approved unless objections or alternative proposals are raised.

3) Approval of the ENAEE General Policy Statement

This Statement was discussed and substantially approved in the previous AC. The "final draft" has been on the web since the beginning of July, and no proposal of modifications has been received.

The Statement is therefore approved by the AC, and will be submitted to the GAss on 3 November for approval in accord with Art.S25 of the Statutes. It should then be printed in several copies and widely distributed.

#### 4) ENAEE Financial Situation

A Table showing the cumulative results at 25.09.09 together with the explanatory notes were prepared by PW and FD and distributed at the meeting (Annex 2).

##### Expenses

PW outlined that due to the increasing number of reimbursements of travel and subsistence costs to AC members, the item "Travel & Subsistence Costs" was divided into two parts: Travel & Subsistence Costs (LC members) and Travel & Subsistence Costs (AC members). PW asked the AC to take a decision regarding the terms of reimbursement.

##### Income

Label fees: PW pointed out that only 2550 € has been paid up to now out of the 15600 € already invoiced (some invoices were sent a few days before the meeting), which means there is a deficit of 13050 €. The present persons connected with Agencies promised to take care that the payment is done as soon as possible.

PW insisted on the fact that the results are positive because the 20.000 € initially scheduled for publication, marketing, seminars and review process have not yet been engaged. If this had been the case, the balance would have shown a negative result of about 2000 €.

PW assured the meeting that the asset balance at year end would be about 60.000 €

The AC took due note of the results.

#### 5) Approval of ENAEE Membership fees and Accreditation fees for 2010

PW briefly illustrated the five documents that he has e-mailed to all AC members (Annex 3a to 3e).

##### Fee Policy

Table I:

PW explained that Table I reflects the current situation except for Associate members (the proposed fee is 500 € instead of 2000 € currently applied). As far as Accrediting Organisation non-Members of ENAEE are concerned, he proposed 2000 € as "authorization fee" (the word "participation" was dropped) against the 2500 € decided at the last General Assembly.

Table II:

This table takes into account some remarks made during the last General Assembly.

After a discussion among AC members, all participants agreed that due to the current ENAEE financial situation it is not feasible to reduce membership fees.

The AC unanimously approved Table I for 2009 with the commitment to re-examine the situation in 2010.

BR informed that CTI is from 01/01/2010 allowed to take money from institutions and then CTI will pay the same label fees as the other agencies.

##### Forecasts 2010-2012

- Expenses: same figures as the ones presented at the AC meeting of 21 January 2009.
- Income: PW read through the explanations of the Tables (page 3 of Annex 3e).

Fees from Full Members: PW explained that a new association from Ukraine (AEU) is applying for membership (See item 8)

Fees from Associate members (Student Organisation): PW expects that the student organisation BEST will join ENAEE in 2010.

Concerning the award of labels in 2010, PW informed the AC members that the Secretariat has received no forecasts from the agencies and therefore put a "zero" in the tables. Without income from the accreditation process, ENAEE shows a dramatic deficit.

The people connected with agencies present at the meeting were asked to roughly determine the number of labels forecast for 2010; the following numbers came out:

- CTI:	100
- ASIIN:	90
- ECUK:	30
- OE:	20
- MÜDEK:	45
- RAEE:	40 (forecasts according to number of labels already awarded)
- EI:	40 (forecasts according to number of labels already awarded)
Total:	365

JB warned that in previous years these estimates had proved too high and said that the 2010 budget should be based on a cautious estimate.

It was agreed that the Secretariat shall ask each agency to give forecasts for 2010 by mentioning the number given at the meeting, so that a consistent budget for 2010 can be prepared and submitted at the next GAss.

**Action:**

**The Secretariat to contact the agencies in order to obtain reliable forecasts for the award of EUR-ACE labels in 2010.**

GAug then asked the AC to confirm the following decisions:

- the "authorization fee" is Euro 2,000 for Agencies not Members of ENAEE, while for Agencies members of ENAEE it is identified with the Membership fee (cf. Art.B13 of the new proposed By-Laws);
- the "label fee" is confirmed at 150 Euro per programme;
- the membership fees indicated in Table I (Annex 3a) will be submitted to the General Assembly of 3/11/2009 for approval, with the understanding that they may be revised for the following years;
- all the approved fees will be included in Appendix 1 to the new By-Laws;
- the Treasurer is delegated to prepare and submit to the General Assembly the formal budget for 2010 and preliminary forecasts for 2011 and 2012.

The AC agreed unanimously.

**Action: The Treasurer to prepare the formal budget for 2010 and preliminary forecasts for 2011 and 2012 for submission to the next General Assembly**

## 6) Approval of amended By-Laws

GAug thanked PW and EP for preparing the draft (Annex 4) that has been circulated by the Secretariat.

GAug has sent a proposal for minor changes (Annex 4a); no other proposal or objection has been received.

EP reminded to change the amount of membership fee for Associate Members in Appendix 1 of the By-laws.

The amended By-Laws with the above modifications proposed will be submitted to the approval of the GAss on 3 November for approval in accord with Art.S24 of the Statutes.

**Action: The Secretariat to update the new By-laws accordingly and present them to the GAss.**

Because IW has to leave earlier, it was agreed to discuss item 12 at this point

## 12) Reorganization of Secretariat and appointment of an ENAEE Project Manager

In GAug's opinion, the immediate solution of this item is essential for the very survival of ENAEE and the EUR-ACE system. It is necessary to appoint as soon as possible a person with management qualities, able to contact the ENAEE active members, organize and motivate their work. Unfortunately, given our present financial possibilities, ENAEE cannot afford a full-time manager: let us then be content for the time being with to a part-time appointment. (GAug is convinced that we have to break a vicious circle: only a good management of ENAEE can improve our finances!)

At present there is only one concrete proposal, formulated by IW (Annex 9). GAug has a very high opinion of the person proposed (Jana Moehren) and his only reservation refers to the "dispersion" of the ENAEE activities (Brussels, Roma, Dusseldorf..., plus the EUR-ACE-related projects in Florence): anyway, ENAEE cannot but accept this dispersion as the smallest evil.

However, the conditions of Jana's appointment should be very clear, not only from the financial viewpoint.

PW reminded that money has been scheduled for that purpose in the forecast budget 2010. According to the budget, only 20.000 € is available. However, as no money was spent for publications, marketing, seminars and review, the amount will be recalculated.

GAug, given the urgency, asked the AC to delegate PW and IW to draft a contract with Jana Moehren for one year, renewable, and ask her to start working to implement the EUR-ACE Promotion Plan from 1<sup>st</sup> January 2010. PW suggested meeting in Düsseldorf on 14 or 15 October. IW will inform Jana Moehren. The draft contract will then be examined and possibly ratified in a meeting between GAug and PW on 28 October.

The AC agreed unanimously.

**Action: PW and IW to meet with Jana Moehren to discuss the practical details of her contract as Project Manager. GAug and PW to meet and finalize the contract.**

## 7) Letter from NVAO: preliminary discussion

The letter dated 08/09/2009 from the Chair and Vice-Chair of NVAO (Annex 5) and an exchange of e-mails on it have been already circulated. On 22 September, GAug has received by e-mail a letter from KIVI-NIRIA (Annex 5a) requesting to view the letter of NVAO in a positive way and to accept its contents.

GAug repeated once more his thanks – on behalf of the whole ENAEE – to PW for discussing with NVAO and NIVI-KIRIA about EUR-ACE and the possible award of the label to Flemish and Dutch programmes. These contacts and the letters from NVAO and KIVI-NIRIA take the matter out of the stalemate in which it has been resting for a few years: GAug notes with satisfaction the essential NVAO's commitment to "impose the EUR-ACE framework and other [ENAEE] obligations and rules [to EUR-ACE-accredited programmes]" and underlines that ENAEE should not waste this occasion for such a significant addition to the EUR-ACE system.

GAug insisted that, to be EUR-ACE-authorized, NVAO must present some letter of application addressed to ENAEE that, as owner of the EUR-ACE trademark, has the right and the duty to evaluate NVAO's adequacy to deliver the label. However, GAug thinks that ENAEE should take a very pragmatic stand on the "form" of this application letter. Moreover, he believes that NVAO will not apply for membership of ENAEE: therefore, the whole matter can be settled within the AC, informing but not involving in the deliberations the General Assembly.

Several other suggestions and remarks were made during the discussion:

EP suggested asking NVAO by which agencies they will be reviewed.

SF suggested asking NVAO, if it passes the review, whether their learning outcomes would match the EUR-ACE outcomes.

IW suggested inviting personally Mr Jan Dekker, the President of KIVI NIRIA, to the Bonn Conference in order to discuss this matter.

BR informed that he will meet Mr Dittrich, Chair of NVAO the week after and will also tackle the topic.

JB underlined that although there could be some flexibility regarding the form of a submission and that reviews by other parties might be taken into account, NVAO and/or its delegated organisations have to provide the label committee with clear evidence which covered all the ENAEE/EUR-ACE requirements.

GAug asked the Label Committee to consider the whole NVAO question in their forthcoming meeting (4 November), taking into account all previous and current contacts and exchanges, as well as the comments made during the AC meeting and submit a proposal of deliberation to the next AC. The AC agreed.

**Action: The LC to prepare and submit a proposal of deliberation to the next AC meeting.**

#### 8) Applications for ENAEE membership (ARACIS and AEU)

ARACIS, the Romanian “general” QA Agency, partner of the EUR-ACE SPREAD project, has applied for membership of ENAEE (Annex 6). GAug recalled that the Romanian ENAEE founding member UAICR resigned for financial reasons, and proposed to accept ARACIS, in the hope but independently of its inclusion in the EUR-ACE system. The AC decided unanimously to submit ARACIS’s application to the GAss in accord with Art.S8 of the Statutes, recommending approval.

AEU, the Association of Engineers of Ukraine, also applied for ENAEE membership (Annex 6a). PW explained that he visited Russia last year where he presented FEANI and EUR-ACE. A representative of Ukraine was present and informed him that they were very interested to put in place an accreditation organisation using the EUR-ACE Standards in Ukraine, similar to the one set up in Russia. There will be an official request from the Ukrainian Government to the European Commission to financially support the initiative. The association AEU was founded on 18 September 2009 and represents a large majority of engineers in Ukraine.

GAug will send a letter to AEU President informing that the AC welcomed the application and that ENAEE is looking forward to receiving the documentation cited in the letter, that will allow starting the process for accepting AEU in ENAEE in accord with ENAEE Statutes and By-laws.

**Action: GAug to send a letter to AEU President informing that the AC welcomed the application, soliciting him to send the documentation cited in the letter and at the same time inviting an AEU representative to the GAss of 3 November [done on 26/09/09].**

#### 9) Letter from IEA and consequential deliberations

The letter dated 04/08/2009 from Prof. David M. Long, Chair of the IEA Governing Group (Annex 7) has been already circulated: the AC notes the good relations established between IEA and ENAEE, accepts the invitation to ENAEE to be an observer at future IEA meetings and approves the appointment of a joint IEA-ENAEE workgroup to compare the IEA/EUR-ACE graduate attributes. This group comprises already seven members, including Denis McGrath, Iring Wasser and Jim Birch; in addition, the AC nominated **Erbil Payzin, Jörg Steinbach and René-Paul Martin** and proposes a **double Chairmanship** with **Iring Wasser** besides B.Wakelin (indicated by IEA): these two Chairmen should define the workplan of the group.

In addition, GAug thinks that it is urgent to hold within ENAEE an open and frank discussion on the relation with IEA and its members. The discussion can start in the Extraordinary General Assembly of 3 November; however, due to the little

time available on that occasion, GAUG thinks that to continue and bring to a conclusion the discussion it may be convenient to appoint an ad-hoc Working Group charged with drafting a policy statement on the subject.

**Action:** GAUG will write a letter to the Chair of IEA informing of the following points:

- the ENAEE AC welcomed the letter and confirmed its intention to continue working with IEA for the benefit of engineering education and profession on the global scale;
- ENAEE accepts the status of observer at the future IEA biennial meetings, and reciprocates by inviting IEA at our meetings
- the ENAEE AC has also ratified the establishment of the joint IEA-ENAEE Working Group. Besides the names already listed in the quoted letter, ENAEE proposes Joerg Steinbach (SEFI President; TU Berlin Vice President), Erbil Payzin (Chair of MUDEK, Turkey) and René-Paul Martin (Responsible for International Relation, CTI, FR). Dr Iring Wasser will be the Co-chair of the WG for ENAEE.

[GAUG sent the letter on 27/09/09]

10) Vote on IFEEES membership & fee structure; ENAEE membership category.

A very cumbersome Membership Structure had been proposed for IFEEES (Annex 8), with annual membership fees ranging from \$ 0 ("Observers" without voting rights) to \$ 2000 ("Gold"), while "Industrial Organizations" would pay \$ 5000/year. The question was discussed via e-mail among the ENAEE AC. GAUG maintained that at this point to withdraw from IFEEES and leave it fully in the hands of ASEE, would be a mistake (and a defeat for the European friends who believed and believe in it). In the end, the following ENAEE position was unanimously agreed:

- a) approval (with reservations) of the fee structure;
- b) Initial membership of ENAEE: "Bronze" (US\$ 500);
- c) reconsideration of ENAEE membership in two years' time.

The AC confirms this agreement.

The membership structure has been discussed among IFEEES members via telephone conference call on 17 September: 10 persons participated. ENAEE and SEFI proposed to simplify the structure, but the majority decided to go on with the original proposal, inserting into the ballot the possibility of comments. The IFEEES Secretariat then asked the vote by 22 September, and GAUG voted as agreed (Annex 8a).

JS remarked that the IFEEES Secretariat did not take any action following the conference call, and underlined the necessity to coordinate the "European" voice within IFEEES in order to be more effective. IW will assist him by promoting at the Bonn Conference a discussion between the 4 European representatives within IFEEES.

11) TechnoTN: Results of 2009 Forum and application for 2011.

The TechnoTN 2009 Forum (Brussels, 5-6 June) was a good success in participation and discussions, confirming that these Fora are useful occasions of exchanges between "field-specific" networks: presentations and final reports are on [www.sefi.be/technotn](http://www.sefi.be/technotn).

On 4 September, GAUG has participated to an "evaluation meeting" of the 2009 Forum; another meeting will be held on 29 October, in which the submission of a grant application to held a Forum in 2011 should be approved. The AC authorized GAUG to declare the availability of ENAEE to participate in this application.

13) Agenda and organization of extraordinary ENAEE General Assembly and open meeting (Bonn, 3 November 2009).

The Extraordinary General Assembly (2<sup>nd</sup> ENAEE Assembly in 2009) will be held on 3 November 2009 in Bonn c/o the Maritim Hotel, starting at 15.00 (after the ASIIN-organized Conference). It will be an open meeting (the "strategic

meeting” envisaged by the AC on 18 March 2009), although the first part of the meeting will coincide with the General Assembly, in which only one representative of each ENAEE full member will vote. Preannouncements have already been circulated; the members of the ENAEE AC and EUR-ACE Label Committee are invited, while ENAEE members are solicited to extend the invitation to other interested persons, keeping informed the President and/or the Secretariat.

The Secretariat will immediately convene formally the Assembly, with the following Agenda:

- a) Roll Call of the participants, apologies
- b) Approval of the ENAEE General Policy Statement \*
- c) Approval of the ENAEE budget and Membership fees for 2010 \*
- d) Approval of amended By-Laws \*
- e) Application for ENAEE membership (ARACIS)\*
- f) Any other business

\* documents submitted by the AC and/or the Treasurer.

The meeting will proceed with an informal discussion on ENAEE and EUR-ACE perspectives. Ad-hoc Working Groups for drafting position paper(s) may be nominated.

**Action: The Secretariat will convene formally the General Assembly.**

#### 14) Any other business

GAug noted that new EUR-ACE-accredited programmes have been inserted by RAEE in the website (the total number is now 33), while MÜDEK has announced the award of the FCD label to 29 programmes, that will be soon included in the database. He congratulates RAEE and MÜDEK for these achievements and hopes that other Agencies will follow. However, GAug remarked that in several forms the acronym “INT” appear besides “SCD” and “FCD” in the column “Awarded EUR-ACE label”: he has asked the web-manager to remove from the website and the database forms the acronym “INT”, that does not correspond to a label approved by ENAEE, and transform all declared “INT”s into “SCD”s. Moreover, GAug noted that the “Prerequisite” for SCDs is NEVER indicated: he asks the Secretariat to send a recommendation to all Agencies to do that.

**Action: The Secretariat (i) to solicit the web-manager to change all INT into SCD, (ii) to send a recommendation to all agencies to fill in the box “Prerequisite” for SCDs**

GAug informed that the EUR-ACE SPREAD project is progressing and positive results are forecast for all five countries involved (Turkey, Italy, Lithuania, Romania, Switzerland): the first “physical” meeting of the Project Board will be held in Florence on 9 October. The ENAEE AC will be informed of any relevant indications and suggestions.

GAug then distributed a list of the presentations of ENAEE/EUR-ACE he has made and will make in 2009 (Annex 10); he recommended the other participants to inform the ENAEE Secretariat of analogous presentations, and the Secretariat to complete the list and keep it up-to-date.

Finally, GAug recalled that ENAEE co-hosts the Conference on “Defining Quality in HE: Field-Specific Approaches” (Bonn, 2-3 November 2009), chaired by IW: GAug, PW and SFA appear in the programme as speakers. GAug recommends promoting attendance to the Conference that closes just before the ENAEE Extraordinary General Assembly and will be followed on 4<sup>th</sup> November by the first meeting of the Management Committee of the new EUGENE project.

After discussing a possible date for the next meeting of the AC, it was agreed to work essentially by e-mail, and if necessary to hold a phone conference that ASIIN is prepared to organize, on a date to be determined.

The meeting ended at 15.30.

## ANNEXES

Annex 1: Agenda (as adopted).

Annex 2: ENAEE Financial status

Annex 3a: ENAEE membership, authorization and label fees (Proposed Table I)

Annex 3b: ENAEE membership, authorization and label fees (Proposed Table II)

Annex 3c: ENAEE financial Forecasts 2010-2012 (Table I)

Annex 3d: ENAEE financial Forecasts 2010-2012 (Table II)

Annex 3e: ENAEE financial Forecasts 2010-2012 (Notes by Ph.Wauters)

Annex 4: Amended By-Laws

Annex 4a: Modifications of Amended By-Laws

Annex 5: Letter from NVAO

Annex 5a: Letter from KIVI-NIRIA

Annex 6: Membership application by ARACIS

Annex 6a: Membership application by AEU

Annex 7: Letter from IEA

Annex 8: proposed IFEES membership structure

Annex 9: Iring Wasser's proposal for the ENAEE project manager

Annex 10: List of G.Augusti's presentations of ENAEE/EUR-ACE in 2009

Proposed Agenda for ENAEE AC Meeting 25/09/2009  
Updated 05/09/2009 by GAUG

ADMINISTRATIVE COUNCIL, 25 September 2009, Brussels c/o FEANI  
18 Avenue Roger Vandendriessche, 1150 Brussels, Belgium.

10.00-17.00 (or as necessary)

*The members of the EUR-ACE Label Committee are invited.*

*Other persons interested in participating should contact the President and/or the Secretariat*

Agenda:

- a) Roll Call of the participants, apologies
- b) Approval of minutes
- c) approval of the ENAEE General Policy Statement \*
- d) ENAEE Financial Situation
- e) approval of the ENAEE Membership fees for 2010 \*
- f) approval of amended By-Laws \*
- g) applications for ENAEE membership (ARACIS)\*
- h) Letter from IEA and consequential deliberations
- i) Vote on IFEEES membership & fee structure; ENAEE membership category.
- j) TechnoTN: Results of 2009 Forum and application for 2011.
- k) reorganization of Secretariat and appointment of an ENAEE Project Manager
- l) Agenda and organization of extraordinary ENAEE General Assembly and open meeting (Bonn, 3 November 2009).
- m) Any other business

\* documents to be submitted to the General Assembly

**ENAAE Results**  
**25.09.2009**

	Costs estimated and agreed by EUR-ACE 1 PB	Budget 2009	Cumulative results 25.09.09
<b>EXPENSES</b>		67512.17	27413.81
<b>Office Renting and Maintenance</b>		1446.54	1084.91
<b>Operating costs</b>		2002.90	1502.18
<i>Insurance</i>			
<i>Heating/Electricity/ Water</i>			
<i>Office Stationary</i>			
<i>Telecommunications</i>			
<i>Post/Mailing</i>			
<b>Capital expenditure</b>		1112.73	834.54
<i>Office Furniture, Machine &amp; Equipment</i>			
<b>Services</b>		7000.00	3237.60
<i>Accounting /Audit AISBL</i>			
<i>IT Development (DB &amp; Website) and Maintenance</i>			
<b>Staff expenditure</b>	86000.00	10450.00	8550.00
<i>Secretary + Secretary General</i>			
<b>Travel &amp; Subsistence Costs (LC members)</b>		12000.00	3024.79
<b>Travel &amp; Subsistence Costs (AC members)</b>			2674.78
<b>Publication</b>	20000.00	6000.00	0.00
<b>Marketing and PR</b>	25000.00	10000.00	0.00
<b>Seminars / Workshops</b>	25000.00	2000.00	0.00
<b>Review process</b>	15000.00	2000.00	0.00
<b>External experts</b>	9000.00	9000.00	800.00
<b>Internal meetings costs</b>		2000.00	2042.30
<b>Others</b>		2500.00	3662.71
<b>INCOME</b>		72350.00	45600.00
<b>Fees from Accreditation process (label fees)</b>		32250.00	15600.00
<b>Fees from Authorized Agencies (agency fees)</b>		0.00	0.00
<b>Fees from Partners (membership fees)</b>		38000.00	30000.00
<b>Fees from Student organisations</b>		100.00	0.00
<b>Seminars/Trainings</b>		2000.00	0.00
<b>Review Process</b>		0.00	0.00
<b>Fees from Authorized Agencies not Member of ENAAE</b>		0.00	0.00
<b>BALANCE</b>		4837.83	18186.19

<b>ENAEЕ cumulative results by 25.09.09</b>
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**I. Expenses: justification****- Costs for office renting, operating and capital expenditure**

Calculation based on:

1. ENAEЕ Financial Plan Year 1
2. Number of days worked for ENAEЕ (4 days)

• Office renting:	6500 x 4(days) x 9 (months)	
	-----	
	220 days/year (working days)	1063.64 €
• Operating costs:	9000 x 4(days) x 9 (months)	
	-----	
	220 days/year (working days)	1472.73 €
• Capital expenditure:	5000 x 4(days) x 9 (months)	
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	220 days/year (working days)	818.18 €

An increase of 2% (due to costs increase) has been taken into account for 2009, which makes **1084.91 €** for office renting, **1502.18 €** for operating costs and **834.54 €** for capital expenditure.

**- Services**Accounting

Bank charges for 2nd quarter 2009 15.52 €.

IT Development/Maintenance

ENAEЕ domain name 15.10 €

Extra space web ENAEЕ 60.50 €

Total costs for this period: 91.12 €

Cumulative results: **3237.60 €****- Staff expenditure**

5,5 days/month (4 for the secretary and 1,5 for Mr Wauters) have been taken into consideration.

4 days staff (secretary) at 125 €/month	= 500 €
1,5 day staff (Mr Wauters) at 300 €/month	= 450 €
	-----
	950 €
x 9 (months)	<b><u>8550 €</u></b>

**- Travel and Subsistence Costs (LC members)**

. Reimbursement to Mr Payzin (LC meeting 20/05/09 St Petersburg)	310.97 €
. Reimbursement to Mr Wasser (LC meeting 20/05/09 St Petersburg)	660.92 €
. Reimbursement to Mrs Moehren (LC meeting 20/05/09 St Petersburg)	460.81 €

Total costs for this period: 1432.70 €

Cumulative results: **3024.79 €**

**- Travel and Subsistence Costs (AC members)**

. Reimbursement to Mr Augusti of travel & subsistence costs for the IFEES/RAEE Forum in St Petersburg	696.82 €
. Reimbursement to Mr Wauters of travel costs for NVAO meeting in Den Haag	119.96 €
. Reimbursement to Mr Augusti of travel & subsistence costs for the IEA Meetings in Kyoto	1821.50 €
. Reimbursement to Mr Wauters of subsistence costs for the NVAO meeting of 22 June 2009	36.50 €

Total costs for this period: **2674.78 €**

**- Internal meetings costs**

. Lunch for the AC meeting of 4 June in Brussels:	81.00 €
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Cumulative results: **2042.30 €**

**- Others**

. Reimbursement to Mr Augusti of registration fees to SEFI Conference	585.00 €
. Reimbursement to Mr Augusti of registration fee to IGIP 2009 Conference in Graz	440.00 €
. Lunch at the "Fondation Universitaire" (Gen Ass. of 22 January 2009)	1197.70 €
. Publication to the "Moniteur Belge" of the change in the composition of the AC	112.41 €

Total costs for this period: 2335.11 €

Cumulative results: **3662.71 €**

## II. Income

### *Label fees*

17 labels have been awarded by RAEE (already paid)	2550 €
51 labels have been awarded by ASIIN (invoiced but not paid yet)	7650 €
1 label has been awarded by EC UK (invoiced but not paid yet)	150 €
6 additional labels have been awarded by RAEE (invoiced but not paid yet)	900 €
29 labels have been awarded by MÜDEK (invoiced but not paid yet)	4350 €

Total amount for this period: 15600 €

Remark:

15600 € represents the amount of the total invoices but till now only 2550 € (RAEE) have been paid.

### *Membership fees*

15 members have paid their membership fee until now: **30000 €**

CLAIU has not paid its membership fee yet.

## III. Balance

On 25.09.09, the balance shows a positive result of **18186.19 €** (providing all labels are paid!)

Note that the results is positive because the 20.000 € for publication, marketing, seminars and review process have not yet been engaged. If this would have been the case, the balance would have shown a negative result of about 2000 €.

## IV. ENAEE bank account

The cumulative amount (2006, 2007, 2008, 2009) on the ENAEE bank account is currently **56214.22 €**

## ENAAE FEE POLICY

### TABLE I

Category (See Statutes)	Fee (in Euros)	Comments
<u>Full Members</u> . Accreditation organizations for engineering programmes  . All other organisations having the development of engineering education accreditation procedures among their main objectives as well as organisations whose mission is to foster the interests of the profession of engineers	2000          2000	As presently, all full Members pay the same amount and have the same voting right and power. If a Member wants to pay less, he can be included in the category of 'Associate Member' and pay 500 euro. He has then no voting right.
<u>Associate Members</u> . Educational and training institutions and their associations  . Organisations representing engineering students	500          100	- An Associate Member has no voting rights. He only received the documents and may participate to discussions. The fee must reflect this situation. 1,000 euro as it is now is too high. - It would be difficult to ask to those organizations a higher fee.
Accrediting Organisations/non-Members of ENAAE	2000	= participation fees As they have received the right to accredit according to EUR-ACE, they should pay a 'participation fee' at the same level as an Accreditation organization being full Member. They should however have the same rights as Associate members.
Accreditation Process (label fees)	150	unchanged

**ENAE FEE POLICY****TABLE II**

Category (See Statutes)	Fee (in Euros)	Comments
<u>Full Members</u>		
A) . Accreditation organizations for engineering programmes	2000	3 votes for Members
. All other organizations	2000	
B) . Accreditation organizations for engineering programmes	2000	3 votes for Members
. All other organizations	1000	2 votes for Members
C) . Accreditation organizations for engineering programmes	2000	3 votes for Members
. All other organizations	500	1 vote for Members
<u>Associate Members</u>		
. Educational and training institutions and their associations	500	Same as in Table I
. Organizations representing engineering students	100	
Accrediting Agencies/non Members	2000	Same as in Table I
Accreditation Process (label fees)	150	Same as in Table I

**ENAE Forecast  
2010 - 2012 (Table I)**

	Forecasts 2010	Forecasts 2011	Forecasts 2012
<b>EXPENSES</b>	79634.98	85257.68	88957.83
Office Renting and Maintenance	2000.00	2040.00	2080.80
Operating costs	3000.00	3060.00	3121.20
Capital expenditure	1134.98	1157.68	1180.83
Services	5000.00	6000.00	6000.00
Staff expenditure	30000.00	31500.00	33075.00
Travel & Subsistence Costs	15000.00	18000.00	20000.00
Publication	6000.00	6000.00	6000.00
Marketing and PR	5000.00	5000.00	5000.00
Seminars / Workshops	2000.00	2000.00	2000.00
Review process	4000.00	4000.00	4000.00
External experts	0.00	0.00	0.00
Internal meetings costs	4000.00	4000.00	4000.00
Others	2500.00	2500.00	2500.00
<b>INCOME</b>	38100.00	39100.00	40200.00
Fees from Full Members	34000.00	34000.00	34000.00
Fees from Associate members (Education & Training institutions)	0.00	0.00	0.00
Fees from Associate members (Students organisations)	100.00	100.00	200.00
Fees from Accrediting Agencies/non Members	2000.00	2000.00	2000.00
Fees from Accreditation process (label fees)	0.00	0.00	0.00
Seminars/Trainings	2000.00	3000.00	4000.00
Review Process	0.00	0.00	0.00
	0.00	0.00	0.00
<b>BALANCE</b>	-41534.98	-46157.68	-48757.83

22 September 2009

**ENAEF Forecasts  
2010 - 2012 (Table II)**

	Forecasts 2010	Forecasts 2011	Forecasts 2012
<b>EXPENSES</b>	79634.98	85257.68	88957.83
Office Renting and Maintenance	2000.00	2040.00	2080.80
Operating costs	3000.00	3060.00	3121.20
Capital expenditure	1134.98	1157.68	1180.83
Services	5000.00	6000.00	6000.00
Staff expenditure	30000.00	31500.00	33075.00
Travel & Subsistence Costs	15000.00	18000.00	20000.00
Publication	6000.00	6000.00	6000.00
Marketing and PR	5000.00	5000.00	5000.00
Seminars / Workshops	2000.00	2000.00	2000.00
Review process	4000.00	4000.00	4000.00
External experts	0.00	0.00	0.00
Internal meetings costs	4000.00	4000.00	4000.00
Others	2500.00	2500.00	2500.00
<b>INCOME</b>	38600.00	39600.00	40700.00
Fees from Full Members	34500.00	34500.00	34500.00
Fees from Associate members (Education & Training institutions)	0.00	0.00	0.00
Fees from Associate members (Students organisations)	100.00	100.00	200.00
Fees from Accrediting Agencies/non Members	2000.00	2000.00	2000.00
Fees from Accreditation process (label fees)	0.00	0.00	0.00
Seminars/Trainings	2000.00	3000.00	4000.00
Review Process	0.00	0.00	0.00
<b>BALANCE</b>	-41034.98	-45657.68	-48257.83

22 September 2009

## **ENAE forecasts 2010-2012**

### **I. Fee Policy**

You will find here two alternative proposals for a fee policy. The alternative presented in Table II takes into account the comments/recommendations from the last General Assembly namely that not all Members/Full Members should pay the same amount. As you will see, I propose:

the same fee for Accreditation organizations (a. as in the Statutes) being full Member (2,000 euro as today) and

for the other organizations (b. as in the Statutes), 3 different fees (2000, 1000 and 500 €) which are however related to different voting power namely 3 votes/Member for the ones who pay 2000 €, 2 votes/Full Member for the ones who pay 1000 €, 1 vote/Full Member for the ones who pay 500 €. It would be totally unfair that the members who pay less have the same voting right.

The other justifications may be taken from the tables I and II.

## **II. Tentative Financial Forecast for 2010-2012**

Two tentative forecasts have been established; one according to Table I of the Fee Policy and one according to Table II.

**Expenses** according to Table I and Table II:

On both tables the expenses are the same and the justifications are the same as distributed at the GA on 13 February 2009.

### ***1) Costs for office renting, operating costs and capital expenditure***

A yearly increase of 2% has been taken into account for 2011 and 2012.

### ***2) Services***

IT investments following current requests are scheduled in 2010.

### ***3) Staff expenditure***

A yearly increase of 5% has been taken into account for 2011 and 2012.

Due to increasing workload, an additional person has been scheduled for 2010. This could be the project leader.

## II. Tentative Financial Forecast for 2010-2012 (cont.)

### Income according to Table I:

- Fees from Full Members until 2012  
15 Members as today + ARACIS + Ukraine = 17 Members or 34,000 €
- Fees from Associate Members (Education and Training Institutions)  
No Associate Members foreseen according to Table I
- Fees for Associate Members (Student Organisations)  
1 organisation in 2010 (100 €), and 2 organisations in 2012 (200 €)
- Fees from Accreditation Agencies/New Members  
NVAO in this category from 2010 on = 2,000 €
- Fees from Accreditation Process  
No income is planned in 2010, 2011, 2012

### Justification:

1. Despite several requests, none of the Accreditation organisations have transmitted data concerning the number of programmes they expect to accredit in the period of time.
  2. For 2009, 215 accredited programmes were planned (in agreement with the AC). On 30 September 2009, only 17 programmes have been registered and paid (a total of 57 is announced but not yet received at ENAEE). The balance forecast for 2009 is positive because none of the activities concerning publication, marketing, etc. Have been initiated.
  3. Without reliable input from the Accreditation Organisations, a budget forecast cannot be established and the necessary expenses cannot be engaged.
- Seminar Training:  
Income of 2,000 € in 2010, 3,000 € in 2011 and 4,000 € in 2012 is forecasted.

### Conclusion:

Without income from the accreditation process, ENAEE shows a dramatic deficit of 41,000 € in 2010, 46,000 € in 2011 and 48,000 € in 2012.

## **II. Tentative Financial Forecast for 2010-2012 (cont.)**

**Income** according to Table II:

- Fees from Full Members until 2012  
17 Full Members paying 2,000 €  
1 Full Member (CLAIU) paying 500 €  
= total 34,500 €
  
- No Associate Member (Education and Training)
  
- 1 Associate Member (Student organisation) in 2010 (100 €) and  
2 in 2011, 2012 (200 €)
  
- 1 Accreditation Organisation/Not Member: 2,000 €
  
- Fees from Accreditation Process  
No income  
Same justification as for Table I
  
- Seminar Training  
Income of 2,000 € in 2010, 3,000 € in 2011, 4,000 € in 2012

### **Conclusion:**

Same conclusion as for Table I with almost the same deficit.

### **III. Travel Policy**

Today, the financial situation for the years to come is rather bleak.

Members of the AC and the Label Committee should consider and justify the necessity to travel on cost of ENAEE. Each travel should be approved by the President and Treasurer before is undertaken.

EUROPEAN NETWORK FOR ACCREDITATION  
OF ENGINEERING EDUCATION  
Not-for-Profit International Association  
(Abbreviated name: ENAEE)

# **BY-LAWS**

**Adopted by the General Assembly  
on 17 November 2006**

**Modification (Art. B8) approved by the Administrative Council  
of 12 March 2008 and ratified by the General Assembly of 22 January 2009**

## **CONTENTS**

### **SECTION 1 ORGANISATION**

#### **THE GENERAL ASSEMBLY**

- Article B1 MEETINGS
- Article B2 PRESENCE AND REPRESENTATION
- Article B3 MINUTES

#### **ADMINISTRATIVE COUNCIL**

- Article B4 MEETINGS
- Article B5 RESPONSIBILITIES OF THE MEMBERS OF THE  
ADMINISTRATIVE COUNCIL
- Article B6 EXPENDITURE
- Article B7 ELECTION OF THE MEMBERS OF THE ADMINISTRATIVE  
COUNCIL
- Article B8 COMMITTEES AND WORKING GROUPS
- Article B9 PERMANENT SECRETARIAT
- Article B10 CONVENTIONS AND SEMINARS

**SECTION 2  
INFORMATION**

Article B11 OUTSIDE INFORMATION

**SECTION 3  
NEW MEMBERS – MEMBERSHIP FEES - VOTES – BUDGET**

Article B12 ADMISSION OF NEW MEMBERS

Article B13 AUTHORIZATION TO DELIVER THE EUR-ACE LABEL

Article B14 MEMBERSHIP FEES

Article B15 CONSEQUENCES OF NON-PAYMENT

Article B16 EXPENSE ALLOWANCES

**SECTION 4  
ARBITRATION**

~~Article B17 ARBITRATION~~

**APPENDICES**

Appendix 1

Note: In these By-laws the term “he” shall be understood as he or she.

## SECTION 1 ORGANISATION

### THE GENERAL ASSEMBLY

#### Article B1 - MEETINGS

The meetings of the General Assembly are held at least once a year either in the ENAEE registered office in Brussels or upon invitation of a Member in ~~its~~ his country. The host Member is responsible for the physical arrangements and the provision of the facilities required by ENAEE. Travel and accommodation expenses are taken over by each participating Member. If the General Assembly takes place in another location than Brussels, ENAEE will reimburse travel and accommodation expenses for the secretary of the Permanent Secretariat.

The Permanent Secretariat on behalf of the President shall send to the Members the invitation to the General Assembly together with the agenda, if possible with two months' notice. All other material for decision- making at the General Assembly is will be prepared by the Permanent Secretariat and mailed to the Members normally one month in advance.

The minutes of the General Assembly are recorded by the secretary (see Article B9) and kept at the Permanent Secretariat.

#### Article B2 - PRESENCE AND REPRESENTATION

Each Member sends at least one nominated delegate to the General Assembly. delegate appointed by the Member. A Full Member sends at least his ~~appoints a~~ Voting Delegate. (see Article S12).

If a Full Member wants or is obliged to change his Voting Delegate, nominated for a three years term according to Article S12, he may do so by informing in writing the Permanent Secretariat before the General Assembly.

ENAEE Officers such as the President, Treasurer and the other Members of the Administrative Council are not and do not count as delegates of the Member, unless they

have been expressly so identified.

A Member may give a proxy to another Member. However, no Member is permitted to exercise more than one proxy at any General Assembly ~~meeting~~. Voting by proxy is limited to decisions listed on the agenda ~~for~~ of the General Assembly ~~meetings~~. Confirmation of proxies has to be received ~~at the registered office~~ at the Permanent Secretariat of ENAEE at least 10 days prior to the General Assembly or submitted in writing to the President.

If needed, the President has a casting vote, except for his re-election (as President or Member of the Administrative Council) ~~or except and~~ for the election of his successor as President.

In general, the secretary is in charge of counting the votes cast and overseeing the conduct of the voting.

The President has the possibility to invite non-Members ~~or as~~ observers.

### **Article B3 - MINUTES**

The minutes of the General Assembly are prepared by the secretary. They are signed by the President and one appointed delegate, and distributed to the Members within two months.

Once signed, the minutes shall be deemed final and binding, unless decided otherwise by the next General Assembly, on the agenda of which final approval of such minutes shall have been put in accordance with these By-laws.

The minutes of the decisions of the General Assembly are kept in a register in the registered office of ENAEE, and put ~~in the private section of~~ on the ENAEE website.

## **ADMINISTRATIVE COUNCIL**

### **Article B4 - MEETINGS**

The Administrative Council is convened by the President whenever necessary or upon request of 1/3 of the Members. The notice for meetings is served by means of an invitation sent out by the Permanent Secretariat by e-mail not less than one month in advance. The agenda of the meeting is prepared by the Permanent Secretariat, in consultation with the President, and circulated to Administrative Council Members preferably not less than two weeks ~~in advance~~ before the meeting..

If not otherwise specified, meetings of the Administrative Council take place at the

ENAAE office in Brussels. A meeting of the Administrative Council may also be organised on line.

Meetings of the Administrative Council are quorate when 50% + 1 are present. In meetings, which are not quorate, business can still be discussed but all decisions must be ratified at the next ~~full~~ meeting of the Administrative Council ~~where the quorum is satisfied~~.

The minutes of the Administrative Council are produced by the secretary, ~~signed revised by the President, and submitted for approval at the next meeting of the Administrative Council.~~ They are ~~and~~ circulated ~~for~~ by the Permanent Secretariat to the Members of the Administrative Council preferably one month before the next meeting of the Administrative Council, where they need to be approved. The minutes are kept at the Permanent Secretariat and put on the ENAAE website.

#### **Article B5 - RESPONSIBILITIES OF THE MEMBERS OF THE ADMINISTRATIVE COUNCIL**

~~The Administrative Council prepares reports to the General Assembly on its management and on ENAAE financial and general matters.~~

The Administrative Council is responsible for all the activities as described in Article S 15 of the Statutes.

The Administrative Council may delegate responsibility for the conduct, supervision and co-ordination of a Committee or Working Group to one or more Administrative Council Members.

#### **Article B6 - EXPENDITURE**

The travel and accommodation expenses ~~of each member for Administrative Council meeting of each Member~~ of the Administrative Council are the responsibility of the Member organisation to which they belong.

In case a Member retires from its organization during the period of his mandate in ENAAE, the Administrative Council will decide on a case-by-case base if ENAAE takes over the travel and accommodation expenses for this Member. The decision will be recorded in the minutes.

If the Administrative Council meeting takes place in another location than Brussels, ENAAE will reimburse travel and accommodation expenses for the secretary of the Permanent Secretariat.

#### **Article B-7 - ELECTION OF THE MEMBERS OF THE ADMINISTRATIVE**

## COUNCIL

Each forthcoming vacancy on the Administrative Council is formally notified by letter from the President to all Members, at least 2 months before election.

Candidates to the Administrative Council are nominated by the Members ~~two~~ one month before the election. The nomination is sent to the Permanent Secretariat of ENAEE.

~~A Member may nominate only one candidate for election to the Administrative Council. All nominations must include the confirmation that the Member will pay all expenses associated with membership of the Administrative Council for its candidate, if elected.~~

A candidate nominated by a Member association does not need to be a staff or a Member of relevant boards of this association. Each nomination should be accompanied by a CV of the candidate and a short statement explaining his interests to be a Member of the Administrative Council.

These documents will be circulated by the Permanent Secretariat together with the list of candidates among the Members of ENAEE.

Candidates for election to the Administrative Council must have the following qualifications :

- fluency in English,
- familiarity with ENAEE's modi operandi, and be active within the field of activities of ENAEE,
- should be professionally active or hold office in relevant a professional or academic engineering organisation.

The Members of the Administrative Council, the President and the Treasurer are appointed by the General Assembly for a period of three years. The appointment must take place at least two months before the expiry date of the mandate of the previous Members, which is the 31<sup>st</sup> March of the third year. The new Members take office on the following day (1<sup>st</sup> April). From the date of the election, the President-elect and the Treasurer-elect are invited to all meetings of the Administrative Council.

To support the activities of the President, except in legal affairs, the Administrative Council will nominate up to two of its Members as Vice-Presidents. They keep this title as long as their mandate as Administrative Council Member.

An Administrative Council Member who fails to attend two consecutive meetings of the Administrative Council without a valid reason having been sent in writing to the Permanent Secretariat of ENAEE within two weeks after the second absence shall be deemed to have resigned.

In case of vacancy in the Administrative Council, the remaining Members shall decide if a new Member must be elected or not. This will become mandatory if the decision process may not take place because the quorum is not obtained. Election of Members

will proceed according to provisions of Article B7.

## Article B8 - COMMITTEES AND WORKING GROUPS

A) Committees and Working Groups can be established and disbanded by decision of the Administrative Council.

~~The Terms of Reference and membership of the Committees and Working Groups are set by the Administrative Council.~~

The Administrative Council appoints Members or invites the ENAEE Members to delegate persons to serve as Members on Committees and Working Groups.

The Administrative Council appoints the ~~Chairmen- Chairs~~ of Committees and Working Groups or delegates their election to the Members of the Committee.

~~Where the Chairmen- If the Chairs of Committees and Working Groups are not Members of the Administrative Council, they can be invited to the Administrative Council meeting on a non-voting right capacity.~~

The ~~Chairmen- Chairs~~ of Committees and Working Groups submit regular activity reports to the Administrative Council at a frequency specified by the Administrative Council.

The competencies, powers and working methods for each Committee (Terms of Reference) are set forth in separate procedural documents that must be approved by the Administrative Council.

B) The EUR-ACE Label Committee (LC)

The LC is a permanent committee, composed of one representative of each accreditation agency authorized to award the EUR-ACE label. Each agency nominates a representative to be appointed by the Administrative Council for a period of three years renewable normally once.

The Chair of the LC is nominated by the Members of the Committee and appointed by the Administrative Council.

The competencies, powers and working methods for the LC (Terms of Reference) are set forth in separate procedural documents that must be approved by the Administrative Council.

The travel and accommodation expenses related to an LC meeting of each of its Members are taken up by ENAEE according to rules set by the Administrative Council.

## **Article B9 - PERMANENT SECRETARIAT**

~~The Permanent Secretariat is under the responsibility of a person called 'secretary'.~~

The Permanent Secretariat is appointed by the Administrative Council and will normally be located at the registered office of ENAEE. It will provide, on a part time basis, a secretary to support the activities of the President and the Treasurer.

Within the framework of its ~~responsibilities- duties~~ as set out in a document approved by the Administrative Council, the Permanent Secretariat is ~~responsible for the preparation for, and- in charge of preparing and assuring~~ the follow-up of the meetings of the General Assembly and the Administrative Council.

It prepares the agenda and documents to be discussed at meetings, ensures their timely distribution to all those who are to attend and prepares the minutes of such meetings in close co-operation with the President.

It is in charge of organising the ENAEE website.

It supports the Treasurer in its responsibility for day-to-day financial matters, it prepares the yearly financial statements and a draft budget for the forthcoming year.

## **Article B10 - CONVENTIONS AND SEMINARS**

ENAEE organises international meetings, seminars, conventions as well as training programmes, upon decision of the Administrative Council, in order to implement the EUR-ACE accreditation system.

In addition, ENAEE may organise meetings and seminars on other subjects related to Engineering Education.

## **SECTION 2 INFORMATION**

### **Article B11 - OUTSIDE INFORMATION**

It is essential for ENAEE to publish studies and documents relative to its activities as

frequently as possible.

The ENAEE official documents shall include the ENAEE logo and its name in English. The format will be decided by an editorial committee, according to the type of document.

The Administrative Council develops a programme, timetable and budget for publication and update of the ENAEE documents. This programme is implemented by the Permanent Secretariat.

### **SECTION 3 NEW MEMBERS – MEMBERSHIP FEES - VOTES – BUDGET**

#### **Article B12 - ADMISSION OF NEW MEMBERS**

Application for membership must be ~~submitted—sent~~ in writing to the Permanent Secretariat and submitted to the Administrative Council, ~~which will examine and submit it to the General Assembly for approval or otherwise.~~

The Administrative Council will prepare a recommendation to be submitted to the General Assembly for approval or otherwise.

The application should contain:

- Complete information about the organisation:
  - objectives
  - country
  - legal status
  - president, treasurer
  - address
  - founding date
- If applicable, number and type of Members the organisation represents,
- Financing of the organisation,
- Activities of the organisation during the last year,
- A confirmation that the organisation accepts the ENAEE Statutes, By-laws and General Policy,
- A confirmation that the organisation agrees to pay its annual fee to ENAEE.

The number of Members per country is not limited.

### **Article B13 – AUTHORIZATION TO DELIVER THE EUR-ACE LABEL**

The authorization to deliver the EUR-ACE Label is given by ENAEE to accreditation agencies or analogous bodies that satisfy appropriate quality and operative requirements. Any Agency interested in the authorization should fill in and submit the application form posted on the ENAEE website and send it to the Permanent Secretariate. Upon a request by the interested Agency, the Administrative Council can nominate “mentors” to assist the Agency in preparing the application and fulfilling the requirements.

The final decision on the authorization is taken by the Administrative Council on the basis of a report presented by the EUR-ACE Label Committee within six months after the application is submitted. Any “mentor” should abstain from contributing to such report and subsequent decisions.

Normally, the authorized accreditation agencies will be Members of ENAEE. In some cases, ENAEE could give the authorization to deliver the EUR-ACE label to accreditation agencies which cannot or do not intend to become ENAEE Members, as for instance general accreditation agencies not specific to engineering education.

The fee connected with the authorization and the fee connected with the award of each label are decided by the General Assembly, and can be different for Agencies Members or not-Members of ENAEE (in the former case the authorization fee may be identified with the ENAEE Membership fee).

Each authorized agency is entitled to nominate a representative in the EUR-ACE Label Committee (see Article B8/B).

### **Article B14 - ~~AMOUNT AND PAYMENT OF SUBSCRIPTION- MEMBERSHIP FEES~~**

The yearly Membership fee is proposed by the Administrative Council and approved by the General Assembly. Appendix 1 gives the yearly amount as approved by the General Assembly.

Each Member is invited to pay its yearly Membership fee in January.

A Membership fee is considered overdue if the booking on the ENAEE account is later than the 1<sup>st</sup> September.

In special circumstances, Members may consult the Treasurer and agree terms for the deferral of payment. Such arrangements are only valid when approved by the Administrative Council and are without prejudice to the provisions of Article S9 of the Statutes.

In such cases the Member retains its voting right.

In addition, interest accrues on payments overdue by more than six months at a rate fixed by the Administrative Council during the first month of the year in which they fall due.

### **Article B15 - CONSEQUENCES OF NON-PAYMENT**

For consequences resulting from non-payment of the Membership fees, see Article S9 of the Statutes.

The voting rights of a Member whose due Membership fees have not been credited on the ENAEE account four weeks prior to the date of the General Assembly are suspended for the duration of that General Assembly. The voting rights will be reinstated, for purposes of the next General Assembly, following payment in full of the outstanding amount as determined by the Treasurer.

The General Assembly can decide to expel, upon a recommendation presented to it by the Administrative Council, a Member whose financial obligations to ENAEE are two years overdue as confirmed in a Resolution presented to the General Assembly by the Administrative Council.

If a Member resigns or is expelled before 1<sup>st</sup> of September in any year it shall be required to pay all debts for that year. If a Member resigns or is expelled after the 1<sup>st</sup> of September in any year it shall be required to pay all debts and the subscriptions for that year and the following year.

The Members who resign, who have been suspended or expelled, for any reason, lose their right as Member. They cannot claim or require neither to raise or render account nor to affix assets or inventory.

### **Article B16 - EXPENSE ALLOWANCES**

Travel and accommodation expenses of any person attending ENAEE meetings are under his own responsibility, **except for the cases stated in Articles B1 and B6.**

**SECTION 4**  
**ARBITRATION**

**Article B17 — ARBITRATION**

~~In case of legal controversy, the dispute shall be brought before three arbiters, all educated in Belgian law and fluent in English. One arbiter shall be elected by each party and the two arbiters will elect a third independent arbiter. The proceedings shall be held in Brussels, in English. The decision of the arbiters is binding.~~

## **Appendix 1 to the ENAEE By-laws**

### **Yearly Membership fee**

	<b>Full Members</b>	<b>Associate Members</b>
2009	2000 € *	1000 €
2010	2000 € *	1000 €

\* Automatically confirmed until a different decision is taken by the General Assembly.

Modifications of proposed By-laws

**Article B6 - EXPENDITURE**

The travel and accommodation expenses of each member for Administrative Council meeting of each Member of the Administrative Council are the responsibility of the Member organisation ~~to which they belong.~~ that submitted his candidature.

In case a Member retires from ~~its~~ the organization that submitted his candidature during the period of his mandate in ENAEE, the Administrative Council will decide on a case-by-case base if ENAEE takes over the travel and accommodation expenses for this Member. The decision will be recorded in the minutes.

**Article B-7 - ELECTION OF THE MEMBERS OF THE ADMINISTRATIVE COUNCIL**

.....

The Members of the Administrative Council, the President and the Treasurer are ~~appointed~~ elected by the General Assembly for a period of three years. The ~~appointment~~ election must take place at least two months before the expiry date of the mandate of the previous Members, which is the 31st March of the third year.

.....

To support the activities of the President, except in legal affairs, the Administrative Council will may nominate, upon proposal by the President, up to two of its Members as Vice-Presidents. They keep this title as long as their mandate as Administrative Council Member.

**Reminder re: Annex 1**

Since in 2010 there may be EUR-ACE-accredited (“authorized”) Agencies that will not be ENAEE members, the AC and the GAss must decide how they will contribute to the ENAEE budget.

Let us remember the decision of the GAss of 22 January 2009:

*Accreditation agencies that receive the authorisation to deliver the EUR-ACE label but do not want to become a ENAEE member should pay 2,500 euro fee.*

Is this confirmed, while the Membership fee stays at € 2000?

I, G.Augusti, would not agree: an “Accreditation fee” larger than the Membership fee does not appears logical.

Secretariat General of FEANI  
Mr. Philippe Wauters  
18 Avenue Roger Vandendriessche  
1150 BRUSSEL  
BELGIUM

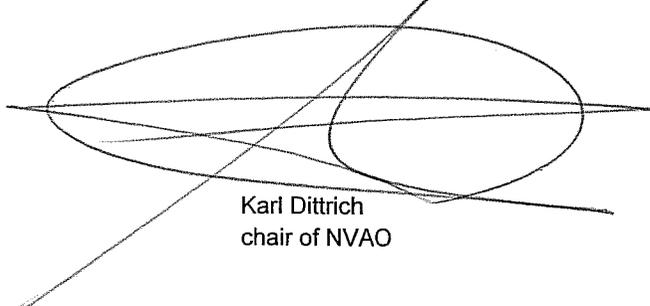
Dear dr. Wauters,

<b>date</b>	The Board of NVAO has much appreciated that you have been willing to visit us in The
September 8, 2009	Hague in order to discuss the possibilities to have the EURACE - label applied in the
<b>subject</b>	Netherlands and Flanders. We have explained to you that the Dutch Flemish Accreditation
	system allows only accreditations by NVAO. Accreditations by other organizations can be
<b>your reference</b>	acknowledged as legal in Flanders (by NVAO), but not in the Netherlands. Besides that the
	Dutch system allows for a free choice of quality assurance agencies to deal with the
<b>our reference</b>	evaluation of the quality of programmes. It is possible for Dutch programmes to ask for
NVAO/20096352/FV	instance ASIIN to evaluate a programme, but it most certainly cannot be obliged to use only
<b>annex</b>	this agency when a programme wants to apply for the EURACE label.

NVAO is an organization established by treaty and we have in 2007 and 2008 gone through the evaluations of ENQA, ECA and the European Register. NVAO therefore has to be regarded as an absolutely trustworthy partner. It is not feasible for NVAO to be evaluated by the EURACE partners as well.

We would however be very much interested in being allowed to deliver the EURACE label. Some Dutch and Flemish engineering programmes seem to be interested in this label. In case you were willing to allow us to deliver the label, NVAO will impose the EURACE framework and other "obligations and rules" of the EURACE partners on the quality agencies that will evaluate those programmes in the Netherlands (and Flanders) that wish to receive the EURACE label. The NVAO will be very strict in applying these rules and is of course willing to be absolutely transparent to the EURACE partners.

We don't see any other possibilities for the Dutch and Flemish programmes to be able to receive this label, except for the free choice of programmes to have their programme evaluations done by ASIIN or CTI. In those cases however NVAO will have to take the final accreditation decisions, since the Dutch and Flemish laws demand these.



Karl Dittrich  
chair of NVAO



Guy Aelterman  
vice chair of NVAO



**KIVI NIRIA**

**ENAEF Administrative Council  
To Mr. Giuliano Augusti (President)  
P.a. Secretariat General of FEANI  
18 Avenue Roger Vandendriessche  
1150 Brussels  
Belgium**

**ONZE REF  
Bf148333.B09**

**DOORKIESNUMMER  
(070) 391 98 21**

**DATUM  
22 september 2009**

**ONDERWERP: EURACE label**

Dear professor Augusti,

The Royal Institute of Engineers in the Netherlands KIVI NIRIA has been promoting the EURACE label in the Netherlands for the last years. We believe that EURACE is essential for mutual recognition of degrees in Europe as well as for the identity of engineering programs within Europe.

A couple of months ago the board of NVAO and KIVI NIRIA met together with Philippe Wauters. The result of this meeting was a positive letter which was sent to ENAEF.

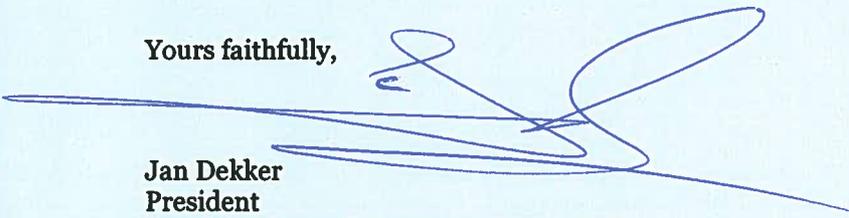
We are very happy that NVAO is prepared and willing to distribute the label in the Netherlands. As you are aware the NVAO is the only accreditation authority in our country which makes it an essential partner for every accreditation activity. KIVI NIRIA has discovered in the past year that several universities show interest in the EURACE label, so we are sure that the first labels could be distributed in the Netherlands in 2010.

We have been informed that progress so far of the implementation of the EURACE label in the Netherlands is limited and has not yet yielded a positive result.

KIVI NIRIA urgently requests the board of ENAEF to view the letter of NVAO in a positive way and to accept its contents.

If you consider it worthwhile, we are more than happy to give you any assistance you may need. In that case do not hesitate to contact us.

Yours faithfully,

  
**Jan Dekker  
President  
Royal Institute of Engineers KIVI NIRIA**



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**European Network for Accreditation of Engineering Education – ENAEE**  
**18 Avenue Roger Vandendriessche, 1150 Brussels, Belgium**

Attn: ENAEE President, Prof. Giuliano Augusti

No: 7158  
Bucharest, 23 July 2009

Dear Prof. Giuliano Augusti,

The Romanian Agency for Quality Assurance in Higher Education – ARACIS, applies to become Full member of ENAEE, as of 1<sup>st</sup> January 2010.

I am kindly asking you to submit our application for membership to the Board of Directors at the earliest occasion.

Thank you very much for your support.

Prof. Ioan CURTU

ARACIS President



**ENAE**

**Mr. Ph. Wauters**

**Member of the ENAE Administrative Council and Treasure**

**Secretary General of FEANI**

**Av. R. Vandendriessche 18**

**BE-1150 Brussels**

***Dear Mr. Wauters!***

Let us thank you again for your very detailed presentation on the activities of FEANI and ENAEF in particular the EUR-ACE accreditation system you made during our constitutional meeting of Association of Engineers of Ukraine, as well as your presentation to the Kiev National University of Technology and Design the day before.

As we informed you, the Association of Engineers of Ukraine (AEU) we founded on 18 September 2009 brings under one roof the following Pan-Ukrainian Engineering Organizations:

- Ukrainian Union of Scientific and Engineering Associations;
- Academy of technological sciences of Ukraine;
- USPP;
- Union of Construction engineers of Ukraine;
- International Academy of Applied radioelectronics;
- Aerospace society of Ukraine;
- Ukrainian association of agricultural engineers;
- Ukrainian technological academy

The new Association already presents a large majority of engineers of Ukraine; later on we will invite the remaining associations to join us.

The Statutes have been approved and have been submitted to the Ukrainian authorized institution for legalization.

As we confirmed to you it is a main objective of the Association to set up a system of benchmarking the engineering education in Ukraine and the qualification of our engineers and have it compared with the quality standards in Europe.

We will first start with education and have decided to put in place an Accreditation organization using the EUR-ACE standards; similarly to the one was set up in Russia. We need therefore the support and cooperation of ENAE. We will also need financial support for this as you know we made already the first step when we discussed together with the representative of EC in Ukraine Mr. Gorzynski. We also have the assurance that there will be an official request from our Government to the EC to financially support this initiative in the framework of the European Neighborhood Policy program. We are kindly request you for support this initiative at EU in Brussels.

We may add that that we have by now 3 Universities (Kiev National University of Technology and Design; Kharkov National University of Radioelectronics; Ivano-Frankovsk National University of Gas and Oil) which have expressed their commitment to have their engineering programs accredited according to EUR-ACE.

In a later step we will set up a system to evaluate the professional qualification of our engineers. We think about the EUR-ING system of FEANI, and we intend to apply for a membership a later stage, when we will have results of accreditation of the engineering programs.

With this letter we officially apply for membership for ENAE. We will transmit our Statute and other documents in English ASAP, just after official approval in Ukrainian Ministry of Justice.

We hope for a positive response from ENAE and remains

Sincerely yours

A.Morozov, President of AEU

V. Krivul'ko, AEU Board member

N.Kiryukhin, AEU Board member

Kiev, Ukraine, September 24, 2009





**Address** PO Box 12 241 Wellington New Zealand  
**Phone** +64 04 473 2022  
**Website** [www.icagreements.org](http://www.icagreements.org)  
**E-mail** [secretariat@icagreements.org](mailto:secretariat@icagreements.org)

David M Long CEng CMarEng Hon.FIMarEST  
Chair, IEA Governing Group  
Chair, Engineering Technologists Mobility Forum.  
Phone: +44 (0)1386 554981  
E-mail: [david.long@imarest.org](mailto:david.long@imarest.org)

4 August 2009

Prof. Ing. Giuliano Augusti, Sc.D., Dr.-Ing.E.h  
President, ENAEE  
Coordinator, EUR-ACE Implementation Project  
c/o Universita "La Sapienza"- Facolta Ingegneria  
Via Eudossiana 18;  
I-00184 ROMA  
Italy

Dear Giuliano,

It was a great pleasure to meet you again at IEM Kyoto 2009 and I write, on behalf of all members of the IEA, to thank you very much indeed for your contributions to the series of meetings.

Your presentation about the EUR-ACE label and the activities of ENAEE during the Education Forum was well received and recognised as the first step in our endeavours to develop mechanisms that will provide for engineering graduates from our respective accredited programmes to receive global recognition.

As a result of your participation during the week it is my pleasure to invite ENAEE to become an observer at future IEA biennial meetings. The IEA also agreed that a working group be established under the leadership of Basil Wakelin to compare the IEA/ENAEE graduate attributes. Following subsequent discussions with your good self, Basil Wakelin and Professor Hu Hanrahan, we agreed that I would formally propose to you that this should become a joint IEA/ENAEE Working Group that would agree its Chairman and Terms of Reference. I do hope that your Council will feel able to participate in this important work.

The Working Group thus far includes Hu Hanrahan, Basil Wakelin, Denis McGrath, Iring Wasser, Robin King, Jim Birch and Chantal Guay (or her representative from Canada). In anticipation of your Council's agreement to support this work, and noting that ENAEE members are already involved, I wonder if you wish to nominate other ENAEE representatives to serve on the Working Group.

I attach a summary of the outcomes of IEM Kyoto 2009 from which your Council will note that much was achieved during the week.

I look forward to hearing from you after you have had the opportunity to put these proposals to your Council.

Yours sincerely,

David M Long CEng CMarEng Hon.FIMarEST  
Chair, IEA Governing Group  
Chair, Engineering Technologists Mobility Forum



# IFEES

INTERNATIONAL FEDERATION OF ENGINEERING EDUCATION SOCIETIES

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## IFEES MEMBERSHIP STRUCTURE AND BENEFITS

### VALUE

**Note: The complete IFEES membership value proposition may be found below. A more succinct value statement will be provided to all members at a later time.**

IFEES is a network designed to enhance global engineering education through collaboration between educational, industrial, and other organizations interested in engineering education and committed to positively impact global development and socio-economic growth. Through the collaboration of its member societies, IFEES works to establish effective engineering education processes of high quality to assure a global supply of well-prepared engineering graduates, enhances the participation of underrepresented groups in the engineering education community, and promotes the value of the engineering profession to society around the world. Through its annual international events, IFEES also provides a unique forum for representatives of IFEES member societies and other key engineering education stakeholders to discuss and move forward pertinent issues in engineering education.

Currently, over 50 engineering education societies and industrial partners take advantage of the IFEES membership benefits. As the number of active IFEES members grows, so do the occasions for global engineering education collaboration, the diversity of ideas brought to the IFEES discussion, and the accompanying benefit IFEES confers to its membership. IFEES provides members with significant exposure through globally-recognized initiatives, such as the Indo-US Collaboration on Engineering Education and the Global Engineering Deans Council. Such international collaborative efforts allow IFEES members to be informed of the latest developments in global engineering education, network with cutting edge thinkers and practitioners, create industry-university partnerships, and make a positive contribution to promoting excellence in engineering education around the world.

Even though academia and industry represent different institutional cultures and dynamics, both seek the same goals: knowledge creation and human development. Industry particularly is interested in an engineer/technology professional that will effectively integrate and contribute to corporate goals and to establish research/innovation collaborations to advance science and technology. Meanwhile, engineering educators rely on corporate input to shape curriculum trends as well as to develop important research projects. Corporate interaction helps educators understand more fully the needs and technology trends of industry and enables them to prepare their students to meet these needs. IFEES provides the platform and venue for corporate members and engineering education leaders around the world to develop *industry – university* collaborations across a wide spectrum of activities and to contribute to each's institutional and leadership capacity building.

In addition, IFEES strengthens member organizations and their capacity to support students and provides a valuable conduit by which students can channel their feedback on educational trends and conditions to relevant stakeholders. Through IFEES, student organizations have the chance to work in partnership with policymakers, discussing urgent local and global educational, socio-political and economical issues and giving voice to central players in the learning process. Thus, novel collaboration channels offered through IFEES can help push the development of engineering education in a direction amenable to all of the field's stakeholders - industry, academia, and the student body.

## **IFEES MEMBERSHIP BENEFITS**

### **Observers**

**\$0**

- Membership is offered to organizations that are interested in becoming more familiar with IFEES. Observer membership may be for a maximum of two years. After two years Observers will either become regular IFEES members (i.e., one of the categories below) or their Observer membership will be terminated.
- Observers receive limited amount of benefits.
- Observers do not have the right to vote or run/hold IFEES leadership position, and cannot participate in IFEES working groups and committees unless a written intention of becoming a paying member of IFEES is made (IFEES Secretariat will make its decision on a case-by-case basis).
- Observers are notified of IFEES meetings, conferences and/or IFEES member-sponsored events and may attend upon payment of the set registration fee.
- Observers receive bi-monthly *IFEES Newsletter*.
- Observers are featured in the list of members on IFEES website.

### **Bronze**

**\$500 Annually**

- Membership is offered to Engineering Education Organizations (EEOs), Special Interest Organizations, Professional Engineering Organizations, and Government Entities, across the world.
- Each Bronze member, represented at IFEES by its designated representative, has one (1) right to vote.
- Designated representatives of IFEES associate members have a right to run for, be elected and hold IFEES leadership position.
- Bronze members have a right to form and participate in IFEES working groups and committees.
- Bronze members receive bi-monthly *IFEES Newsletter*.
- Bronze members, when appropriate, are entitled to administrative and logistical assistance and support from IFEES Secretariat.
- If under exceptional circumstances Bronze members are unable to pay membership fees, they may for one year replace membership payments for "relevant" pro-bono service.

### **Silver**

**\$1,000 Annually**

- Membership is offered to Engineering Education Organizations (EEOs), Special Interest Organizations, Professional Engineering Organizations, and Government Entities across the world.
- Each Silver member, represented at IFEES by its designated representative, has one (1) right to vote.
- Designated representatives of IFEES Silver members have a right to run for, be elected and hold IFEES leadership position.
- Silver members have a right to form and participate in IFEES working groups and committees.
- Silver members receive bi-monthly *IFEES Newsletter*.
- Silver members, when appropriate, are entitled to administrative and logistical assistance and support from IFEES Secretariat.

### ***PLUS***

- Silver members receive invitations to attend and shape agendas of IFEES meetings, conferences and/or IFEES member-sponsored events.
- Silver members are granted 25% registration discounts for one (1) representative on any and all IFEES meetings, conferences and/or IFEES member-sponsored events.
- Silver members have a right to either host or participate in relevant panels, training sessions, leadership sessions, and/or presentations included in IFEES meetings, conferences and/or IFEES member-sponsored events.

### **Gold**

**\$2,000 Annually**

- Membership is offered to Engineering Education Organizations (EEOs), Special Interest Organizations, Professional Engineering Organizations, and Government Entities across the world.
- Each Gold member, represented at IFEES by its designated representative, has one (1) right to vote.
- Designated representatives of IFEES Gold members have a right to run for, be elected and hold IFEES leadership position.

- Gold members have a right to form and participate in IFEES working groups and committees.
- Gold members receive bi-monthly *IFEES Newsletter*.
- Gold members, when appropriate, are entitled to administrative and logistical assistance and support from IFEES Secretariat.

*PLUS*

- Gold members receive invitations to attend and shape agendas of IFEES meetings, conferences and/or IFEES member-sponsored events.
- Gold members are granted 50% registration discounts for two (2) representatives on any and all IFEES meetings, conferences and/or IFEES member-sponsored events.
- Gold members have a right to either host or participate in relevant panels, training sessions, leadership sessions, and/or presentations included in IFEES meetings, conferences and/or IFEES member-sponsored events.
- Gold members are granted online access to ASEE *Prism* magazine and such other members' publications as per agreements with member organizations.
- Gold members may request IFEES Secretariat's assistance in identifying and contacting corporate/ industrial partners for collaborative purposes and joint activities.

**Industrial Organizations (IO)**

**\$5,000 Annually**

- Industrial Organization membership is offered to members of IFEES who represent corporations and industry (both public and private) across the world.
- Each IO member, represented at IFEES by its designated representative, has one (1) right to vote.
- Designated representatives of IFEES corporate members have a right to run for, be elected and hold IFEES leadership position.
- IO members have a right to form and participation in IFEES working groups and committees.
- IO members are granted 100% registration fee discounts for two (2) representatives on any and all IFEES meetings, conferences and/or IFEES member-sponsored events.
- IO members receive invitations to attend and shape agendas of IFEES meetings, conferences and/or IFEES member-sponsored events.
- IO members have a right to either host or participate in relevant panels, training sessions, leadership sessions, and/or presentations included in IFEES meetings, conferences and/or IFEES member-sponsored events (e.g. industry-led workshops).
- IO members are identified as such and acknowledged on all IFEES communications, marketing and promotions, in print and on the web.
- IO members are granted online access to ASEE's *Prism* magazine and such other members' publications as per agreements with member organizations, and receive bi-monthly *IFEES Newsletter*.
- IO members may request IFEES Secretariat's assistance in identifying and contacting academic, associate and institutional (e.g. World Bank Institute) partners for collaborative purposes and joint activities.
- IO members are entitled, when appropriate, to administrative and logistical assistance and support from IFEES Secretariat.

## **PAYING MEMBERS RESPONSIBILITIES**

IFEES paying members are expected to promote the objectives of IFEES and to act as overall spokespersons for the work of IFEES. The members should demonstrate their commitment to the vision and mission of IFEES, and display integrity, high level of professionalism and engagement in both national and global engineering education activities.

IFEES paying members should attend at least one IFEES and/or IFEES member-sponsored event per year and have capacity to pay for all associated travel costs. When necessary, IFEES paying members should be available and actively participate in IFEES working groups, event planning and other strategic activities critical to the objectives of IFEES. Other more specific member responsibilities, as outlined in IFEES bylaws, include:

- Encourage membership and active participation in IFEES of eligible organizations;
- Participate in the election of Executive Committee members;
- Pay their membership fees in a timely fashion;
- Accept assignments in ad hoc committees and special interest groups of IFEES;
- Utilize the communication channels of IFEES;
- Support IFEES' publications by contributing articles;
- Contribute to the dissemination of information regarding engineering education worldwide;
- Engage in other activities to further the purposes of the Association.

Dear Giuliano,  
dear Philippe,  
dear Sebastiao,

ASIIN would like to submit its proposal for the ENAEE project manager.

On the basis of the ENAEE workplan and the ENAEE marketing plan, as well as the current and forecasted financial situation of ENAEE for the upcoming years, we propose to engage a project manager for two years from October 1, 2009 after which period, the terms and duties should be reviewed. The duties of the project manager are based on the actions mentioned in the workplan and the marketing plan which have to be further defined and specified

In the budget for 2010 and 2011, increased staff expenditures of about 19,000 Eur as well as marketing and PR costs of 5000 EUR are already foreseen. Furthermore, review costs of 4000 Eur are noted in the forecast which will not become relevant as no review processes will be carried out in the two upcoming years.

We calculate the workload of the project manager as follows:

10 days/month (part-time) x 12 months x 250 EUR/day = 30,000 EUR/year

The workload will be carried out by Jana Möhren who is currently already the Secretary of the EUR-ACE Label Committee. She is familiar with the proceedings, aims and challenges of ENAEE.

The fact, that the secretariat stays with FEANI in Brussels, that the president resides in Rom and Jana/me are in Düsseldorf should not jeopardize the success of this solution. Let me know what you think!

Best regards

Iring

--

Dr. Iring Wasser  
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CALENDAR OF “OUTSIDE” EVENTS AND PUBLIC MEETINGS  
WHERE EUR-ACE AND/OR ENAEE HAVE BEEN/WILL BE PRESENTED  
OR OTHERWISE DISCUSSED

2009

- 22 January: Bruxelles: ENAEE Workshop (G.Augusti, S.Feyo, I.Freeston)
- 9 February: Rome: ERABEE-TN WGs Meeting (G.Augusti)
- 20-22 May: St. Petersburg: IFEES Summit & RAEE Colloquium (G.Augusti, S.Feyo)
- 15-19 June: Kyoto: I.E.A. Meeting (G.Augusti)
- 1-4 July: Rotterdam: SEFI Conference (G.Augusti)
- 6-9 September: Graz: IGIP Conference (G.Augusti)
- 30 September-3 October: Delft: FEANI ABMs (G.Augusti)
- 1-3 October: Kaunas (LT): GCEE Conference (G.Augusti – Poster presentation by proxy)
- 20-22 October: Peking (China): International Conference on Engineering Education (G.Augusti)
- 2-3 November: Bonn: ASIIN-organized Conference (G.Augusti)
- 9-16 December: Ust-Kamenogorsk, East- Kazakhstan State Technical University (visit by G.Augusti)