

**MINUTES OF THE 40th ENAAEE
ADMINISTRATIVE COUNCIL MEETING
21 June 2016, 10:30-16:00 hrs
ENAAEE/FEANI premises, Brussels**

40AC/234
Status: 20 November 2016

A/D	Present:	By
1.	<p><u>Chair:</u> Prof. Bernard REMAUD – President</p> <p><u>Members:</u> Mr. Dirk BOCHAR – Vice President (VP) Prof. Claudio BORRI Mr. Mike BRIDGEFOOT Prof. Anne-Marie JOLLY -LEBRUN Mr. Denis MCGRATH – Vice President (VP) Prof. Sergey SHAPOSHNIKOV Prof. Alfredo SQUARZONI Prof. Birgul TANTEKIN-ESOLMAZ</p> <p><u>Guests:</u> Mr. Jean-Claude ARDITTI, Label Committee (LC) Chair Prof. Timur DOGU, LC Member (except for item 6)</p> <p><u>Secretary:</u> Ms. Rita HEISSNER</p> <p>1. Opening and Welcome</p> <p>The President opened the meeting and welcomed the participants.</p> <p>2. Apologies for Absence</p> <p>Apology from Mr Ralph Appel was received. It was noted that he gave proxy for votings to the VP, Mr. D. BOCHAR.</p> <p>3. Approval of the Draft Agenda 217A</p> <p>The VP, Mr. D. BOCHAR, expressed the wish to inform the AC about FEANI activities and invited the other AC members to also give information about local activities of their associations.</p> <p>The following topics were added to the agenda under item 10 (“<i>Other Business</i>”):</p> <ul style="list-style-type: none"> - EUR-ACE workshop in Latin America organized by LACCEI - Application as Associate Member from the Ukrainian Center for Independent Accreditation of Engineering Programs (CIAEP) - documents “<i>European Trade- and Mutual Recognition-Agreements</i>” and “<i>Key points for the further development of the [German] accreditation system</i>” <p>The draft agenda was approved accordingly.</p>	AC, Bochar

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A/D	4. Approval of the Minutes of the Past Meeting 215A	By
2.	The Minutes from the past meeting on 8 March 2016 were approved .	AC
	<p>5. Review of the A/D List 216A</p> <p><i>Item 3 of the 38th meeting/Budget 2017 preparation:</i> it was noted that the PRESIDENT had invited Project Managers to provide specific project proposals to be covered by the 2016 Budget. For drafting the 2017 Budget, the TREASURER in cooperation with the VP, Mr. D. BOCHAR, will contact the Project Managers for inputs.</p> <p><i>Item 5 and 8 of the 39th meeting/Service Agreement:</i> it was noted that the PRESIDENT and the VP, Mr. D. BOCHAR, will consider the preparation of a new Service Agreement between FEANI and ENAAEE at the appropriate time.</p> <p><i>Item 16 of the 39th meeting/NCEES:</i> it was noted that the VP, Mr. D. McGRATH, is liaising with the US National Council of Examiners for Engineering and Surveying and will inform the AC on new developments: medical doctors in the US as of 2024 require accreditation for practising the profession.</p> <p>The following actions were noted from the discussions at the recent ENAAEE Standing Committee skype meeting:</p>	
3.	- the VP, Mr. D. McGRATH, is liaising with CLAIU (Mrs. A. VAN EYCKEN) regarding their wish to transfer remaining funds to ENAAEE following CLAIU's dissolution.	McGrath
4.	- the PRESIDENT will inform all ENAAEE members about upcoming vacancies in the AC (on 31/12/2016): the two VPs will finish their first mandates which exceptionally lasted for four years. In line with the Statutes, Article S15, they are eligible for another two years. Mandates of any other candidates will last for three years. The PRESIDENT is finishing his first two-years mandate. He is eligible for a second term. The PRESIDENT informed that he has the intention to go for a second mandate.	President
	It was noted that all other actions were in process or covered by respective agenda items.	
	<p>6. Appointment of the new Label Committee (LC) Chair 218</p> <p>The current LC Chair, Mr. J.-C. ARDITTI is finishing his term as LC member on 31/12/2016. Following the invitation from the PRESIDENT to all LC members, two nominations for LC chairmanship were received: from Prof. D. CLELAND (EngC) and Prof. T. DOGU (MUDEK). The LC at its meeting on 20 May 2016 expressed a majority support for the latter candidate. The AC by unanimous vote appointed Prof. T. DOGU</p>	
5.		AC, Dogu

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<p>A/D 6. 7.</p>	<p>as new LC Chair with immediate effect. He will co-chair the LC meeting in November 2016 together with the outgoing LC Chair. As for the next AC meeting on 21 November 2016, Mr. J.-C. ARDITTI will attend as Prof. T. DOGU is not available that day. This was agreed. It was also agreed that the general LC rules are not sufficiently exhaustive regarding the duration of the LC Chair mandate and need to be specified.</p>	<p>By Arditti Dogu</p>
	<p>7. Financial Matters</p> <p>7.1 Balance Sheet and P&L related to Financial Results as at 31/12/2015 219</p> <p>The VP, Mr. D. BOCHAR, introduced the Balance Sheet and P&L as prepared by the Accountant prior to the Internal Audit. He did not expect that the figures would substantially change once this audit, scheduled for 13 September, would be conducted. The Balance Sheet shows total assets of the association of EUR 146.338,63 and EUR 78.460,07 cash in hand. The 2015 operating loss of EUR 13.825,71 includes a provision of EUR 20.000,- related to the EUR-ACE SPREAD and EUGENE projects. This was noted.</p> <p>7.2 Financial Results as at 30/04/2016 220</p> <p>The TREASURER and the VP, Mr. D. BOCHAR, introduced the financial results as at 30/04/2016 as well as the Invoicing Plan. It was noted that all Members have paid their membership fees 2016, except for UNIFI (payment was informed to be in process) and KazSEE (extension given by the AC for payment in November). No income from EUR-ACE labels was registered yet; awards are usually issued in summer and again at the end of the year. Attention was furthermore drawn to an outstanding invoice of December 2015 to AEER for label fees (EUR 21.450,-). AEER had informed that the delay in payment is due to maternity leave of the person in charge and subsequently by financial/bank restrictions because of the current political situation of the country. Payment would be expected by the end of the autumn 2016. This was noted.</p>	
<p>8.</p>	<p>The AC agreed to the following activities to be covered within the 2016 budget (“<i>Promotion Related Costs</i>”):</p> <ul style="list-style-type: none"> - set up a leaflet that can be used as an e-document on the subject of “<i>Transnational Accreditation</i>” (following GA approval in November): EUR 1.000,- - make the ENAAEE website tablet- and phone-friendly: EUR 900,- <p>The following proposals will be reviewed towards end of the year for possible implementation:</p> <ul style="list-style-type: none"> - make the ENAAEE website and EUR-ACE database more google-friendly (searches) - investigate the overall (re)presentation of ENAAEE in the different social media 	<p>McGrath, Treasurer</p>

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9.	<p>7.3 EUR-ACE label estimations 2016 221</p> <p>The AC noted the Authorized Agencies' estimations for EUR-ACE labels to be awarded in 2016, compared to labels awarded in the previous years.</p> <ul style="list-style-type: none"> - The overall number of labels is in line with the budget 2016. - ASIIN and AEER are forecasting decreases. - ARACIS has signalled positive trends. - AAQ and FINEEC awards remain insignificant. <p>Regarding the two latter Agencies, it was agreed that the PRESIDENT will contact them to investigate whether ENAAEE can assist (e.g. with promotion activities).</p>	President
10. 11.	<p>7.4 Financial status of the EU projects EUR-ACE SPREAD and EUGENE</p> <p>Prof. C. BORRI informed that the Management of UNIFI decided to accept the EU Commission's institutional post-audit claim for reimbursement of some EUR 280.000,- for non-justified staff reimbursements for a number of EU projects. Those include the projects EUR-ACE SPREAD and EUGENE where ENAAEE was as a project partner. The payment to the EU Commission would have already been made; there would thus be no risk for the project partners. The VP, Mr. D. BOCHAR, asked Prof. C. BORRI to obtain from UNIFI a formal letter of confirmation. This would then allow ENAAEE to use the provision taken in the 2015 budget for use in the Budget 2017. This was agreed.</p> <p>8. Network Matters</p> <p>8.1 Status of Participation in Projects: QUEECA, CALOHEE, QUEECA follow-up project submission 233</p> <p>The following was noted:</p> <p>QUEECA (project coordinator UNIFI): the results of the project, terminated in April 2016, are available in an e-book that can be downloaded from the ENAAEE website under "News". Prof. C. BORRI highlighted the project as an example of good practice which generated a number of follow-up activities, in particular:</p> <ul style="list-style-type: none"> - the Khudjand Accord, bringing together Kazakhstan, Uzbekistan, Kyrgyzstan and Tajikistan under an umbrella organisation, called Central Asian Federation of Engineering Education Societies (CAFEES). - an Accord signed between Rectors from Kazakh and Italian universities - the application for ENAAEE membership from KazSEE. <p>CALOHEE (project coordinator University of Groningen, in the framework of the</p>	Borri Treasurer, Bochar

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12.	<p>TUNING Network): ENAAEE continues its involvement as Associate Partner through Messrs. A. SQUARZONI and A. SOEIRO (in charge of the part on ‘Civil Engineering’) and the PRESIDENT (as member in the Advisory Board).</p> <p>QUEECA follow-up project: Lisbon Superior Engineering Institute (ISEL) submitted a follow-up project of QUEECA for EU funding (ENAAEE involvement as Associate Partner).</p> <p>8.2 Continued cooperation with FEANI 222</p> <p>The PRESIDENT introduced his “<i>Note on the FEANI-ENAAEE relationship</i>” that had been sent on 30 May 2016 to FEANI (President, Prof. J. VIEIRA, the VP Mr. R. APPEL, and the SG, Mr. D. BOCHAR), after previous discussions with the FEANI President. This note sets out that for ENAAEE it is essential to remain an independent body, also in view of quality assurance as subscribed to within the “<i>European Framework for Quality Assurance in Higher Education</i>”. This would give place for a strong partnership with FEANI, including the “<i>Service Agreement</i>”.</p> <p>The PRESIDENT went on to say that his Note also links to the idea of an “<i>Engineers Europe</i>” umbrella platform. He considered that this initiative has been positively perceived by the FEANI President and that follow-up contact would still be envisaged before the summer break. The VP, Mr. D. BOCHAR, confirmed the FEANI Executive Board’s positive reaction at its recent meeting on 17 June 2016. The VP, Mr. D. McGRATH, considered that there were a number of joint project possibilities, e.g. through an “<i>Engineers Europe</i>” website. He felt that ENAAEE could contribute to the FEANI undertakings for revitalizing the EUR ING system. The VP, Mr. D. BOCHAR, informed that at the recent FEANI Board meeting, priority had been given to initiatives related to the Common Training Principles (CTP) of professional engineers and the overall lifecycle of professional engineers rather than on promotion related to the EUR ING or the Engineering Card.</p> <p>The PRESIDENT concluded that FEANI and ENAAEE are confirmed by both associations as two independent bodies and would join forces to ensure that “European engineers” speak with one voice. Prof. C. BORRI volunteered to assist the PRESIDENT and the VPs in future related activities. This was agreed.</p> <p>8.3 Engineers Europe project (cooperation with other engineering associations) 223</p> <p>This item was covered under agenda item 8.2.</p>	President, VPs, Borri

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A/D	8.4 EUR-ACE label submissions received between 01/03-17/06/2016 224	By
13.	<p>The AC approved 88 new EUR-ACE labels for the EUR-ACE database from AEER (10), ANECA (3), ASIIN (52), CTI (1), EngC (3), FINEEC (1), KAUT (12), MUDEK (1), OE (3) and QUACING (2).</p>	AC, Secretary
	<p>9. Projects, Committee Reports and Activities</p>	
	<p>9.1 Report from the past Label Committee (LC) meeting on 20/05/2016 225</p>	
14.	<p>The AC noted the draft Minutes from the past LC meeting on 20 May in Madrid. The AC noted that the review of the application from SK-ZSVTS as Authorized Agency (Bachelor and Master) is on-going and not expected to be finalized in the near future. Regarding the Agency Authorization of QUACING (Bachelor and Master), it was noted that a letter from the Spanish National Agency for the Evaluation of the University and Research Systems (ANVUR) is expected about acceptance of QUACING as accreditation agency in line with national and international procedures. The AC agreed to give the mandate to the PRESIDENT, together with the LC Chair, to extend QUACING's current authorization, currently expiring at 31/12/2016, by one year to the full period of five years when such a letter from ANVUR is received.</p> <p>The AC furthermore noted that the LC member, Prof. J. BERSIER is checking with ASIIN regarding details of the programme "Facility Management" at Hochschule Wismar. This responds to a request from the ENAAEE Standing Committee regarding the submission of this programme to the EUR-ACE database earlier this year.</p>	President, Dogu
	<p>9.1.1 Appointment of LC member from ANECA 226</p>	
15.	<p>The AC noted the nomination and CV of Prof. Guillermo CALLEJA, nominated by ANECA as new LC member. Following the recommendation from the LC, it was agreed to appoint Prof. G. CALLEJA for a first term of three years as LC member.</p>	AC, President
	<p>9.1.2 LC recommendation on Agency Authorization of KazSEE (KZ) 227</p>	
16.	<p>The AC at its meeting on 17 November 2015 had approved KazSEE's as Authorized Agency (Bachelor and Master) for two years subject to three conditions. The LC at its meeting on 20 May 2016 concluded that two of the conditions were fulfilled. The pending third condition relates to KazSEE's admission into the "<i>Register of Accreditation Agencies</i>" by the Kazakh Ministry of Education and Science. The AC agreed that subject to respective LC verification and recommendation, KazSEE is authorized accordingly without having to wait for decision at a next AC meeting.</p>	President, Dogu

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17.	<p>9.1.3 LC meeting in November 2016</p> <p>The AC agreed to the proposal from the LC Chair, Mr. J.-C. ARDITTI, to hold an extended LC meeting on 3-4 November 2016 in Rome. This meeting will include the preparation of an ENAAEE Forum in 2017.</p> <p>8.1.4 Rules for LC membership renewal</p> <p>It was noted that the LC is in the process of preparing update proposals for a number of procedural documents of the Committee, for subsequent approval by the AC.</p> <p>9.2 Running Projects and WG Reports</p> <p>9.2.1 WG on the integration of the FEANI INDEX-EUR-ACE Databases 228</p> <p>Mr. M. BRIDGEFOOT, Chair and ENAAEE representative of the FEANI-ENAAEE WG on the integration of the databases (DBs) of the two organizations, introduced his progress report and proposal for next steps. This included the preparatory work done so far by the company MES, in line with AC's mandate from the past meeting,</p> <p>Mr. M. BRIDGEFOOT summarized the project's components and benefits for ENAAEE as follows:</p> <ul style="list-style-type: none"> • The database use on the ENAAEE website will look and feel the same as today. • Many aspects of collecting data from agencies, transferring data into the database, quality of the data presented, maintenance of the data – renewal, removal, change - will be more efficient. All the data – FEANI and ENAAEE - will be stored in the same file structure with identical field names. • It will be positive to demonstrate that the two important European engineering education and employment organisations are working together. • It can be seen as a good deal for ENAAEE – a significant improvement in quality and operation for a good value cost: EUR 5.000,- (with a possible slight increase for some additional requirements by some agencies, due to changes in their systems), for a database using available technology and future proofed. It would be likely that some of this work would soon be necessary anyway for existing presentational problems on the database. <p>Mr. M. BRIDGEFOOT added that in a first step it will be important to agree on a joint nomenclature for the fields in the new database for which ENAAEE and FEANI will be consulted.</p> <p>The following comments from AC members were noted:</p> <p>The VP, Mr. D. McGRATH, felt reassured that ENAAEE would continue having its own separate DB on its website. He however considered that the price quoted by MES was</p>	Dogu, Arditti

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A/D 18.	<p>underestimated, seeing the project as a major job timewise especially for FEANI. For the implementation of the new DB in Drupal, the recent ENAAEE experience with the DRUPAL upgrade could be useful. He agreed to become part of the project team in charge of implementing the project.</p> <p>Prof. C. BORRI stressed that the identity and autonomy of the EUR-ACE label must be guaranteed by the project. This should be reflected by having the full ENAAEE DB be accessed separately through the ENAAEE website.</p> <p>The VP, Mr. D. BOCHAR, considered that the project is still in a stage of requirement gathering and analysis and that the total price to be budgeted should be EUR 7.500,-. The cost can be depreciated over three years (“<i>software development</i>”).</p> <p>The PRESIDENT stressed the need for clarification on the tasks of all stakeholders (ENAAEE authorized agencies, FEANI NMs, Secretariat etc.). The VP, Mr. D. BOCHAR, expected that the new DB would result in less double work for some FEANI Members.</p>	By Bridgefoot McGrath
19. 20.	<p>The AC unanimously agreed to pursue the project of the databases integration, with two interfaces. It agreed to an overall budget of EUR 7.500,- for ENAAEE’s part of the project (25% for ENAAEE, 75% for FEANI), to be depreciated over three years.</p> <p>Below is a summary (ref. company MES) regarding the general rules on which the project is based:</p> <ul style="list-style-type: none"> - <i>There will be <u>only one database</u> which will contain all the data coming from ENAAEE and FEANI.</i> - <i>This database will reside by a provider (free to choose) in the cloud.</i> - <i>When someone visits the ENAAEE website he will see no direct difference with the current situation (except some improvements in the database which is common for all sites after a period of time). Only the current programmes with the EUR-ACE label will be shown and nothing else.</i> - <i>The same is true for the FEANI site although the look & feel for the users will be a lot more up-to-date. On this website a user can see all current EUR ING programmes in Europe and also a historical overview per institution. It doesn’t matter if they are accredited or not.</i> - <i>The owner of EUR-ACE accredited programmes is ENAAEE, all others are owned by FEANI. Whenever ENAAEE or FEANI want, it will be possible to extract an Excel file with their own data.</i> 	Bridgefoot Treasurer

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A/D	9.2.2 WG Recommendation on “Transnational Accreditation” 229	By
21.	<p>Mr. J.-C. ARDITTI introduced the WG proposal for the document on “<i>Transnational accreditation and related matters – good practice guidelines</i>”. This was developed at the past LC meeting, taking into consideration comments from ten Members during a Member consultation earlier this year.</p> <p>The AC agreed to the overall principle of Transnational Accreditation, in line with the Bucharest communiqué of the EHEA Ministerial Conference in 2012. The following was noted:</p> <ul style="list-style-type: none"> - the document proposed by the WG is set up as good practice guidelines. - the previous differentiation between agencies inside and agencies outside of the EHEA was removed to avoid discrimination and to ensure compliance with the ESG. A general provision was introduced allowing ENAAEE to restrict authorizations for new agencies for some time. 	AC
22.	<p>The AC agreed to the document on “Transnational Accreditation” subject to a few editorial changes, in particular:</p> <ul style="list-style-type: none"> - removing of the last paragraph in point C) - replacing reference to QUEECA by reference to “<i>EU funded projects</i>”. 	Dogu, Arditti
23.	<p>It was agreed to present the document to the next GA meeting for final approval as good practice guidelines, for an initial period of two years.</p> <p>Prof. C. BORRI, supported by the other AC members, expressed appreciation and thanks to the WG and in particular to the LC Chair, Mr. J.-C. ARDITTI.</p>	President, Dogu
24.	<p>9.2.3 Working Group (WG) with the IEA 230</p> <p>The PRESIDENT introduced his “<i>Note on the roadmap for the joint ENAAEE-IEA WG</i>”. Both associations had agreed in June 2015 on a joint document on “<i>Best Practice in Accreditation of Engineering Programmes: an Exemplar</i>”. In a next step, a members’ consultation was launched in February-March 2016 on another draft document, entitled “<i>Competency for Independent Practice by a Professional Engineer</i>”. Only few responses from ENAAEE members were received. It was overall considered that ENAAEE would rather deal with the aspects of learning outcomes than with competencies of professional engineers. ENAAEE should join forces with FEANI (ref. FEANI document on the “<i>Professional competences for EUR INGS</i>”). For ENAAEE, Mrs. A.-M. JOLLY, Messrs. D. McGRATH and T. DOGU, in addition to the PRESIDENT, will be in charge. This was agreed.</p>	Jolly, McGrath, Dogu, President

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25.	<p>9.3 Preparation of the ENAAEE General Assembly (GA) meeting 21-22/11/2016</p> <p>This item was covered under agenda 11.</p> <p>9.4 Promotional Matters</p> <p>9.4.1 Report about the ENAAEE session at the ASIIN Conference 2-4/05/2016 231</p> <p>The report from the PRESIDENT and VP Mr. D. McGRATH on the ENAAEE workshop in the framework of the ASIIN International Conference in Berlin was noted. EUR-ACE had been referenced by several speakers regarding QA and outcomes approach. The event had also been an opportunity for networking with other associations.</p> <p>10. Any other business</p> <p>The AC noted that the Latin American and Caribbean Consortium of Engineering Institutions (LACCEI) is organizing a EUR-ACE workshop on 16-18 July 2016 in Costa Rica. The PRESIDENT reported that while LACCEI's President Elect, Prof. J. QUADRADO, had previously informed such intentions, ENAAEE had not been involved further. It was also noted that ENAAEE will participate in the CDIO (Conceive Design Implement Operate) fall meeting in November 2016.</p> <p>The AC noted the application as Associate Member from the Ukrainian Center for Independent Accreditation of Engineering Programs (CIAEP), set up on the base of the Association of the Rectors of Technical Universities of Ukraine (ARTUU). It was agreed to recommend to the GA on 22 November 2016 to accept CIAEP as Associate Member as of 01/01/2017.</p> <p>Attention was drawn to two documents that were posted on the ENAAEE website under "News": on "European Trade- and Mutual Recognition-Agreements" (EUA) and on "Key points for the further development of the accreditation system" (German Rectors' Conference – HRK).</p> <p>10.1 Project on Common Training Framework (CTF)</p> <p>It was noted that ENAAEE will be represented at the next project meeting of the Common Training Framework (CTF) project, awarded by the EU Commission to ECEC, on 30/06/2016 in AT-Vienna.</p>	President

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	<p>10.2 Letter from ANECA 232</p> <p>ENAAEE had received a letter from Mr. A. GALINDO, ANECA Director, regarding the association's legal status change. Keeping ENAAEE informed about such developments was considered as an example of good practice for all ENAAEE members. It was noted that the reported change would not affect ANECA's independence, accreditation capacities and procedures.</p>	
26.	<p>11. Dates and Locations of next ENAAEE Meetings</p> <p>The following were agreed:</p> <ul style="list-style-type: none"> - <u>Monday, 21 November 2016</u> 9.00-13.00 hrs: Administrative Council meeting 13.00-22.00 hrs: Conference & 10th anniversary celebration, followed by a dinner - <u>Tuesday, 22 November 2016</u> 8.30-14.00 hrs: GA meeting <p>The PRESIDENT and Prof. B. TANTEKIN-ERSOLMAZ will liaise to propose a first schedule for the event.</p>	President, Tantekin
	<p>12. Closure of the Meeting</p> <p>The PRESIDENT closed the meeting thanking the participants for their contributions.</p> <hr style="width: 20%; margin-left: 0;"/> <p>Prof. Dr. Bernard REMAUD, President</p>	