

EMREX User Group Annual Assembly 17 April 2018 Paris, France

Minutes of the EMREX User Group Annual Assembly

Place: Cité internationale universitaire, Maison de Norvège

Date and time: 17 April 2018 13.12–15.00 PM

- 1. Opening of Annual Assembly (Jonna Korhonen, Chair, Interim Executive Committee)**
 - a. The EUG Annual Assembly was held in Cité internationale universitaire, Maison de Norvège at 17th of April 2018. The Annual Assembly began at time 13:12 pm.
 - b. Chair Jonna Korhonen (CSC) was appointed as the chair and Lara Anastasiou (CSC) was appointed as the secretary of the Annual Assembly.
 - c. Apologies: none
 - d. Confirmation of quorum
 - i. All seven (7) full members and their country representatives were present (Finland, Sweden, the Netherlands, Italy, Denmark, Norway, Poland).
 - ii. Invitation was sent to the EMREX User Group members two weeks prior to the Annual Assembly
 - iii. Quorum was confirmed
 - e. Jonna Korhonen presented the agenda of the meeting
 - i. Agenda was accepted with modification of AOB, below
 - ii. AOB: signing of the Groeningen Declaration in the name of EMREX added by the chair

- 2. Acceptance of minutes of EUG constituent meeting**
 - a. Minutes of EMREX User Group constituent meeting 16 January 2018 was accepted

- 3. Interim Executive Committee's report**
 - a. **EMREX User Group Statutes (EUG), Johan Bergström**
 - i. Johan Bergström presented the role, mission and objectives of the EUG and the organization of the Annual Assembly
 1. Independent, international, non-profit network
 2. Objective of the EUG is to maintain the EMREX network, support the uptake of EMREX, maintain the EMREX policy agreement, contribute to relevant standardisation work
 3. Organization of EUG:
 - Annual Assembly gathers once a year
 - Executive committee consist of chair, vice chair and three to six members (full and associate members are eligible)
 - Policy Group as an optional group that focuses on advising the executive committee and the EMREX network
 - ii. Voting:
 1. Every full member has one vote, associate member do not have voting rights in the Annual Assembly.
 2. Proxy votes are permitted, however an individual cannot represent more than three (3) members at a time
 3. All decisions require a 2/3 majority of the votes
 - iii. Membership
 1. Full members are institutions or organisations that are responsible for one or more NCP and have access to the EMREX services

2. Associate members are parties that are interested in EMREX (might already have NCP or considering building one)
 3. No membership fee
 4. To become a full member: 1. A candidate must fulfil the requirements laid down in the EMREX policy agreement. 2. If no existing full member objects to the inclusion in a poll (no answer equals approval), a candidate can be allowed to access the EMREX network, 3. Membership is confirmed in the following Annual Assembly
- b. Yearly Plan 2018, Tor Fridell**
- i. Tor Fridell presented the year plan of EMREX user group for the year 2018
 1. Building the organization: foundation of EUG, annual assembly, establish membership directory
 2. Create a solid information flow: website extension and "deprojectification", general EMREX documentation, regular newsletter of which the first one will be sent after the Annual Assembly
 3. Expand the network: collaboration and initiatives, membership retention
 4. Standardization work: maintenance of ELMO
- c. EMREX Policy Agreement, Janina Mincer-Daszkiewicz**
- i. Janina Mincer-Daszkiewicz presented the EMREX Policy Agreement and introduced the policies to which full members of EMREX and owners of an NCP should adhere to
 1. Service quality and user trust within the network depends on how we approach our obligations: roles, standards and routines
 2. NCP server accessible in network, shared SLA goal, maintenance planned, assisting with support, producing valid ELMO, keeping contact details up-to-date
- d. Other business, Geir Vangen**
- i. Geir Vangen presented other ongoing businesses
 - ii. Actual development regarding NCPs
 1. Netherlands in production with NCP
 2. Croatia in test with NCP
 3. China ready to start development
 4. Spain (Sigma) ready to start development with NCP
 - iii. ELMO based on European Learner Mobility standard
 1. Diploma Supplement, Digitalisation of the Diploma Supplement in European level, also ELMO and EMREX part of the target
 2. Student information
 3. Other issues: adding certification and authorization, recognition
 - iv. Dissemination and collaboration
 1. Regional meeting with GDN
 2. DigiRec
 3. eIDAS
 4. Dissemination: GDN network annual meeting, presentation in EUNIS in June, Enic-Naric in June, PESC in couple of weeks, EAIE in September
 5. Question: is the Bologna group aware of EMREX?
Jonna Korhonen: Info has been sent but we will make sure

Break: 13:48-14:28

4. Questions to the Executive Committee

- i. Chair Jonna Korhonen pointed out that some changes were made to the present Policy Agreement. The document will be updated regarding the maintenance windows and the NCP.
- ii. Matt Bemis:
 1. What is the meaning of an organization versus individuals? Jonna Korhonen: Individual is always an individual person.
 2. Is there some kind of fee for students? Jonna Korhonen: There are no fees for students.
 3. Can institutions that are partners of a university use the information of EMREX? Matija Puzar: partners who want to receive data from students do not have to register; Janina Mincer-Daszkiwicz: institutions are free to make their own rules as an NCP.

5. Acceptances

- a. Acceptance of Statutes
 - i. **Statutes accepted as were.**
- b. Acceptance of Year Plan 2018
 - i. Question: Mauritz Danielsson: How can we add a new project as discussed today?
 1. Jonna Korhonen: Nearby EU initiatives already pencilled in, so these are covered
 2. Jean-Paul Roumegas: formal validation of this strategy would be interesting
 3. Johan Bergström: need to be proactive players and not simply informed
 4. Jean-Paul Roumegas: EMREX user group could be a part of a larger project, could this be one of the missions of the group?
 5. Tor Fridell: Is it a success factor to participate in a bigger group or project?
 6. Stina Westman: It is important to be a proactive player in the field. The yearly plan needs to be accepted so we can proceed but we must adapt and adjust during the year
 7. Matija Puzar: can EMREX formally be a project partner? we are not a legal entity but rather one or many EUG members would be the project members
 8. Victoriano Giralt: A bigger project is needed, it would be possible to proceed quickly if wanted. DL 15.5.
 9. Geir Vangen: who is willing to coordinate to the project?
 10. Janina Mincer-Daszkiwicz: Having a big group with a lot of ideas might be rejected from EU commission funding
 11. Victoriano Giralt: It depends on the instrument and call.
 12. Jonna Korhonen: The yearly plan covers the new ideas for cooperation. In summary, we could add the word of proactively under the chapter regarding EU and other international collaboration.

- ii. **Year Plan was accepted after the addition of the word "proactively" in our approach looking for EU and other international collaboration opportunities.**
 - 1. Yearly plan, especially DS issues to be brought into the attention of the Bologna follow-up group.
- c. Acceptance of EMREX Policy Agreement
 - i. **EMREX Policy Agreement was accepted with the updates regarding the maintenance windows and the NCP as reviewed earlier in the meeting**
 - ii. Victoriano Giralt suggested having a look at the eduroam policies as a benchmark
Jonna Korhonen: Good suggestion, can be taken forward by the upcoming Executive committee.
- d. No acceptances regarding other business

6. Election of Executive Committee for 2018-2020

- a. Each country has proposed their representative for the Executive Committee for 2018–2020 in advance.
- b. Candidates for the Executive Committee for 2018–2020 are:
 - i. Johan Bergström, SE
 - ii. Tor Fridell, SE
 - iii. Jonna Korhonen, FI
 - iv. Jan-Joost Norder, the NL
 - v. Janina Mincer-Daszkiewicz, PL
 - vi. Geir Vangen, NO
- c. The Committee will have chair, vice chair and 4 members.
- d. **The following persons were elected as members of the new Executive Committee:**
 - i. **Johan Bergström, SE**
 - ii. **Tor Fridell, SE**
 - iii. **Jonna Korhonen, FI**
 - iv. **Jan-Joost Norder, the NL**
 - v. **Janina Mincer-Daszkiewicz, PL**
 - vi. **Geir Vangen, NO**
- e. According to the EUG Statutes the voters elect the chair of the Executive Committee.
- f. **Jonna Korhonen (FI) was elected as the chair of the Executive Committee.**

7. New associate members

- a. An organisation can become an associate member during the Annual Assembly or later by contacting the Executive Committee.
- b. Contact person information needed from the associate member organisation
- c. The following organizations expressed an interest in becoming new associate members:
 - i. NA DAAD/GER
 - ii. Board of the GDN (intention to become an affiliate member)
 - iii. PESC/US
 - iv. MECENAT, Nordic area SME
 - v. JISC, tentative
 - vi. University of Southern California
 - vii. Agency for Science and higher education of Croatia
 - viii. Hochschul Start, Germany (intention)

- ix. Higher education services unit UK, tentative
- x. ECE Educational Credential Evaluators, USA
- xi. Sigma, Spain, tentative
- d. The chair requested that all interested members to deliver contact information to the secretary of the meeting. All member information (full members and associate members) will be published on the EMREX website.
- e. See annex 2 for full list of new associate members and organizations that expressed their interested of becoming one.
- f. If an organization is interested in becoming an associate member of the EMREX User Group, the candidate is advised to contact the Executive Committee. More information: <http://www.emrex.eu/join-2/>

8. Any other business

- a. Proposal to sign the Groningen Declaration <http://www.groningendeclaration.org/about-us/statutes/>
 - i. The Executive Committee suggest that the declaration will be signed.
 - ii. It was accepted that the declaration will be signed by Jonna Korhonen on behalf of EMREX User Group. Victoriano Giralt will facilitate the signature version of the declaration during this week.

9. Meeting close

- a. Jonna Korhonen closed the Annual Assembly at 15:00 pm.