



## EMREX Steering Group Meeting

### Minutes of Meeting 1-2015

**Date:** 17.2.2015

**Time:** 13.00 – 15.00

**Location:** Ministry of Education and Culture, Helsinki, Finland

#### Participants

- Kaisu-Maria Piironen, Ministry of Education and Culture, Finland (chairman)
- Henrik Brodersen, IT Department of the Ministry of Higher Education and Science, Denmark
- Marzia Foroni, Ministry of University and Research, Italy
- Lene Oftedal, Ministry of Education and Research, Norway
- Marianne Granfelt, The Association of Swedish Higher Education, Sweden
- Mats Lindstedt, CSC-Emrex Project Manager (secretary)

#### Not Present

- NN, Poland

#### Minutes

##### 1. Opening of meeting

Kaisu-Maria Piironen opened the meeting at 13.15. It was decided that Kaisu will be the chairman for the Steering Group and Mats Lindstedt will be the secretary.

It was noted that the Steering Group member from Poland is not yet decided and will hopefully take part in the next meeting.

##### 2. Approving the agenda for the meeting

The agenda was approved.

##### 3. Review purpose of Steering Group

Kaisu-Maria Piironen presented the Ministry's expectations from Emrex and some mobility issues found out in other studies. (appendix)



Mats Lindstedt presented what was written about the SG in the full proposal (appendix), i.e. that the SG should take the role of ensuring the political steering of the project and to make sure the results are in line with national policies. The SG should also act as a stakeholder and be a link between the project and the endusers, i.e. the HEIs.

The legal differences arising from the fact that some of the SG members belong to different legal entities than those who have signed the grant agreement with EACEA was discussed.

#### 4. Review and approve the Way of Working for the SG from the Consortium agreement

Mats presented the Way of Working (appendix) as described in the Consortium agreement. It was discussed and the SG agreed it can be used for the SG also.

The SG also decided to add that if a member of the SG is not present in two or more meetings, the SG can decide to ask the Partners (Project Group) to take action and possibly replace the member with another representative from that country.

#### 5. Scope of Project and Project plans

Mats presented the project scope (appendix). The SG stated that Emrex addresses an important issue and could potentially have a great impact on student mobility processes. It was also noted that the project is in its early stages and that there still are technical details to sort out. For example, what information is available in different countries.

#### 6. Project Status and Risks

Mats presented the status report from 01/2015 and the risk matrix. It was noted that the main risk is not finding enough students for the field trial.

#### 7. Other Issues

EACEA has asked for the project to attend an EACEA conference in Brussels March 12-13<sup>th</sup>. Each project receiving funding is expected to attend, preferably one coordinator, one from the evaluation body and one Ministry representative.

Mats will attend as the project manager and Janina Mincer-Daszkiewicz (University of Warsaw) will be the evaluator. In addition one Ministry representative is needed. The SG discussed that it might be good, if the third person also came from a third country. Otherwise Kaisu could represent the project.

It was decided that Marzia Foroni would attend the meeting. If not able to, Kaisu will take her place.

#### 8. Next meeting, date and location



The frequency of meetings and locations was discussed. It was decided to hold four meetings per year, every second one face-2-face and every other as a telco meeting.

The next meeting will be May 26<sup>th</sup> 2015, 10-12 EET, 9-11 CET. As a telco meeting

The following meeting will be in September in Oslo.

#### 9. Meeting ends

The meeting ended at 15.00

Kaisu-Maria Piironen, chairman

Mats Lindstedt, secretary

### Decision log

Date	Decision	Who	Status
17.2.2015	Kaisu-Maria Piironen was elected chairman and Mats Lindstedt secretary	SG	Ok
17.2.2105	Way of Working was approved	SG	Ok
17.2.2015	If a member of the SG is not present in two or more meetings, the SG can decide to ask the Partners (Project Group) to take action and possible replace the member with another representative from that country.	SG	Ok
17.2.2105	Marzia Foroni will attend the EACEA meeting. If not able to, Kaisu will take her place.	Marzia and Kaisu	Open
17.2.2015	SG will meet quarterly, every other meeting f2f and every other telco	SG	Ok