



EMREX Steering Group Meeting

Minutes of Meeting 2-2015

Date: 26.5.2015
Time: 10.00 – 12.00 EET
Location: <https://connect.funet.fi/emrex/>

Participants

- Kaisu-Maria Piironen, Ministry of Education and Culture, Finland (chairman)
- Henrik Brodersen, IT Department of the Ministry of Higher Education and Science, Denmark
- Janina Mincer-Daszkiewicz, University of Warsaw, Poland
- 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

-

Minutes

1. Opening of meeting

Kaisu-Maria Piironen opened the meeting at 10.05.

It was noted that the Sylwia Salamon, University of Warsaw, was not able to attend and that Janina Mincer-Daszkiewicz would be taking her place.

2. Approving the agenda for the meeting

The agenda was approved.

3. Minutes from last meeting

It was noted that the MoM from the last meeting has been approved and can be found here: <https://confluence.csc.fi/display/EMREX/Steering+Group>



4. Project status

Mats presented the project status (attachment).

The project's progress has been satisfactory and in line with the project plan. The planning has finished on time and development has just started. No foreseen showstoppers, although two current risks are being tackled.

- a) It has taken time to get firm commitments from the HEIs to participate in the field trial. SG members could lobby for this, when applicable. At the moment it looks like there will be enough HEIs and students in the field trial, but more are always welcome
- b) It has proven difficult to get data from the registers. If any SG member has contacts to mobility agencies or other ways to securing the data, it would be good if they could be put into use.

The SG also emphasized that correct and timely reporting on spending from each partner to the coordinator is essential in order for the coordinator to be able to control the financials of the project. The SG asks all partners to bear this in mind.

5. Field trial and contacts to HEIs

Finland and Sweden has or will send out local letters to the HEIs about the field trial. In Finland meetings are being set up with potential HEIs also. Denmark and Norway will arrange large meetings to inform the HEIs about the EMREX field trial. Italy has contacted potential HEIs directly.

From a technical point of view, Norway, Italy and Finland will provide both the NCP and SMP. Sweden will have a NCP and is looking into the possibility of also having a stand-alone SMP. Denmark is planning to have a NCP in summer 2016, but no SMP.

6. Stakeholder Forum in Oct 2015

Mats presented the current plans for the Stakeholder forum. The planning is run by Anders and there is another meeting 27.5. It was decided that the next SG meeting could include a planning session for the Stakeholder forum. What topics to address and how to make it a success.

7. Other Issues

None

8. Next meeting, date and location

The next meeting will be in Copenhagen, late September. Mats will doodle the exact date.

In addition to the normal agenda, there will be a special focus on the Stakeholder Forum.



9. Meeting ends

The meeting ended at 11.00

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	Ok
17.2.2015	SG will meet quarterly, every other meeting f2f and every other telco	SG	Ok