



EMREX Steering Group Meeting

Minutes of Meeting 3-2015

Date: 24.9.2015

Time: 13.00 – 15.00 EET

Location: Ministry of Education and Science, Copenhagen, Denmark

Participants

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

Not Present

- Sylwia Salamon, University of Warsaw, Poland
- Marzia Foroni, Ministry of University and Research, Italy

Minutes

1. Opening of meeting

Kaisu-Maria Piironen opened the meeting at 12.20.

It was noted that the Sylwia Salamon, University of Warsaw, and Marzia Foroni, Ministry of University and Research, Italy, were not able to attend

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 after first 6 months

Mats presented the project status after the first six months (attachments).

The project's progress has so far been according to plan. Planning of the field trial and the technical solution finished on time and technical development has started and is expected to be finished by November.

- Norway, Finland and Italy will have both a National Contact Point (NCP) and a Student Mobility Plug-in (SMP)
- Sweden will have at least a NCP and discussions are ongoing about trying to get a SMP as well
- Denmark will have a NCP ready by summer 2016.

The biggest uncertainty is about the reporting to EACEA. So far no financial templates, guidelines or project handbook has been provided by EACEA. There is a risk that in 2018 the project will be asked to report things from 2015 that we haven't gathered data on. This is a known problem and the same for many other EU projects as well. The SG members will bring it up once more in suitable forums.

Financially the first 6 months have been slightly below budget for most partners. Norway has used more than the budget and KION has not yet reported its spending. The project group will analyse the figures and discuss them during a meeting in Copenhagen in October. At the moment there is no need for concern, because of uneven spending due to e.g. IT development, the project can be said to be according to budget.

The SG stressed once more that all partners are obliged to report the spending and other figures to the co-ordinator. Failing to do so will result in freezing any further funds from the project.

5. Field trial and contacts to HEIs

At the moment there should be enough HEIs and students taking part in the field trial. However, there could always be more and if somebody bails out, the field trial could be hampered. Thus all SG members were asked to continue promoting the EMREX field trial in their meetings with HEIs.

6. EMREX Seminar 2015 and Stakeholder Forum in Copenhagen

Anders presented the current plans for the EMREX Seminar and the Stakeholder Forum. The Seminar is already fully booked with many participants from Norway, some from Sweden and a few from Finland. Still hoping to get a couple from Italy also. In addition there will be representatives from EACEA, Erasmus Without Paper and FAIR, and from Erasmus Student Network in Denmark.

The agenda for the Seminar was discussed. Henrik will start with a policy framework overview. Anders will ask Erik/EACEA if he wishes to address the whole Seminar or just the project team.



The program for the Stakeholder forum was also discussed. It is still quite open and needs to be further specified. Anders will elaborate on each slot and send a new version by Thu 1.10. Mats asked if somebody from the SG could facilitate one of the slots. Anders will confirm with the SG members and also find people for each topic.

7. Other Issues

Lene Oftedal informed the SG that she will be going to work on a project for UNESCO in Paris and leaving the EMREX SG. Tone Flood Strøm will be taking her place.

Kaisu informed the SG about the Eurostudent Survey. Finland has had some EMREX-like questions that is now being discussed whether they could be expanded to the whole survey in all countries.

The SG noted that the Polish representative is not that often able to attend the meetings. It was noted that there is a decision that the SG needs to take action if one member is missing two or more meetings in a row. It was also noted that Janina has been taking part in the telcos, which are every second meeting, so this should not be a problem. Mats will however inform Janina of the SG's concerns.

8. Next meeting, date and location

The next meeting will be a telco in December (9-11.12, or 14.12), the next one after that will be in Oslo in late Feb or early March, depending on the school holidays. Mats will doodle the exact dates.

9. Meeting ends

The meeting ended at 14.00

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
24.9.2015	The SG stressed once more that all partners are obliged to report the spending and other figures to the co-ordinator. Failing to do so will result in freezing any further funds from the project	SG	Ok
24.9.2015	Anders will elaborate on each slot in the program for the Stakeholder Forum and send a new agenda by Thu 1.10. Anders will also find facilitators for the topics.	Anders	open
24.9.2015	Lene Oftedal informed the SG that she will be going to work on a project for UNESCO in Paris and does leaving the EMREX SG. Tone Flood Strøm will be taking her place.	Lene	Ok
24.9.2015	Mats will inform Janina of the SG's concerns about the participation of the Polish representative.	Mats	Ok