



## EMREX Steering Group Meeting

### Minutes of Meeting 9-2017

**Date:** 22.2.2017  
**Time:** 13.00 – 15.00 CET, 14.00-16.00 EET  
**Location:** University of Warsaw

#### Participants

- Kaisu-Maria Piironen, Ministry of Education and Culture, Finland (chairman)
- Inger-Johanne Christiansen, Ministry of Education and Research, Norway
- Ebba Ehlers, The Ministry of Higher Education and Science, Denmark
- David Vannozzi, CEO of CINECA, Italy
- Sylwia Salamon, University of Warsaw, Poland
- Beata Skibińska, National Agency, Poland
- Janina Mincer-Daszkiewicz, University of Warsaw, Poland
- Mats Lindstedt, CSC Finland-EMREX Project Manager (secretary)

#### Not Present

- Anders Söderholm, The Association of Swedish Higher Education, Sweden

## Minutes

### 1. Opening of meeting

Kaisu opened the meeting at 13.15 EET.

It was noted that no Swedish member was present. There was a round of introductions as not all participants had met each other before.

### 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. Participation in SG meetings

Norway has decided to divide the SG work between Inger Johanne Christiansen (1.1-30.6.2017) and Lene Oftedal (1.7-31.12.2017). The SG noted the appointments and welcomed Lene back to the SG group.

Anders Söderholm is replacing Marianne as the Swedish SG member. Unfortunately he was not able to attend this meeting, but will hopefully join the rest of the meetings this year.

The SG also noted that David Vannozzi represented Italy in this meeting. The SG was very happy with having a member from Italy with us again. The SG also welcomed Sylwia Salamon and Beata Skibińska to the meeting.

#### 5. EMREX Seminar and Stakeholder Forum

Mats presented the EMREX Seminar and the summary from the Stakeholder Forum. The Seminar was a great success with about 100 participants from 12 countries. The feedback has been very positive.

The discussion in the Stakeholder Forum was also very good and many good points especially for the EMREX+ application work. The SF also suggested that all partner countries should include a mention of EMREX in the national Erasmus Midterm Report due this June. Sweden and Norway have already written a text and Finland is planning to. The text from Norway, below, could be used as an example by all countries. Kaisu and Mats will send it out to the partners, perhaps with an added sentence about including digitalisation of records a'la EMREX in the future Erasmus program (2021->) and ECTS Guide.

*“To improve administrative routines and to make it easier to plan and complete mobility for students, digitale routines should be integrated in the programme at a larger scale. The results from the project EMREX (Field trial on the impact of enabling easy mobility on recognition of external studies) show that electronic transfer of students records between education institutions should be the norm. The biggest benefit of this project is the increased availability, quality and reliability of information about student records of achievement information.”*

#### 6. Project status and field trial, evaluation

##### a. status update

Mats presented the project status. The field trial is ongoing with students from Finland, Italy, Norway and Sweden already using the system to get their results. There are now over 100 students from 30+ HEIs, so the project has reached its minimum goal. However, the work to find more students is still ongoing and the project would very much like many more. Especially important for the evaluation part.

Denmark is having some issues with installing the system in production and at the moment to able to give a new time schedule. It would be important to get the Danish



NCP working as the project expects many Swedes and Norwegians have been exchange students there.

The Italian NCP is in production and SMP in preproduction with a test student from Siena testing it. Verona is coming along a little later.

Last week there was a technical EMREX workshop in Spain. SIGMA is planning to start with implementing an SMP.

There has been some problems with getting the long survey distributed in Norway, Denmark and Italy. Norway has a plan B and Mats and Janina will assist Anders during the WP7 workshop in Copenhagen. The SG suggested that perhaps David could help Stefano find the right contacts in Italy to get more visibility for the survey. In Finland the survey was successfully distributed by contacting all the IROs in the HEIs and asking them to forward the survey to all their exchange students.

DAAD, Germany has asked for an EMREX presentation at their national webinar for German HEIs. Mats will attend.

## 7. Info from the Consortium meeting 9.2.2017.

Mats informed the SG about the Consortium meeting in Bologna 9.2.2017.

The partners have reviewed the runate for the project and updated the forecast. The first finding was that the project was well below budget. There is also some need for changing between e.g. staff costs and outsourcing. The partners have agreed to send in an updated forecast to EACEA as a Change Request. Including also some extra work to integrate EMREX in Poland, cooperation with FAIR, two more national dissemination events in Italy and Poland to get more HEIs involved and a final EMREX Seminar in Italy in Nov-Dec. These extra work would mean that EMREX would use up the allocated grant.

The SG suggested that David could perhaps assist Stefano in finding the right venue for dissemination activities in Italy and how to get more Italian universities in EMREX.

The project has performed a second QA Audit in January. Reijo and Mats visited all partners and Reijo has written a report that was presented in the consortium meeting. Overall the project is on time, meeting its obligations and all partners are active in the project. The main suggestion for improvement was to be better at supporting other WPs. The partners have agreed that when input is needed from other partners, the persons needed should be clearly named in the email. Then each named person is required to answer, either with the input, a time schedule or saying it's not possible this time.

Mats also presented the current plans for the EMREX+ proposal. The deadline for the submission is March 14<sup>th</sup>. The main topics will be extending the EMREX network (both getting more HEIs in existing countries and new EU countries) and innovative ways of using EMREX. The SG discussed how to find measurable indicators and what the focus should be. The suggestion from the SG was to not promise too many new innovative things and focus on getting more countries and perhaps one or two other issues.



Mats also presented the suggestion that there should be a Policy Advisory Board in the new project. Perhaps 4-6 well-connected people, who could help introduce EMREX into the policy work in EU and on a national level. The SG thought this to be a good idea.

The SG asked for a link to the draft application and a possibility to comment on it. Mats mentioned that the partners will have a first review 1.3 and promised to send the link.

#### 8. Other Issues

No other issues

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

The next meeting will be a telco-meeting. Suggested date is 23.5.2017 at 13-15 CET. Mats will send out a meeting invitation.

The meeting after that is a f2f meeting and the suggestion is to have it in Italy, Rome or Bologna. David will contact Federico and confirm that it is possible and check the dates. Could be in the first weeks of October.

The last SG meeting will be a telco, probably in December.

#### 10. Meeting ends

The meeting ended at 15.00 EET

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	SG	Ok



	ask the Partners (Project Group) to take action and possible replace the member with another representative from that country.		
<b>17.2.2105</b>	Marzia Foroni will attend the EACEA meeting. If not able to, Kaisu will take her place.	Marzia and Kaisu	Ok
<b>17.2.2015</b>	SG will meet quarterly, every other meeting f2f and every other telco	SG	Ok
<b>24.9.2015</b>	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
<b>24.9.2015</b>	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	Ok
<b>24.9.2015</b>	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
<b>24.9.2015</b>	Mats will inform Janina of the SG's concerns about the participation of the Polish representative.	Mats	Ok
<b>10.3.2016</b>	Ebba Ehlers is the new Danish and Tone Flood Strom is the new Norwegian SG member	SG	Ok
<b>10.3.2016</b>	Arrange a joint telco between the project group and the steering group about "engage the ministries more"	Mats, Anders	Ok
<b>10.3.2016</b>	The SG would like to stress the importance of attending the SG meetings to keep up-to-date with the projects. If one is not able to personally attend, a substitute should be sent.	SG	Ok
<b>10.3.2016</b>	Mats to check if the SG can meet in Italy in Sep	Mats	Done, will be in Stockholm
<b>10.3.2016</b>	SG suggested to add a conference list to the emrex.eu website	Mats/Anders	Ok
<b>25.5.2016</b>	Mats to contact KION about finding a SG member and also to send the contact names to Kaisu	Mats	Ok
<b>22.9.2016</b>	Kaisu to draft a letter to the CEO of Kion about the SG member	Kaisu	Ok
<b>22.9.2016</b>	Mats to send the draft agenda for the EMREX seminar to the SG	Mats	Ok
<b>30.11.2016</b>	Federico Cinquepalmi accepted as the new Italian member in the SG	SG	Ok
<b>22.2.2017</b>	Norway has decided to divide the SG work	SG	Ok



	between Inger Johanne Christiansen (1.1-30.6.2017) and Lene Oftedal (1.7-31.12.2017).		
<b>22.2.2017</b>	Anders Söderholm is replacing Marianne as the Swedish SG member.	SG	Ok
<b>22.2.2017</b>	The SG suggested that perhaps David could help Stefano find the right contacts in Italy to get more visibility for the long survey	David Vannozi	Open
<b>22.2.2017</b>	The SG suggested that David could perhaps assist Stefano in finding the right venue for dissemination activities in Italy and how to get more Italian universities in EMREX.	David Vannozi	Open
<b>22.2.2017</b>	Send the EMREX+ proposal draft to the SG for comments	Mats	Open
<b>22.2.2017</b>	Check if the SG meeting in October can be held in Italy. Where and when?	David Vannozi	Open