



MINUTES

CEENQA Executive Board Teleconference

22 November 2011 from 11 a.m. to 11.40 a.m.

The teleconference was chaired by President *Iring Wasser*. Additional participants were *Alexander Kohler*, *Mieczyslaw Socha*, *Durdica Dragojevic* standing in for *Jasmina Havranek*, and *Christina Rozsnyai*. *Todor Shopov* and *Boris Curkovic* sent regrets, *Adrian Miroiu* could not participate due to unforeseen circumstances.

1. Welcome and agenda

The chair welcomed the participants and explained the purpose of the conference. Participants accepted the agenda as attached to these minutes (*Annex 1*).

2. Role and tasks of Executive Board and

3. Distribution of tasks among Board members

Based on the previously mailed Activity Table, Board members agreed on the activities each would contribute to in groups of three or four. The agreed on activities are attached to these minutes (*Annex 2*).

- The task of the groups is now to **make proposals for the respective activities by the end of the year**. The proposals should include the nature and process of the activity and who would be involved, including all CEENQA member agencies.

The activities discussed did not follow the order of the Activity Table but were as follows.

As regards the **Newsletter**, the following main considerations and headings were agreed on:

- it should appear quarterly
- it should be posted on the CEENQA website and sent to members and external stakeholders to announce to their membership (ENQA, INQAAHE, ECA, others)
- it should include member news, including
 - legal HE changes in respective countries
 - events where members represented CEENQA
- important dates from members for the current and upcoming quarter
 - a preview on QA activities in the region
 - participation in or announcement about international tenders

Other newsletters could be consulted for ideas. *Christina Rozsnyai* sent a Newsletter outline to the Board members.

As regards the **website**, the task is to review it periodically and to make improvements as necessary.

The purpose of the **Database of Good Practice** is to strengthen CEENQA identity as the QA network for the region.



The object of the **Membership Committee** is to promote CEENQA membership and new recruitment, reinforce commitment and respond to members' queries.

An important task is to produce a short document on the **criteria for joining CEENQA**, based on the Statutes, such as a brief description on the applicant's history and scope of activities and a letter of application describing why the agency wishes to join CEENQA.

The **Conference Program Committee's** task is to contribute to the upcoming, and particularly the annual CEENQA event, invite speakers with the help of the CEENQA Secretary General, and to involve CEENQA members, in addition to the host agency for the respective event.

The **GIQAC Project Group** and the **EU Gants Group** is tasked with investigating CEENQA members' participation in such projects and working out possible involvement with CEENQA as partner. The projects could

- be combined with the Database Of Good Practice and
- the Experts Database
- and deal with qualifications frameworks
- measures for joint program quality assurance
- mutual recognition
- stakeholder involvement.

Three members each could cooperate on the six topics. Christina Rozsnyai will prepare a table listing the CEENQA members and activities to solicit participation (possibly using Doodle). A CEENQA member has to be the leader in a project since CEENQA itself does not have the needed human and financial resources. The Executive Board will hold another conference in January based on responses to decide how to proceed.

M. Socha pointed out that it is important in international projects to stress stakeholder involvement (HEIs, students). He also commented that his agency was being renewed and a decision on their project involvement could be made only in January.

I. Wasser noted that with regard to **GIQAC** he would inquire with the World Bank when an additional project announcement can be expected. Unfortunately it has not been possible to have CEENQA involved in the last GIQAC tender, but there is hope that a new tender will materialize in July 2012. As chronologically, EU projects are announced first, GIQAC should serve as a backup if CEENQA fails to participate in any EU project.

The **Liaison committee** is asked to oversee renewals of cooperation agreements between CEENQA and other organizations, including searching for possible partners and making relevant proposals to the Executive Board. One recent contact is the Asian network **CANQA**, which has just concluded a cooperation agreement with ENQA and has shown an active interest in working together with CEENQA as well.



The Finance committee was suspended until actual activities with financial implications arise.

4. Miscellaneous

a. SKVC cooperation agreement

I. Wasser explained that the purpose of the cooperation agreement was to involve SKVC in future CEENQA activities. C. Rozsnyai noted that in a telephone conversation with Aurelija Valeikiene the latter noted the importance of their ongoing contact with CEENQA and SKVC's commitment to CEENQA activities. That includes a financial commitment which, considering that SKVC cannot pay membership fees even as observer, would be in the form of contributions to assemblies and workshops. Given that according to the CEENQA Statutes, observers are obliged to pay fees, the reference to SKVC as "an observer" in CEENQA events is to be struck out of the cooperation agreement.

C. Rozsnyai will send the final cooperation agreement to SKVC after approval of these minutes by the Executive Board. The e-mail will acknowledge the respective commitment of SKVC and CEENQA to cooperate, including a financial commitment other than fee-payment on the part of SKVC. A *copy of the agreement* with the observer clause removed is *attached to these minutes*.

b. Bank account transfer to Düsseldorf

The Board acknowledged that the CEENQA bank account is ready to be transferred to Düsseldorf and C. Rozsnyai would initiate the transfer in the coming days. Subsequently, CEENQA would transfer payment to the Secretary General's agency for her work in the past half year.

c. Possible application from AHPGS, Germany

The German accreditation agency for health education expressed interest in becoming a CEENQA member. C. Rozsnyai noted that they were informed of the application criteria (as stated above). (AHPGS responded by e-mail on November 23 that they would submit an application accordingly.)

The Executive Board should approve the application and subsequently it should be forwarded to the CEENQA members for voting by e-mail.

d. CEENQA cooperation in international projects

See above.

e. Renewal of CEENQA cooperation agreements (ENQA, INQAAHE, ECA).

See above.

f. Any other business

None.

Minutes prepared by C. Rozsnyai on November 28, 2011 and approved with corrections by the Executive Board on December 13, 2011.