

CONGRAD

Conducting graduate surveys and improving alumni services
for enhanced strategic management and quality improvement

CONGRAD

**CONGRAD Steering Committee Meeting in Bielefeld (Germany)
17 April 2012**

Minutes

Bielefeld, 30 April 2012



European Commission
TEMPUS

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CONGRAD Steering Committee Meeting 17 April 2012

Second meeting of the CONGRAD Steering Committee

Agenda

The second CONGRAD Steering Committee Meeting took place during the CONGRAD Project Meeting at Bielefeld University (Germany) on

Tuesday, 17 April 2012
 10:00 - 12:00.

The agenda was as follows:

0. Agenda
1. Rollcall
2. Consortium Agreement
3. Financial reporting
4. Planning: Prague Seminar, Podgorica Workshop
5. AOB

Participants

The second meeting of the CONGRAD Steering Committee was attended by representatives from all CONGRAD Consortium institutions. CONGRAD Institutional Coordinators who were not able to participate were asked to nominate a deputy, who should vote and decide on behalf of their institution (see pp. 4-5 for complete list of participants). Additionally, three guests attended the Steering Committee Meeting:

- Johanna HUESMANN (Research Assistant; Bielefeld University): Minute taker
- Iris LITTY (EU Project Manager, Bielefeld University): Invited because of TOP 2
- Ralf BURHENNE (Administrative Assistant, Bielefeld University): Invited because of TOP 2



Conclusions

Consortium Agreement

As requested by individual CONGRAD Consortium partners, the latest draft version of the Consortium Agreement, as of 03 April 2012, was discussed. Special attention was drawn to article 7.3 ("Intellectual property, Background and Foreground").

Iris LITTY (EU Project Manager at Bielefeld University) and Ralf BURHENNE (Administrative Assistant at Bielefeld University) participated as invited guests in this part of the CONGRAD Steering Committee Meeting.

Iris LITTY (Bielefeld University) stated that article 7.3 is usually included for industrial/technical projects, where a detailed description of Background and Foreground is necessary. She presented several options how the issue could be solved. For example positive lists and negative lists could be added to the Consortium Agreement.

Mihajlo BABIN (Singidunum University) explains that bilateral agreements concerning data protection are to be established between the Centre for Education Policy and the respective partner institutions. He suggested that an additional clause regarding the bilateral agreements should be added to the Consortium Agreement.

Olivera MIJATOVIĆ (University of Kragujevac) expressed her concern regarding the access rights to information owned by the university. She requested to exclude article 7.3 from the Consortium Agreement.

Maarit VIROLAINEN (University of Jyväskylä) explains that the provision of a detailed description of background and foreground as introduced in article 7.3 is more precise and therefore it should be kept in the Consortium Agreement.

Jana NÖLLER (Bielefeld University) stated that the question of background and foreground (Consortium Agreement) needs to be distinguished from the question of access rights (bilateral agreements concerning data protection).

Predrag LAŽETIĆ (Centre for Education Policy) explained that all questions regarding data protection and the provision of foreground shall be included in the bilateral agreements between the Centre for Education Policy and the respective partner institutions.

Iris LITTY (Bielefeld University) suggested introducing the term "results" instead of the term "foreground". She supported the establishment of bilateral agreements. A clause relating to the opening of bilateral agreements with the Centre for Education Policy shall be added to the Consortium Agreement.

Iris LITTY and Ralf BURHENNE (both Bielefeld University) left the CONGRAD Steering Committee Meeting.

Predrag LAŽETIĆ (Centre for Education Policy) asked whether an online procedure could be applied for the adoption of the Consortium Agreement. Jana NÖLLER (Bielefeld University) stated that the procedure for adoption will not be changed: The Consortium Agreement shall be considered accepted if within a defined deadline no Consortium partner has objected in writing to the Project Coordinator.

It has been agreed to apply the following procedure if a Consortium partner decides to object to the next draft of the Consortium Agreement:

1. Proposal of revised Consortium Agreement

2. If amendments are considered to be necessary, these suggestions should be provided in exact wording and including an explanation.
3. Voting on the different proposals
4. Check with legislation/internal regulations
5. Signing of Consortium Agreement

Regarding the bilateral agreements between the Centre for Education Policy and the respective partner institutions the following procedure has been agreed:

1. Draft of the bilateral agreement is to be verified by a lawyer
2. Draft will be sent to all relevant partner institutions
3. Approval by institutional legal departments
4. Negotiations if necessary
5. Bilateral agreement will be signed

A translation of the bilateral agreements shall be provided to the Project Coordinator.

Financial reporting

Jana NÖLLER (Bielefeld University) reminded all Consortium partners to provide their financial documentation as requested and on time.

General advice:

The TEMPUS rules have to be respected at any time. At the same time, it is the partners' obligation to follow institutional regulations and national laws.

All relevant information regarding the financial reporting to the Project Coordinator is included in the CONGRAD Financial Reporting Guidelines.

Staff costs:

Proof that the partner institution has paid the gross salary is requested.

Travel Costs & Costs of Stay:

It has been specified that according to TEMPUS rules no documentation of the costs of stay (hotel bills etc.) is requested. However, this documentation shall be kept if requested by institutional regulations and/or national laws.

Taxi costs are not considered to be travel costs, unless special circumstances are declared.

Planning: Prague Seminar & Podgorica/Budvar Workshop

The following dates have been agreed for the upcoming CONGRAD Project Meetings:

19 September 2012 – 22 September 2012:	Seminar in Prague, Czech Republic
28 November 2012 – 01 December 2012:	Workshop in Budvar, Montenegro (Please note the change of location.)

Any other business

Predrag LAŽETIĆ (Centre for Education Policy) introduced the request, whether the University of Niš may participate in the CONGRAD Project on a self-financing basis. All Consortium partners present at the Steering Committee Meeting gave positive votes on this matter. Updates on upcoming procedures will be provided.

As agreed at the first Steering Committee Meeting, University of Belgrade will organise the tendering procedure for all Serbian partners. Jana NÖLLER (Bielefeld University) reminded the Consortium partners to provide the equipment lists to Tamara ČOLIĆ (University of Belgrade).

Participants

Bielefeld University (Germany)

Ralf BURHENNE	Administrative Assistant [GUEST]
Johanna HUESMANN	Research Assistant [GUEST]
Iris LITTY	EU Project Manager [GUEST]
Jana NÖLLER	Research Associate, CONGRAD Deputy Project Coordinator

Centre for Education Policy, Belgrade (Serbia)

Predrag LAŽETIĆ	Director
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Charles University in Prague (Czech Republic)

Radim RYŠKA	Deputy Director of Education Policy Center
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Higher Business Technical College, Užice (Serbia)

Dragoljub DRNDAREVIĆ	CONGRAD Institutional Coordinator
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School of Higher Technical Professional Education, Niš (Serbia)

Nenad STOJKOVIĆ	Teaching Assistant [nominated Deputy for Boban CVETANOVIĆ]
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Singidunum University, Belgrade (Serbia)

Mihajlo BABIN	Teaching Assistant, CONGRAD Institutional Coordinator
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Subotica Tech – College of Applied Sciences, Subotica (Serbia)

Miklos POT	Teacher, CONGRAD Institutional Coordinator
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Universidad Politécnica de Valencia (Spain)

Andrea CONCHADO PEIRÓ	Research Associate
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University of Banja Luka (Bosnia and Herzegovina)

Jelena ROŽIĆ	International Relations Officer
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University of Belgrade (Serbia)

Dejana LAZIĆ Head of Centre for Career Development,
 CONGRAD Institutional Coordinator

University of Jyväskylä (Finland)

Maarit VIROLAINEN Researcher

University of Kragujevac (Serbia)

Olivera MIJATOVIĆ Head of Sector of International Relations and International
 Projects, CONGRAD Institutional Coordinator

University of Montenegro (Montenegro)

Saša MILIĆ CONGRAD Institutional Coordinator

University of Novi Sad (Serbia)

Pavle SEKERUŠ Professor, Vice-Rector for International Cooperation
 [nominated Deputy for Bojan JANIČIĆ]

University of Tuzla (Bosnia and Herzegovina)

Nihada DELIBEGOVIĆ DZANIĆ Assistant Professor [nominated Deputy for Aida CRNKIĆ]