



MINUTES of EFVET Executive Team Meeting, Brussels, 14 June 2006

CHAIR Peter Hodgson

PRESENT Hans van Aalst, Frans Schneider, Marián de Villanueva, Leif Haar

1. **Minutes of the Executive Team Meeting 27 January 2006** were approved as a true record.

2. **Matters Arising not on the Agenda**

a. **Portfolio Development** – The Communication Group consisting of Leif Haar, Kent Andersen and Peter Hodgson has now been established. Leif and Kent have met to update and restructure the website and to remove out-moded material.
It is recognised further work is needed so visitors and members can follow information flows in a more coherent manner.
It was agreed that Leif and Peter would set out some suggestions to go forward to Kent to tackle that issue.

b. **New EFVET promotional leaflet** incorporating the two key features of EFVET activities namely :

i. **Strategic Policy Activity**

- EFVET Aims and Objectives
- EFVET activities relating to EU Policy issues
- Our role in EUCIS
- Our collaboration with EVTA
- Our collaboration partnership with CEDEFOP and other International relationships

a. **Project dissemination** – Individual pages on each of the projects where EFVET is a disseminating partner.

ACTION Peter Hodgson to co-ordinate and to complete by September 2006 in readiness for distribution at the EFVET International Conference in October.

c. **Central Office** – Discussions around the professionalism of Central Office/Central Support took place – it was recognised that we needed to move on this and find some creative means of resourcing such. This has two aspects :

i Upgrading the technical facilities necessary to support the administration and effectiveness of communication.

ii To find someone to assist in the co-ordination in the general policy field to support the effective co-ordination and maintain momentum of our activities across the board.

ACTION - ET members agreed to prepare a task profile for such a position :

- Prepare a recruitment strategy to identify a range of options prior to identifying potential support through our membership, eg sabbatical release/secondment.

- To identify the cost implications which would need to be built into future budgets.

Timeframe, to be completed by the next ET meeting to be held on 11 August 2006. It was recognised that this issue should be addressed alongside the completion of the new Portfolio structure. All this with a view to presenting to members at the AGM.

To achieve this it will be necessary to ratify these proposals with the Steering Committee and as such it was proposed to find a time in early September to convene a further Steering Committee meeting. This would be dealt with at the Strategy at the Steering Committee 17 June meeting.

3. **Collaboration with EVTA**

Peter Hodgson confirmed that the collaboration agreement with EVTA had now been formally signed by both parties and, as discussed in January, a number of potential collaborative areas were identified. These covered a variety of aspects :

- Sharing of information
- Reciprocal exchange of newsletters, etc
- Potential collaboration in relation to key European issues such as Euro-pass

It was noted that a number of colleagues within the Steering Committee had expressed interest in being involved and there is a need for EFVET's role to be co-ordinated in some shape or form.

Leif Haar agreed to undertake this co-ordinating role with EVTA which would initially draft an action plan with EVTA. Steering Committee members will be invited to participate in the various joint activities emanating from this.

4. **Collaboration with IVETA**

Under the collaboration agreement there is one free place for an EFVET representative at the yearly IVETA conference, which this year will be held in Moscow 20 –24 August.

Frans is willing to go there (portfolio holder Internationalisation) however the ET agreed to put it to the Steering Committee to see whether there is another volunteer.

Condition for attending is the same as mentioned under item 5

5 **European Civil Society Platform in Lifelong Learning**

A number of EUCIS events were brought to the attention of the ET and as a founding member of EUCIS it was strongly recommended that an EFVET representative should be in attendance :

a There is an Economic and Social Committee Hearing in Brussels to which EFVET has been asked to identify a representative alongside EUCIS, this takes place on 11 July 2006.

ACTION It was agreed to ask a Steering Committee member to represent EFVET at this event

b There is a seminar, under the banner of EUCIS, to be held in Lyon, France, on "non-formal education, a project for the inhabitants in the City" next 13 September 2006, an initiative to prepare for the "9th International Congress of the Educating Cities".

ACTION It was agreed that Hans van Aalst would represent EFVET.

It was agreed that representatives attending these events and any other subsequent events on behalf of EFVET will be expected to fulfil the following requirements :

- Attending as EFVET rep.
- Use the opportunity to promote EFVET (distribute information leaflets, etc)
- Report on the content and actions resulting from the event and include a report on networking, i.e people who attended and people who were met as a result of attendance. Written reports to go back to Steering Committee at the nearest opportunity and onward to website and newsletter.

6. **Conference**

A brief discussion took place regarding the arrangements for Conference 2006 and the work necessary to prepare for the Conference to be held in France 2007.

It was noted that detailed discussion would take place at a Conference Team meeting following the Steering Committee session.

7. **Preparation for AGM**

It was noted that the papers for the AGM needed to be in draft form by the end of July, these to include: Annual Report – Peter Hodgson;

Policy Statement – Hans van Aalst (see Minute below regarding Strategic Direction and Policy Committee);

Financial papers – Frans reported his negotiations with our accountants BDO CampsObers were successful in the sense a credit to EFVET of € 8.203,86 was agreed.

The accountants report will be ready for publication in August.

Election of Officers :

President - Hans reaffirmed his desire to relinquish the Presidency of EFVET at the next AGM, following his four years in post. It is now necessary to move to seek a replacement and the Steering Committee will be invited to identify suitable candidates with whom we can have informal discussions with a view to completing this exercise by October 2006.

The role of Treasurer and General Secretary also come to the end of their two year term, both Frans and Marián indicated their willingness to undertake a further term. This was welcomed by ET.

It was agreed that the Steering Committee will be invited to put forward other nominees if they so wish by the end of June (to Peter Hodgson).

This request will be forwarded to the Steering Committee on 17 June 2006.

Election/Appointment will take place in the Steering Committee meeting of September 2006

The Vice President's term has one year further before the need for election/re-election.

8. Strategic Direction and Policy Committee

Hans, as Chair of the Policy Committee, briefed the ET on the work of the Policy Committee and set in context of the discussions held at the Steering Committee last January. The Policy Committee met in the Netherlands on 12 April 2006 and invited BVE-Raad and AOC in the light of the representations they made at the January meeting. In the Policy Committee meeting BVE-Raad and AOC were invited to articulate their views and identify actions that they considered necessary to meet their concerns.

The paper that subsequently arrived, along with an initial draft prepared by Hans, have now been circulated to the Policy Committee members for reflection and comment. Following receipt of comments the ET request the Policy Committee to complete a full report to go forward to the next Steering Committee meeting to be held in September, date to be fixed on 17 June. This was necessary to ensure that the new Strategic Direction and Policy statement, including specific action plans, could go forward for consideration and presentation at the AGM to be held during the Cyprus Conference next October. The ET expressed its thanks to the Policy Committee for the work and commitment in this regard.

9. DATE OF NEXT MEETING - Friday, 11 August 2006