



EfVET Executive Team Meeting Brussels, June 29th, 2002

Minutes of the meeting

Chair: Peter Hodgson

Present: Hans van Aalst, Frans Schneider, Leif Haar and Marián de Villanueva

Pre amble – immediate issues regarding conference costs and negotiations with Hotel. Discussions commenced regarding the arrangements and guarantees requested by the Hotel. The Executive on advice from Frans Schneider and Leif Haar that terms were unacceptable in current form proposed to write a letter suggesting acceptable contract wording and payment details. Frans Schneider agreed to do this within the week to resolve matter. Leif Haar was thanked for his contribution in putting Conference budget together and preparing financial situation report. Marian de Villanueva suggested that the person responsible for preparing the next Conference, should be on the Conference Team the previous year, to acquire experience. This was considered highly appropriate in the future.

Formal meeting started 9.30am

1. Minute of the Executive Team. January 11th 2002:

Approved

2. Matters arising

The changes in the Constitution are now approved definitely. Frans Schneider will edit and amend it. Hans van Aalst will send the document to Frans.

3. 11th Annual Conference – preparations and planning – Sevilla

Leif Haar: 140 full fee paying delegates will be needed to cover the draft budget. Frans agreed to look at the budget again and come up with a revised one for approval at the Steering Committee meeting next 31 August.

Some changes were suggested to the programme to ensure the first session was more interactive with delegates having the opportunity to enter debate on the theme early in proceedings. These were approved and to be actioned by Frans and conference team to complete final brochure. Hans van Aalst has sent personal letters to the speakers.

Marian to approach Hotel with a view to running a roundtable

Hans van Aalst will send a letter to Portuguese, Spanish and Italians in their mother tongue, to invite them to the Conference. It was agreed this letter of invitation be prepared to go out to all alongside brochure.

One of the aims is to promote the Conference in these countries: Portugal: Hans van Aalst and Marián de Villanueva; Spain: Marián de Villanueva: 20-30 delegates. Italy: Hans van Aalst will contact Stephano.

The feedback, evaluation process and proformas will be prepared by Peter Hodgson and the final collation undertaken by Marián de Villanueva. The results will, within the week, be placed on the web along with the Conference report.

Hans van Aalst suggested a personalised informal reception for delegates who are currently non members where they can be introduced to EfVET and their National Representatives – this to be included in the brochure and programme.

Peter Hodgson was formally requested to do the Conference report and presentation as per last year – he duly accepted.

4. 12th Annual Conference – preparations and planning – United Kingdom

English team will organise it and Peter Hodgson will manage. Currently seeking venue and support from UK agencies including the AoC – jointly branding the Conference in recognition. Peter hoping to settle on venue before Steering Group meeting at end of August so announcement can be made at Sevilla

5. AGM preparations/arrangements and Elections including Presidency and additional Vice President

Peter Hodgson requested that all documentation should be ready (that is completed) for the next Steering Committee in August. Current status:

Annual Report – some minor amendments to complete by Peter Hodgson

Policy Statement – Hans van Aalst to review existing and revamp as necessary

Financial report – Frans to prepare

National reports from representatives – Peter Hodgson to request these with a deadline of 15th August – Also will request portfolio holders reports at same time.

Approval of all papers at Steering Group meeting ready for circulation

In the first week of September papers to be sent by Marián de Villanueva to the Members of EFVET.

Vice-President: It was agreed that a 2nd vice president should be sought from the South. Hans van Aalst undertook to pursue this with vigour – any suggestions welcome. Frans Schneider and Marián de Villanueva have expressed their wish of continue being Treasurer and General Secretary. Marián de Villanueva notified the Executive that she would like her term to finish at the end of the next two years. It was agreed that these nominations should be formally approved at the next Steering Group meeting

6. Membership

Database: France, Portugal and Italy very difficult to get the right information, Louise and Brigitta, Denmark and Sweden, do not have the list of the membership complete yet and are struggling a little. Frans to ensure database will be up to date, he explained that the data base was still not finalised but sufficiently up to date to enable invoices for fees to be circulated.

The National Representatives are to be reminded that it is their responsibility to communicate the changes to the Central Office. Peter Hodgson thanked Frans Schneider for his efforts and explained how valuable the information on UK situation was - he suggested a minor change to ensure National representatives are aware of who has and has not paid to be added to spreadsheet – this will facilitate pro active responses from National Representatives.

7. EfVET Central Office and other services to members

Central Office has been requested to be move to another room in the same building at the same price.

Discussions were had regarding the staffing of Central Office as this was seen as increasingly important. This whole matter however depends on our funding situation. It was agreed to keep this issue under constant review.

8. International Co-operation -

Due to pressures on the agenda – the normal update of our relations with other parties and Associations was brief – a notable element however was the fact that Associations such as the AoC for New Zealand had recently joined EfVET on a reciprocal deal to promote information exchange and collaboration. Other associations are expected to follow.

9. World Federation of Colleges – Melbourne Conference Report and progress

Frans Schneider and Peter Hodgson provided a brief feedback on their experiences at the Melbourne conference and it was noted that EfVET had now been formally elected on the Board of the World Federation with Frans Schneider elected as Treasurer – Frans Schneider was congratulated. The next meeting of the Board was to be held in S.Africa and the Executive approved Frans Schneider's request to attend on behalf of EfVET.

It was also agreed that attendance at international conferences in the future and our international co-operation be focussed through the World Federation albeit it was recognised that there could be exceptions to this.

10. Relations with the European Commission – Proposed event at EU Parliament

Frans Schneider, Leif Haar and Peter Hodgson reported their meeting with Simon Murphy's PA at the Parliament building on Friday 28th June 2002. The location of the event was settled and dates fixed: Set up 24th March 2003 – 25/26/27th the event and break down on 28th.

Discussion took place about the type of event and its objectives. Hans van Aalst recommended that the event should be themed along key issues relating to EU objectives where VET has a role. The European Commission has two aims: Social inclusion and Employment. This concept was agreed. Hans van Aalst also suggested we should prepare facts and figures about VET from national information to offer an insight into VET European wide. This to be initiated and discussed at length at next Steering Group.

MEP had suggested that one outcome of event should be EfVET established as an advisory group – link for MEP's . This requires detailed consideration and key link personnel identified.

It was agreed that the event – whilst under the banner of EfVET -- should be European wide and not dominated by national domestic agendas. However we need to built on support already gleaned from AoC UK, BVE raad Netherlands and any other similar agency in putting the event on.

11. Financial Report to Executive

Frans Schneider reported that the financial committee (Peter Hodgson, Leif Haar and himself) met the previous day to go in detail over the balance sheet, profit and loss account of 2001 and the financial report of the 10th International Conference in 2001 in Maastricht (The Netherlands).

The committee was satisfied with the presented papers.

