



MINUTES STEERING COMMITTEE

Brussels, 14 June 2003

Present:

Hans van Aalst; Frans Schneider; Wolfgang Stutzmann; Kent Anderson; Leif Haar; Louise Rosthoj; Leila Lahti; Peter Hodgson; Laurence J. Kavanagh. and Marián de Villanueva.

Chairman: Peter Hodgson

Apologies: Birgitta Johansson, Stefano Tirati.

No communication from Greece and Portugal.

1. Minutes of the last Steering Committee 1st February 2003

Minutes of last meeting need to be corrected.

During the next AGM, Members should approve paragraph number 5 of the minutes of the SC, 1st February 2003. If so, Constitution will change.

2. Portfolios

- a. Wolfgang Stutzmann: There are two Leonardo projects, in which EFVET is partner for dissemination. EFVET has presented one as co-ordinator.
It is necessary to encourage the members to put EFVET as partner for dissemination.
- b. Paul Andy: (Candidates countries) has already contacted to East countries, but they have not money enough to be members. Hans van Aalst suggested to contact with the Ministry of these countries and also send a letter to inform them about the next Conference
- c. Laurence J. Kavanagh: will inform about VET in Ireland

3. Services to members

- a. Newsletter: the next dead line will be September, to encourage the dissemination of the Conference. General information can be put on the web.
- b. Web: number of visitors is still increasing new powerful web server (July). Efv et e-mail will soon be efvet@efvet.org and then, e.g. spain@efvet.org. Registration is working well.

4. EFVET 12th International Conference

Peter Hodgson updated SC representatives of programme and developments relating to conference organisation. His College would act as the Conference Office and is ready to take registrations.

It is important to disseminate the Conference widely including non member institutions, e.g. partners of projects, ... It is crucial to have many participants to avoid any loss financially and also to raise profile. Also to have key-note speakers from the candidate countries. Link to the Copenhagen Declaration to be provided by Kent Anderson on the web site.

Documentation for the AGM : should be sent to Marián de Villanueva by the end of July

- National reports National rep
- Portfolios reports Portfolio holders
- Annual Report Vice President

5. Internationalisation

EFVET should be a global association, that is achieved by our association with the World Federation. The amount currently spent on travel and subsistence in attending WF meetings will be paid back after February 2004. The only fee EFVET paid is \$ 500

6. Matters arising

Peter Hodgson was re elected as Vice President for the next two years

7. Membership

Louise Rosthoj presented her opinion about Member fee. It was agreed that Colleges with less than 100 full time equivalents students will pay € 150. Pre accession countries will pay half price. It should be the responsibility of the Nat. Reps. to increase membership in their respective countries and to define their dissemination actions.

8. Financial situation

Frans Schneider presented the documents.

EFVET has a significant cash flow problem, because of the scale of membership fees outstanding and our negative reserve. In addition the Commission has not paid the final tranche of the NGO Platform 1 project. Peter Hodgson and Frans Schneider are following this up.

SC approved his proposal to write off membership fee debtors to the amount of € 550 for the year 1998, € 825 for the year 2000, € 5.775 for the year 2001 and € 5.000 for the year 2002.

The International Debt collector will be used to retrieve the left over outstanding membership fees.

Membership fees outstanding for 2003 are also high (€ 25.025) and these will be re-invoiced with an administrative charge as agreed at last years AGM.

In order to reduce the level of losses and to avoid a continuity problem for EFVET, Wolfgang Stutzmann, Peter Hodgson, Maureen Mitchell and Frans Schneider have agreed to waive the project claims from the NGO Platform 1 project to the total amount of € 23.220. This will be done by exchange of e-mail confirming specific figures for the accountant. Final payment to the expert of this project will be the first priority.

It was agreed that we should work to the situation that we will have a positive reserve of between 10-15 % of the Annual turnover within 4 years.

9. Date and time of the next meeting

Steering Committee: 22nd October at 15:00 h. in Cardiff