

MINUTES EFVET STEERING COMMITTEE

Tuscany 27 October 2004
10.00 – 16.00

Present:

Hans van Aalst; Frans Schneider, Birgit Hook, Wolfgang Stutzmann, Leif Haar, Peter Hodgson, Laurence J. Kavanagh, Stefano Tirati, Birgitta Johansson, Geoff Scaplehorn, Leila Lahti, Rob Schuur (representing Jos Leenhouts), Selina Martin (representing Marian de Villanueva) and Krisztian Forrai. Jos Leenhouts joined the meeting at 13.00

Chairman: Peter Hodgson

1. Apologies:

Louise Rosthoj, Marian de Villanueva

2. Membership:

Louise was recovering after a successful operation.

ACTION: It was agreed that a card be signed by all members of the Steering Committee and sent to Louise to wish her well.

The Chairman welcomed Selina Martin to the Committee to represent Marian de Villanueva, Spain and Rob Schuur representing Jos Leenhouts, The Netherlands. Also Krisztian Forrai from Budapest – co-ordinator of the EFVET 2005 Conference.

Wolfgang Stutzmann announced that he had gained promotion and was to move to a more responsible post in another institution. This would prevent him from giving appropriate attention to EFVET matters. He proposed that Birgit Hook replace him on the Committee.

AGREED: Birgit to join the EFVET Steering Committee as Representative of Germany.

BVE Raad had agreed that a block membership fee for Netherlands institutions be paid to EFVET for 4-5 years, subject to a mid-period review.

The Chairman thanked all those who had negotiated this arrangement and felt it would act as model for further national agreements.

ACTION: Marian to draft with Pete and letter of thanks to BVE Raad for their support on this matter.

The issue of 10% rebate of membership fees paid by May 1st in any year to national organisations remained in force, but required the presentation of an appropriate action plan before payment could be made.

AGREED: The Dutch delegation would not raise the issue at the EFVET AGM but would pursue any relevant action in accordance with the EFVET Constitution

Leila Lahti re-iterated that the Finnish National organisation would not request such a 10% reduction, provided that EFVET continued to cover her travel costs.

ACTION: Pete Hodgson confirmed that he was still working on a membership working paper and would present it to the January meeting

Geoff Scaplehorn circulated a Cooperation Agreement between EFVET and the Union of Directors of Secondary VET Schools in Russia. The Russian Conference delegates were bringing a Russian translation of the Agreement.

AGREED: The two Agreements would be signed at a special ceremony during the Tuscany Conference.

3. Tuscany Conference

Stefano Tirati outlined the changes to the Conference programme as some of the speakers had been forced to withdraw. The revised programme was distributed. The Chairman thanked Stefano and his team for their hard work in organising what was sure to be a successful conference.

4. Minutes of the Meeting of May 15 2004 in Brussels

AGREED: The Minutes were accepted as a true record of proceedings – except ‘small loss’ be replaced by ‘sizeable loss’.

5. Minutes of the EFVET Executive Team Meeting.

AGREED: These draft minutes were accepted as a true record of proceedings

6. Matters Arising

It was necessary to confirm the re-election of the President, Secretary and Treasurer. All expressed willingness to serve for a further period. Pete Hodgson would continue as Vice President as previously agreed until May/June 2005.

AGREED: To recommend to the AGM the election of Hans van Aalst as EFVET President, Marian de Villanueva as General Secretary and Frans Schneider as Treasurer. All would serve until October 2006.

7 Financial Report

Frans Schneider presented a Financial Report for 2003-4 as approved by independent auditors. This showed a profit for 2003 and a 10% increase in reserves. At the Executive Team meeting in Brussels it had been agreed that unpaid membership fees for 2000,2001,2002 and 2003 be written off as a loss. This was indeed a loss on paper only. It was felt that all feasible efforts had been made to collect these fees but there comes a point when further chasing is counterproductive. The Chairman thanked the Treasurer for all his hard work to create a much more stable financial situation for EFVET.

AGREED: These unpaid fees be written off and the accounts be presented to members at the AGM.

On a more positive note, 24 new members had been recruited and 10 of these were to attend the Conference.

It is likely, too, that some income will be forthcoming from approved European projects in which EFVET is a partner to facilitate dissemination. Additionally EFVET is tendering with IMC Consulting Ltd. to manage a very large project in Egypt to formulate a VET structure and with ADC International Inc. to develop agriculture in Afghanistan. In the latter case, EFVET was uniquely placed to bring a pan-European contribution to discussions, rather than the national orientation or individual institution status of rival bidders.

For the Afghanistan project there would be sufficient funding to finance a management team and office in Brussels.

The institution where Kent Andersen was based could no longer support him as EFVET Webmaster without some financial return. After some discussion, it was **AGREED: Kent to remain as EFVET Webmaster and Leif Haar to negotiate with the institution an appropriate service fee, far inferior to that of €3000, initially requested.**

Subject to certain provisos and, in particular, the uncertainty of the UK's Association of Colleges to commit itself to the payment of a block fee for 2005, it was **AGREED that the anticipated 2005 EFVET fee income be confirmed by the President and Vice-President by signing the requisite document and this presented to the Auditor.**

8. 2005 Conference – Budapest

Krisztian Forrai explained that he belonged to the Oktopusz Foundation in Budapest – a not-for-profit organisation, developing e-learning techniques and materials and disseminating practical deployment of e-learning processes. He had already arranged for the Conference to be staged at the Central European University Conference Centre in Budapest from **26-29 October 2005**. The CEU has its own hotel and is situated some ten minutes from the centre of the city with public transport in front of the door. Some 200 rooms have been blocked for the conference. It was suggested that the conference theme be determined before Krisztian returned to Hungary in order to assist in early marketing. Three ideas were offered:

- Transferability of Skills in Europe
- Adult Education in the Enlarged Europe
- Challenges and Opportunities for VET in the Enlarged Europe

ACTION: Pete to discuss Conference programme with Krisztian and confirm immediately after the meeting.

ACTION: Krisztian to discuss with Stefano conference organisation and marketing

Contact details: Krisztian Forrai, Oktopusz Foundation:
krisztian.forrai@oktopusz.hu

It was proposed that every effort should be made to ensure attendance by representatives from all new Member States. Financial support was usually difficult to obtain.

ACTION: EFVET to contact all appropriate Ministries in new Member States and also Leonardo National Agencies to elicit appropriate participants with support finance.

Kent Andersen to supply EU contacts.

AGREED: For the Budapest Conference only, a two tier fee should be applied. New Member States would be charged €340 or €300 with the reduction for early registration. For EFVET members the delegate fee would be €590 or €550 with a reduction for early registration.

The Chairman thanked Krisztian for the work he had done so far on the Conference. He looked forward also to the 2006 Conference to be organised in Cyprus.

9. Portfolios

Hans introduced this topic, explaining that it was necessary to re-structure EFVET and share the load of developmental work and representation more widely amongst Steering Committee members. He himself was spending on average two days per week on EFVET business and whilst his employers were tolerant of this involvement, it could not continue at this rate.

Members were invited to undertake a review of the portfolios during the next part of the meeting, firstly as an individual, then in small discussion groups and meet in a plenary session.

AGREED: Members to complete pro-formas after this discussion and return to Hans by November 1. He would draft a paper for discussion at the January Brussels meeting. One day to be spent on agreeing new portfolios.

10. Date of Next Meeting

AGREED: Members to arrive in Brussels on Thursday 27 January 2005 and arrange not to leave until Sunday 30 January in the afternoon.

Geoff Scaplehorn

October 28 2004