



## **MINUTES STEERING COMMITTEE**

**Brussels, 31 August 2002**

### **Present:**

Hans van Aalst; Frans Schneider; Wolfgang Stutzmann; Kent Anderson; Leif Haar; Louise Rosthoj; Leila Lahti; Peter Hodgson; Birgitta Johansson, Stefano Tirati and Marián de Villanueva

Chairman: Peter Hodgson

### **Apologies:**

Laurence J. Kavanagh.

No notice about Greece and Portugal.

### **1. Opening**

The chair welcomes Birgitta Johanson (Sweden) and Stefano Tirati (Italy) to their first meeting in the Steering Committee

### **2. Minutes of the last meeting 9 March 02 and Executive Meeting 29 June 02**

Minutes of last meeting were approved as a true record.

The minutes of the E.T. were taken as information.

### **3. Matters arising (not on the agenda)**

WEB: the fee details have now been added. Thanks to Frans Schneider and Kent Anderson for this. The fee level for members from Eastern European / pre accession and non-European countries is set at the lowest level of € 275. Leif Haar; Louise Rosthoj and Leila Lahti as the team designated to develop links explained it was difficult to generate interest – mainly because of lack of funds to support membership. The SC members asked for a detailed report of this and the issues for the next meeting.

Peter Hodgson suggested that our primary concern should be extending membership in under represented member states but suggested we continue to explore widening participation in Eastern Europe – that is we shouldn't let money prevent our moving

### **4. Portfolios**

Stefano presented the situation in Italy. Maybe he will take the responsibility of EFVET in Italy. He is going to talk to María Corridoni. In the light of Maria's decision to retire Frans Schneider proposed that the committee invite Maria to become an Honorary Life member of EfVET in recognition of her commitment over the years and for her insight and drive as a founder member of EfVET. The Committee wholeheartedly agreed and expressed their gratitude for the work Maria has done to take EfVET forward. Hans van Aalst will invite Maria to the Sevilla Conference to be awarded honorary membership.

Birgitta Johansson has tried to update the Sweden data base: quite difficult but continuing to make inroads. Members thanked her for her efforts

Wolfgang Stutzmann (Projects) reported that EMMT project had forwarded first stage payment to EfVET for their dissemination role in EMMT. Also noted efforts to promote EfVET as a partner in variety of projects. Kent Anderson noted a project he was awaiting approval where EFVET was one of the partners.

Wolfgang Stutzmann is going to present a Leonardo project and EFVET will be the coordinator.

**Louise Rosthoj is going to send to Peter Hodgson and Wolfgang Stutzmann a Call from the Commission riding on the back of EMMT project**

Peter Hodgson encouraged the National Representatives to promote the idea among the members of considering EFVET as a (dissemination) partner.

Leif Haar (Newsletter) said that for the newsletter brief articles are better than large ones.

Next newsletter early September 2002

Kent Anderson (website) affirmed that the members have not used the communication point yet, but the web has been visited many times. He presented the statistics.

Paul Andy and students have designed a new brochure, Louise Rosthoj will circulate the draft for comments. Many thanks to them all for their efforts.

## **5. Services to Members**

Central office: Clearly – given cash flow position it is not possible at this stage to re-staff Central Office but should be kept under review. Current arrangement is working reasonably well under the circumstances and thanks to Frans Schneider, in particular, for his good work.

**Frans explained position regarding membership and requested each National Representative should confirm in two weeks to Frans Schneider if the data base of their national members is correct or not**

Every change on the Members should be sent to Frans Schneider and then on to Kent Anderson.

## **6. Conference Sevilla**

Conference budget prepared by Conference team suggests breakeven point of 135 fee-paying delegates. Pre brochure registration 41. Brochure gone out across Europe.

Louise Rosthoj suggested the brochures should be sent in April in the future

Hans van Aalst: emphasised that we cannot afford to lose money on the Conference

The SC approved the budget (attachment).

Leif Haar: the workshops content should be published on the web as soon as possible.

**Marián de Villanueva will go to Sevilla in two weeks time and confirm arrangements.**

Conference 2003: Peter Hodgson is searching for a good place that is not too expensive. Quite difficult. Hans van Aalst suggested the theme of the Conference could be: *The evaluation of the competencies acquired for training and work.*

**In two weeks we should discuss and inform about it in Sevilla.**

## **7. AGM**

**Marian de Villanueva should will sent all the information three weeks before the Conference**

**Most of reports already produced. Financial report subject to discussions between Frans and Accountants. Hans to reaffirm Policy statement and send to Marian**

## **8. EU – event to Parliament**

Peter Hodgson explained the EU Information session to be held in 24-28 March 2003.

EFVET should present concrete information and requests to the Members of European Parliament.

The figures: money institution, number of students etc in European VET to be produced. CEDEFOP to be approached to check Euro wide info on VET.

Frans Schneider, Peter Hodgson and Leif Haar to be sub committee organising this in association with national Associations of Colleges. Individuals need to be identified to form possible Parliamentary Advisory Group to MEP's

Business Plan to be developed as soon as possible.

## **9. Financial matters**

Frans Schneider presented the profit/loss account and balance sheet for the year 2001 and answered questions. This will be the last year we will not have a letter of approval, because the obstacle for such a letter will be taken away: unclear income situation related to a not complete database of members.

He also presented the debtors lists of 1999, 2000 and 2001, which are set by the decisions made in the ET meeting last 29 June. (attached) The debtors list of 2002 shows too many members who still did not pay (attached). Reminder invoices will be sent again. He emphasised that prompt payment of the membership fee is crucial: having to send reminder invoices is expensive, not only the postage but also the extra labour costs of the accountancy firm BDO. Frans asks the National Representatives to approach the debtors in their country on an individual basis.

He also asked the National Representatives to have a look at the membership list, presented last year at the AGM upon which we based our income and budget. Is that list still correct. Information to Frans within a fortnight. (attached)

The final accounts of the 10<sup>th</sup> International conference last year in Maastricht (approved by the ET meeting last 29 June) show a deficit of nearly € 30.000. Frans explained the reasons and the SC accepted them. He will add these reasons to the copy for the AGM. Two delegates still not paid their delegate fee: 1 German: Wolfgang to approach and 1 French: Frans to approach.

All this information will be part of the agenda of the AGM.

The cash flow situation, which Frans presented, is not very healthy, however the money owed to us is more than enough to be able to cover this year's expenses.

## **10. International Co-operation**

Internationalisation will be a round table discussion during the Conference. It is very important that members know how important such links are to EfVET and its future.

The 3<sup>rd</sup> world congress will be held in Sandon (South Africa) 22-25 February 2004

## **11. Elections**

Frans Schneider was re-elected Treasurer and Marian de Villanueva re-elected as General Secretary for the next two years. Many thanks to both of them for their work and contribution.

## **12. Date and time of the next meeting- Year planner**

Dates for the Executive Team: not fixed yet

Steering Committee. Sevilla, Wednesday 23 October at 21:00 H.