



## Minutes of the ESHA EB-meeting in Brussels, May 15th 2004

Present: Antonino Petrolino (AP), Jorma Lempinen (JL), Alan Stockley (AS), Jan Gispen (JG), Kate Griffin (KG) and Kees den Ouden (KO).

### 1. Opening, welcome.

Minutes of EB-meeting in Budapest, March 5<sup>th</sup>

Two minor changes on the texture, minutes are approved.

#### Remarks

- In general: minutes will be concise and quickly available. Special focus upon the things to do and on the relation with the activity plan.

- **JL will contact Hannu Salmi about Open Science project.**

- **AP will contact Anders Cassne upon his honorary membership.**

**Still action is needed on the website** (members (not) delivering content).

Minutes of GB meeting in Budapest, March 6<sup>th</sup> and 7<sup>th</sup>

(p4) In ESLN three modules and one theme, being ICT. The minutes are approved.

### 2. Management policy

EB members appreciate the first draft written by JL. They have some supplementary suggestions, dealing with

- maintenance cycle and development cycle;

- link with financial policy

- when and how accepting projects

**JL will also look at the ICP regulations and then make a new draft , that will circulate among the EB-members for comment before the next EB-meeting.**

Adaptation of the election procedure will not be part of this draft but will be dealt with separately next year.

### 3. Financial policy

AS refers to his useful visit to Utrecht. **Not all the homework of the Utrecht staff has been finished yet:** the declaration forms have to be adopted to the new policy statement and the fee scale should be added. Also the ESHA forms should all have the correct name (Schools Heads and not Secondary Heads).

The interim financial report is approved, but notes referring to each budget line should be added next time.

The decision on the fee for the secretariat will be postponed till the end of the financial year, when it is possible to have a global evaluation on the added value of the secretarial bureau. There is a two year agreement on 2 issues (the clerical and the political one) and judgment will be made on both aspects.

The contributions on 2003 from some organisations are still missing. **KO will ask Herman Bosman about 2 countries and will send 2 letters. The invoices on 2004 will be sent out soon.**

4. **ICP**

Many internal problems have arisen, but they did not affect the position of Kate Griffin, who has been chosen in the Executive Board.

AP reports that no real contact has been on the cooperation between ESHA and ICP, since the new ICP-board wants to make up its own mind first.

5. **Contacts with the Commission**

Today a useful contact was established with EC-director on Education David Coyne and with two of his staff members: Luce Pepin (working on the 13 objectives) and Bertrand Delpeuch (chief of the Socrates-Comenius unit).

David Coyne appreciates feedback from ESHA and seems to be willing to have a discussion on the issue of quality in Kiev, March 2005.

**KO will contact Irina about the date of our GB-meeting** (not in the beginning of March because of an ICP-meeting).

Furthermore there are possibilities to apply for extra money on special projects, but it takes long terms and heavy competition. (It is useful to discuss plans in advance with people from the Socrates-Comenius-unit.)

**JG will prepare a discussion-paper on the 13 objectives for the next EB-meeting.**

6. **Inclusion**

KG has found a way of describing the issue in a more political statement. Some supplementary suggestions are made on the fundamental right for education and on the cooperation between schools. Also suggestions about reference to literature and about the use of good and bad practices (delivered by the members), resulting in a table as a summary.

**KG will continue to work on the item in this direction and make a new version for next EB and GB.**

7. **Member reports**

**All members will be asked to make an ESHA-member-report** on the year 2003 and to send it in before September 1<sup>st</sup>. The size should be 2 pages at the maximum.

8. **Progress in projects and conference**

Stavanger: **KO will invite Marit Midtskog to the next EB meeting.**

ESLN: All applicants will be admitted in the course. **KO will inform them and will also communicate the names to the Stavanger Committee.**

The board decides to spend an extra contribution to this first course of €100 pro participant (means an extra budgetline of €5.000).

AS and KO have debated with John Rolin of EUN-net about the administrative conditions. Important points:

- expenses are only eligible when they have been paid by the organisation itself
- when they are related to the project
- when they have been made during the project-period
- ESHA will receive an Austrian guidance called the survival kit
- A managementplan is needed, in which each persons name and role are clearly stated, and that also contains a time schedule. **KO will make the first draft.** (Rolin is willing to check this plan, but that might cost us some money)

- Registration of the time spent on the project is needed. (Timesheets signed by the appropriate authority).
- The participants of the ESLN course and their presence need to be clearly registered.

9. **Miscellaneous**

- Two EB-members are invited to the NASSP-convention in San Francisco February 25-28.
- **AP will send a letter to the member-organisations to announce a call for proposals for running for candidates.** There is a vacancy for President-elect and a vacancy for additional member. The ESHA-member in the EB of ICP will be invited to attend all the meetings of the ESHA-EB.
- Next EB will start on Friday July 9<sup>th</sup> at dinnertime. It will be possible to leave on Saturday-night. It will be arranged in IBIS-Ste Catherine, Brussels.

Agenda:

- Stavanger
- 13 objectives
- Budget 2005
- Management draft
- Inclusion

**KO will deliver a list of EU-presidencies.**