

Antti Sukura, chair	HU-V		
John Renner Hansen	SCIENCE		
Mari Sundli Tveit	UMB	substitute to Hans Hoen	
Halvor Hektoen	NVH	substitute for Yngvild Wasteson	
Lena Andersson-Eklund	SLU	substitute for Lisa Sennerby Forsse	
Marketta Sipi	HU-AF		
Elise Norberg	AU-A	substitute for Jes Madsen	Departed at 15:15, before item 66.10
Ágúst Sigurðsson	LBHI		
Seppo Kellomäki	UEF-F	substitute for Timo Tokola	
Birgit Nørrung	HEALTH		
Anna Valros	KUF		
Secretary: Terttu Virri			
Absent: Julia Weijola	NSB		

66.1 Opening of the meeting

The chair opened the meeting at 9:23, after giving a presentation about the Faculty of Veterinary Medicine of the University of Helsinki. The persons substituting the regular Board members were presented.

66.2 Approval of the agenda and election of two inspectors for the minutes

The agenda was approved. Lena Andersson-Eklund and Ágúst Sigurðsson were elected as the inspectors of the meeting minutes.

66.3 Follow-up on the meeting 65

The backgrounds of meeting items document included a summary of the contents of the Board meeting 65. Lena Andersson-Eklund pointed out that also item 65.10 4) (revised rules of the PhD applications) should have been mentioned. No other comments and no questions were presented.

66.4 Information on the KUF meeting 47

No comments on this item were made. Anna Valros summarized the main items for the next KUF meeting (grant decisions of the open call 2013, and formulating the new grant rules and renewal of the application evaluation process).

66.5 Information on the EC decisions

The chair informed about the latest EC decision and told that two days before the meeting, a new decision about a planning grant for the Plant cultures / Crop production network was made.

66.6 Accounts 30.9.2013

The secretary explained the accounts of 30.9.2013 and prognosis for the end of the year, which was enclosed in the meeting documents as enclosure 66.6.

A discussion about the NOVA database expenses, which belong to the "secretariat other" item in the budget, took place. John Renner Hansen inquired whether the database must be changed in a Norwegian

server. The secretary explained that the database has always been in SLU's server, and no action to move it is necessary. Seppo Kellomäki pointed out that the present procedure of collecting student evaluations and inserting them one by one in the database is very time consuming for the course leader. The conversation about the database expenses was further continued at the item 66.10.

Decision: The accounts 30.9.2013 were approved.

66.7 Information on the open call for grant applications

The secretary explained the situation of the open call per 14.10.2013 (dead line 21.10.2013). She told that as a rule, most of the applications will be submitted during the last week of the call and at this stage, it is impossible to estimate the total amount of the applied grants.

Anna Valros pointed out, that despite the renewed application guide, some of the rules are not very clear and because they are explained differently in different documents, it is sometimes difficult to understand them. No other comments were made.

66.8 Strategy 2014-2017

The enclosures of this item were 66.8 a) Draft of the strategy (first and the second draft), 66.8 b) Current tasks of the central coordinator, 66.8 c) Draft of the new organization chart, 66.8 d) Draft of the statutes of NSB (delivered on 8th October) and 66.8 e) Summary of the comments on the first draft of the strategy.

The strategy paper (second draft) was discussed at this stage until Appendix. After the lunch break, the meeting resumed by discussing items 66.9 and 66.10, after which the discussion about the Appendix of the strategy took place. The content of that discussion is outlined at the end of this item of the minutes.

Action: The third draft, including the corrections agreed at the meeting, will be distributed to the members as soon as possible. The chair suggested that it can be accepted as per capsulam decision, by Email.

The draft for a new NOVA organization chart was not discussed at the meeting.

The tasks of the future central coordinator were not discussed. The worksheet will be formulated according to the new strategy and preliminary budget frame.

Action: It was agreed that the future host, NMBU, will evaluate the list of the current tasks and decide whether the task force that was previously set is needed for formulating a new list for the becoming secretary. Mari Sundli Tveit will contact the current secretary if further consultancy is needed.

The Appendix part of the Strategy paper was handled.

- A) **The NOVA Board:** no comments on this were made. **Action:** The text about the number of members of the Board will be changed according to the decision concerning item 66.11.
- B) **NOVA EC:** no comments.
- C) **NOVA central coordinator:** no comments.
- D) **Local coordinators:** no comments.

- E) **NOVA Student Board:** Lena Andersson-Eklund suggested that this chapter of the Appendix would only consist of one sentence, taken from the NSB statutes, “NSB works towards the goals of NOVA and contributes actively to the NOVA Board by bringing the students’ perspective to the table”.

The NSB statutes give detailed information on how the student board is organized and these statutes should not be discussed at the Board, unless they are in contradiction with NOVA UN rules, regulations and practises. **Decision:** Item E of the Appendix will be written according to the suggestion above.

66.9 Member fee calculations 2014

A chart of the member fee percentages 2008-2013 was enclosed. Since the table of the member fees and suggestion for 2014, which was included in 66.9, contained miscalculated items on the section “Suggestion 2014, based on average degrees produced 2007-2012”, **a new chart was distributed at the meeting**. The corrected chart, which was then discussed, can be found below.

	Member fee 2013, €	Member fee % 2013 (based on average degrees produced 2007-2010)	Suggestion 2014 (based on average degrees produced 2007-2012)	Average % of PhD students in NOVA courses 2008-2012	Average % of PhD students in NOVA courses 2011-2012
AU ST	34172	12,5	10,3	12,9	13,9
HU-AF	27574	10,1	9,3	18,4	18,1
HU-V	8020	2,9	3,3	5,7	6,3
UEF-F	5856	2,1	2,6	4,9	4,6
LBHI	2273	0,8	0,5	1,0	1,2
SCIENCE	39787	14,6	17,0	17,5	17,3
HEALTH	19893	7,3	8,5		
NMBU	54489	20,0	20,9	15,5	12,7
SLU	80437	29,5	27,8	24,1	26,0
	272501	100	100,0		

=UMB & NVH

NVH: 12164 €, UMB: 42325 €

NVH: 4,5 %, UMB: 15,5 %

Science and Health percentages counted as advised by the institutes themselves, 1/3 and 2/3 of the member fee

The percentage of Aarhus: 2007-2010 estimation, 2011-2012 actual number of degrees

NVH: 2,2 %, UMB 13,3%

The NOVA chair suggested that the member fee calculations for 2014 will be based on the same criteria than for 2012 and 2013, i.e. number of degrees produced, with emphasis of 95% for PhD degrees and 5% for master degrees produced by each member institute. The figures used would be average of degrees produced **2007-2012**. The current member fee (2013) is based on the average from 2007-2010.

A vivid conversation about the member fee calculations took place. The possibility of using also the number of the students participating in NOVA courses was raised up and discussed.

Decision:

- A) Principals of member fee calculations:** The member fee percentages will be based for the next 4-year strategic period (2014-2017) on both the average percentage of degrees produced (emphasis 95% on PhD degrees and 5% on master degrees) and average percentage of PhD students in the NOVA PhD courses. Both these indicators will have a weight of 50% of the total member fee percentage.
- B) Statistics for the member fee calculations:** For 2014 and 2015, the member fee percentage will be counted using the following data: Average number of produced degrees 2007-2012 (as described in the table above) and average percentage of PhD students in the NOVA PhD courses 2008-2012 (as described in the table above). For the membership fee percentages in 2016 and 2017, the statistics of both these items will be reviewed and the member fee percentage adjusted accordingly.

The member fee of NMBU will be expressed as an entity (counting NVH and UMB together), but separate invoices for former UMB units and NVH units can be sent on request (as it is done with the University of Copenhagen, SCIENCE and HEALTH).

Calculated in the way decided upon, **the member fee percentages for the years 2014 and 2015 will be as follows:**

	Member fee percentage 2014 and 2015	% of average degrees produced 2007-2012	% of average number of PhD students in NOVA courses 2008-2012
AU ST	11,6	10,3	12,9
HU-AF	13,8	9,3	18,4
HU-V	4,5	3,3	5,7
UEF-F	3,7	2,6	4,9
LBHI	0,7	0,5	1,0
SCIENCE } LIFE	21,5	25,4	17,5
HEALTH } NMBU	18,2	20,9	15,5
	26,0	27,8	24,1
	100,0	100,0	100,0

SCIENCE }
HEALTH }

=UMB & NVH

SCIENCE 17,0%,
HEALTH 8,5 %

NVH: 2,2 %, UMB 13,3%

This percentage can't be divided between SCIENCE and HEALTH, since until 2013 they were both part of the faculty of LIFE. When reviewing the calculations for the years 2016 and 2017, separate statistics for SCIENCE and HEALTH are available from (for the years 2013 and 2014).

66.10 Preliminary budget frame 2014

A suggestion of the preliminary budget frame for 2014 was enclosed. In the suggestion, the salary costs of the secretary had been cut to reach 80% of the current amount. The chair explained the main points of the preliminary budget and suggested that collecting the second half of the member fees 2014 can be decided upon later during the year 2014.

Decision:

- 1) The total amount of budgeted member fees in 2014 will be 355 000 €
- 2) The total amount reserved for PhD courses will be 280 000 €
- 3) The NOVA guarantee and Nordplus support will be 55 000 €
- 4) The item "other" in the secretariat section will be 15 000 €
- 5) The collection of second part of the fees 2014 will be decided upon during the year 2014
- 6) The deficit of 121 400 € followed by the setting the above mentioned limits to the budget, will be covered by the surplus

Mari Sundli Tveit pointed out that the salaries are higher in Norway than in Finland. Cutting the salary costs by 20% will have a greater effect than 20% on the amount of hours that can be paid for the next secretary. NMBU wished that in the preliminary budget, it would be mentioned as a footnote that the budget for the next secretariat salary costs can be exceeded by using the equity, if the situation so requires.

Decision: The next secretariat salary costs of 2014 can be exceeded by using the equity built up, if the situation so requires.

Concerning the overall budget 2014 John Renner Hansen suggested that the next secretariat takes initiative to set up a meeting early next year, to examine external funding possibilities (for example a group with one representative from each NOVA country).

The NOVA database issue was discussed also during this item. The option to look for a whole new platform for the NOVA database was raised by Mari Sundli Tveit. The secretary informed the Board that testing the database (after any changes made to it) will take time and that the database administrator Jonas Nordling will charge for his work per hour. For this autumn's open call some changes were made, due to the changed grant rules, and a new course certificate template has just been designed in the database. Anna Valros pointed out that since there will be a lot of changes to be made in the database for the open call 2014, it would be a waste of money to make these changes and then change the whole platform.

Action: NMBU will look into the issue and find out what possibilities there are for a new platform for the database.

66.11 Appointing members for the new NOVA Board

The NOVA Board made a decision (Board meeting 65) that the number of votes of the board members will be, from 1.1.2014 onwards, distributed as follows: SLU 3 votes, NMBU 2 votes, other members each 1 vote. It was suggested by the chair that each NOVA member institute will appoint members according to the number of votes and that each member should have a named substitute.

Decision: Only one representative from each institute will be appointed to the Board. If applicable, she / he will have multiple votes. Each member will have a named substitute.

Action: Each unit will present a list of prospective Board member and his / her substitute at the latest by the end of 2013.

66.12 News from the member institutes

This item was omitted due to the lack of time.

66.13 Other issues

1) The chair explained that the first draft of the evaluation criteria and evaluation process concerning the PhD course grants has been formulated by Anna Valros. A task force consisting Anna Valros, Björn Þorsteinsson, Elise Norberg and Terttu Virri will continue working on the paper after the Board meeting, so that it is in line with the strategic decisions made by the Board. This item was not discussed at the meeting.

2) Rotating secretariat. The current chair and current secretary wished that the next coordinator would be appointed as soon as possible, to ensure that there will be preferably a one weeks' face to face training time with the current secretary, either during the week 50 or week 51.

66.14 End of the meeting

The chair ended the meeting at 15:50.