

## Board meeting No. 45

January 31st, 2007, 10.00 - 16.00 (GMT+1)

Place for the meeting: SLU, Ultuna

### Agenda

#### Items

- 45.1**      Opening of meeting and agenda
- 45.2**      Follow-up of decisions from meeting No 44
- 45.3**      Preliminary balance sheet 2006, Annual report 2006
- 45.4**      Activity plan and budget 2007
- 45.5**      NOVA seminar 2007, including programme
- 45.6**      The new NOVA strategy, including Tasks for Board, KUF,  
Executive Committee and Local NOVA teams/Coordinators
- 45.7**      Central and Local overheads at SLU
- 45.8**      Reports from processes at KVL
- 45.9**      Information
- 45.10**    End of meeting

### Board Meeting, No 45 Ultuna, SLU

Present:	Lars Moe Jukka Kola Anti Sukura Agust Sigurdsson Lisa Sennerby-Forsse Mårten Karlow	NVH, Chairman HU-AF HU-V LBHI SLU NSF, SLU
Others:	Knut Wålstedt Trine Hvoslef-Eide Mogens Flensted-Jensen Hannah J. Jørgensen	NOVA Secretary General UMB, Chairman of KUF LIFE Central NOVA coordinator
Absent:	Knut Hove Per Holten Andersen Marlene Areskog	UMB LIFE NSF

#### 45.1 Opening of meeting and agenda

Opening of meeting, excuses from Knut Hove, Per Holten Andersen and Marlene Areskog.

#### 45.2 Follow-up of decisions from meeting No 44

- Item: Follow up of decisions from meeting number 44.
- Material: Minutes from meeting number 44.  
Suggestion for a new model for calculating member fees – handed out at meeting.

Presented by: Knut Wålstedt

A suggested new model for calculating member fees was presented. This is based on “full-time student equivalents” and the number of PhD degrees per year at each institution, as reported to NOVA. The Board took the information for consideration.

The Board decided:

- That the Executive Committee will evaluate the principles for new member fees based on the presented information and present suggestions at a later Board meeting.

### **45.3 Preliminary balance sheet 2006 (a), Annual report 2006 (b)**

#### **a) Preliminary balance sheet 2006**

Item: Preliminary balance sheet 2006

Material: Funding and activities/expenses 2006

Presented by: Knut Wålstedt

With minor adjustments, this report is now considered final by the Board.

The Board decided:

- To accept the balance report for 2006. The report can be sent for auditing.
- Knut Wålstedt is responsible for finishing the report and will send it for auditing.

#### **b) Annual report 2006**

Item: Annual report 2006

Material: Annual report 2005.

Presented by: Jukka Kola

Discussion about the wanted objective and format of the annual report. It is necessary to produce statistics annually (as in the 2005 report), but these should be e-based. The printed report should be shorter, more like a brochure with “high lights” and include only some statistics.

The Board decided:

- That the printed annual report for 2006 will be shorter and more like a brochure. Statistics will be produced and presented on the webpage.
- The Executive Committee (by Knut Wålstedt) will be responsible for producing the report, but will delegate responsibilities to the institutions (networks, local teams etc.). The EC will also look into the possibilities for printing the NOVA in relevant publications at each institution such as university newspapers, annual reports etc.

#### **45.4 Activity plan 2007 (a) and budget 2007 (b)**

##### **a) Activity plan 2007**

Item: Activity plan and budget for 2007.

Material: Activity plan 2007, budget for 2007.

Presented by: Trine Hvoslef-Eide

Discussion about the activity plan for 2007, minor adjustments were recommended.

The Board decided:

- To accept the activity plan for 2007 with the following adjustments:
  - i. When a deadline has been decided on it should be announced immediately.
  - ii. That local NOVA teams will be asked to produce their own activity plan and present it at the next KUF meeting.
  - iii. That the NOVA seminar will be emphasised under the section for “political forum”.
- That the Knut Wålstedt incorporates the amendments into the final plan.

##### **b) Budget 2007**

Item: Budget for 2007.

Material: Budget for 2007.

Presented by: Knut Wålstedt

Short discussion about the budget for 2007.

The Board decided:

- To accept the budget for 2007 with the following amendments:
  - i. The 6% decrease in the member fees should be explained in the notes for the budget.
- That Knut Wålstedt is responsible for making the necessary adjustment to the budget.

#### **45.5 NOVA seminar 2007, including programme**

Item: Annual NOVA seminar including the preliminary programme.

Material: Preliminary programme for the seminar.

Presented by: Lisa Sennerby-Forsse

Short discussion about the seminar and the proposed external and internal speakers. It was agreed that one or two speakers will be invited and that a representative from each institution will give a short presentation.

The Board decided:

- To approve the planned arrangement and the proposed seminar programme with the following adjustments:
  - i. The workshops should be started later, and the presentations delayed until the second day in order to provide time for presentations from each university.
- That SLU (by Lisa Sennerby-Forsse) are responsible for all the practical issues concerning registrations, meeting venue, accommodation, meals and social events for the seminar.
- That the KUF leader (Trine Hvoslef-Eide) is responsible for suggesting and booking external speakers.

#### **45.6 The new NOVA strategy, including Tasks for Board, KUF, Executive committee and Local NOVA teams/Coordinators**

Item: The new NOVA strategy.

Material: Proposed structure and the process for developing the new strategy, draft strategy document for new strategy

Presented by: Lars Moe

Discussion on the structure of the new strategy, the process for developing it, and the procedure for circulating the discussion document. Agreement on a time schedule for preparing the new strategy, and on an amended structure.  
Dates for new board meetings were discussed.

The Board decided:

- That a new draft strategy document will be prepared and a discussion document circulated to member institutions for comments.
- That the following amendments will be made to the presented document:
  - i. There will be only one example under each heading
  - ii. A list of questions will be prepared and sent with the draft document in order to facilitate discussion.
- That the Chairman (Lars Moe) and the Central NOVA Coordinator (Hannah Jørgensen) are responsible for producing the draft document.
- That the new draft will be produced within the 9th February, circulated shortly after and that comments should be made by April 1st.
- That the old strategy (2004-2006) is valid until the new one is implemented
- That the dates for new Board meetings are: June 1st (Uppsala), October 24th (UMB), and January 30th 2008 at LIFE.

#### **45.7 Central and local overheads at SLU**

Item: Suggested solutions for the SLU overhead problem

Material: Oral information from Lisa Sennerby-Forsse

Presented by: Lisa Sennerby-Forsse

Lisa Sennerby-Forsse informed the Board about the present situation at SLU with regard to overheads and an alternative solution was briefly discussed. A decision was delayed because the presented solution was not accepted by the Board, and because two Board members were not present.

The Board decided:

- To await a written proposal about overheads at SLU, and the other institutions, and to delay a decision until a written solution is presented at a Board meeting.
- SLU (Lisa Sennerby-Forsse), and the NOVA Secretary General (Knut Wålstedt) are responsible for preparing the information.

#### **45.8 Information about the process at KVL**

Mogens Flensted-Jensen informed about the process of integrating KVL into the University of Copenhagen.

#### **45.8 Information**

Mårten Karlow informed the Board that NSF are meeting in Oslo on Friday the 2<sup>nd</sup> February, and that they will discuss strategies to make NOVA more known, they will also finish the

brochure they are making which aims to give a student perspective on the possibilities for Nordic cooperation within NOVA. This will be presented to the Board at a later meeting.

#### **45.9 End of meeting**

Thank you to SLU who hosted the meeting.

## **Memory notes**

### **45.1 Opening of meeting and agenda**

Opening of meeting, excuses from Knut Hove, Per Holten Andersen and Marlene Areskog who could not make it to the meeting. The participants briefly introduced themselves. Anti Sukura, the new Dean of HU-V, and Lisa Sennerby-Forsse, the new rector at SLU were especially welcomed to their first Board meeting.

This is the first Board meeting where there is no NOVA rector present, and where Knut Wålstedt acts as NOVA Secretary General. In addition, Hannah Jørgensen now participates as Central NOVA Coordinator.

Jukka Kola suggests that information about the work and international collaborators etc of each Board member is circulated to the other Board members. Knut Wålstedt will take charge of this.

There were no remarks to the agenda.

### **45.2 Follow-up of decisions from meeting No 44**

Follow-up of decisions from meetings 44.

The Board's work schedule will always be included in the Board meeting documents. The only amendment in the latest version of the work schedule is a new deadline for applications.

Follow-up from 44.4: A questionnaire has been sent out to all local NOVA coordinators in order to find out about the different procedures for student applications, accommodation etc. Five out of seven institutions have reported back. The Executive Committee will write a report to KUF when all the information has been received.

Follow up from 44.5: Knut Wålstedt handed out a suggested new method for calculating member fees taking into account full time student equivalents and the number of PhD degrees as reported to NOVA. The principles for member fees for existing and new NOVA members will be further elaborated in the Executive Committee before new members join NOVA. Until now member fees are calculated according to each country's GNP (as is done in the Nordic Council of Ministers).

There is unused Nordplus money left over from 2006 due to the cancellation of a course, this can be used for a different course during 2007.

Comments to the minutes from the Board meeting NO 44: Trine Hvoslef-Eide, and others were put down as "observers" although they were present in replacement for Deans/Rectors who could not make it. The reason for this is that in order to create a real obligation to the NOVA board it has previously been decided that Deans cannot have a voting substitute. Nevertheless, it is encouraged that Deans/Rectors who cannot make it to a Board meeting do send a substitute in order to take part in discussions. In addition, the KUF leader should be present at each Board meeting.



### **45.3 Preliminary balance sheet 2006, Annual report 2006**

#### Preliminary balance sheet 2006:

The balance sheet presented for this meeting is the final report. Knut Wålstedt is congratulated for finalising it so soon. The Board is also satisfied that 2006 left NOVA with approx €25000 at its disposal for 2007. For the year 2006, the NOVA PhD courses were the greatest cost.

The question of what strategy to use in order to reduce the probable loss of funding from NMR was raised by Jukka Kola. It seems that increased cooperation with West-Russia may place NOVA more in the target area for receiving money from NMR. This will be discussed later.

#### Annual report 2006:

New ideas/questions about the annual report were presented by Jukka Kola. The central questions regarding the report are “what is the objective of the report?”, and “for whom is the report?”

It was agreed that the report for 2006 should be produced in a shorter version summarising success stories and key events, and that it should be formed more like a brochure. Further, that it is necessary to produce statistics (like in the 2005 report) every year but that this is not necessary to print – rather this can be distributed electronically.

The Executive Committee (by Knut Wålstedt) will be responsible for making a proposal for the annual report 2006 according to the discussion in the Board. Responsibility for writing short reports/stories will be placed with course organisers, local teams, networks etc. Further, the Executive Committee will look into the possibility to get the NOVA report included in publications such as university newspapers or annual reports produced by the individual institutions.

### **45.4 Activity plan and budget 2007**

#### Comments to the activity plan for 2007:

The NOVA seminar should be mentioned under the section for the political forum.

The announcements for the various deadlines should be made sooner, i.e. immediately when the deadline is decided upon. Knut Wålstedt stressed that it is vital that local NOVA coordinators help with the announcements.

It was agreed that the Board will ask each local NOVA team to present an activity plan at the KUF meeting.

Discussions arose regarding joint degrees. At present only some member countries allow such degrees, therefore the present focus will be on joint programmes in a few areas. This is mentioned in the activity plan.

#### Comments to the budget for 2007:

The reduced costs in the secretariat have allowed NOVA to increasing its activities despite decreased external funding.

The -6% in the member fees, meant to cover for currency exchange should be mentioned in the notes to the budget. The reduced secretariat costs should also be mentioned in the notes.

The KUF leader meant that NOVA shall encourage and support more PhD good quality courses; this was supported by the Board. The increased support to PhD courses should also be mentioned in the budget notes.

#### **45.5 NOVA seminar 2007, including programme**

SLU has taken responsibility for arranging the annual seminar 2007. This is appropriate since the university has an extensive programme for the Linné jubilee that coincides with the seminar.

The Hotel Linné has been preliminarily booked, and meeting facilities are available at the university. SLU will organise registrations, hotel bookings etc.

The budget for the Seminar should be presented to SLU so that the individual costs can be estimated.

Trine Hvoslef-Eide is responsible for suggesting external and internal speakers. Suggestions for external speakers included someone from the European University of Excellence research or Trends within higher education in Europe. Suggested internal speakers include someone from KVL/LIFE to talk about the process that has taken place there, and someone from SLU to talk about the process going on there.

All member universities should hold short presentations, but speakers from KVL/LIFE and SLU should be given longer time.

The preliminary programme should be changed so that the workshops start a little later, and so that the workshop presentations should be held in the morning of the 1<sup>st</sup> June.

#### **45.6 The new NOVA strategy, including Tasks for Board, KUF, Executive Committee and Local NOVA teams/Coordinators**

Rather than discussing details of the draft strategy it is necessary to agree upon the structure and the process for developing the new strategy first.

It was agreed that a new draft strategy should be prepared by the Executive Board (by Lars Moe and Hannah Jørgensen) and that this should be sent out next week to the different universities for comments. It is not necessary to pass it through the Board again. Comments should be received back by the end of March. A new draft should then be prepared which will be discussed at the annual seminar.

Throughout the strategy the term NOVA should be used, not NOVA UN.

The draft should not contain more than one option for each heading. A list of questions should be made to help discussion.

#### **45.7 Central and local overheads at SLU**

Knut Wålstedt and SLU (Lisa Sennerby-Forsse) will prepare a proposal.

No decision today because further information is needed and because the Deans of LIFE and UMB are not present.

#### **45.8 Information about the process at KVL**

Mogens Flensted-Jensen presented the processes which have taken place in Denmark before, during and after the integration of KVL into the University of Copenhagen.

This was very interesting and will be of interest to participants at the annual seminar in May.

#### **45.9 Information**

NSF is meeting in Oslo next Friday. The students will discuss how to make NOVA more known among staff and students at the different institutions. They will also finalise their work on a brochure which shall present the students perspective on cooperation opportunities within the Nordic region through NOVA. This work will be presented to the Board at a later stage.

#### **45.10 end of meeting**

The meeting was closed at 16.00. Thanks to SLU for hosting this meeting.