

**Minutes of INQAAHE Board Meeting
Sunday, 1 April, 2007, 9.30am
Sheraton Hotel, Toronto, Canada**

Present: Richard Lewis (President)
Seamus Puirseil (Secretary)
Don Baker
Dorte Kristoffersen
Jorge Mora
Nadia Badrawi
Peter Cheung
Tibor Szanto
David Woodhouse
Lee Harvey (Observer)

In attendance: Ann Graves
Jean Morse
Maria Jose Lemaitre
Norman Sharp

Apologies: Mala Singh
VS Prasad

Richard Lewis welcomed all in present and it was agreed that the items on the Agenda would be dealt with in the most appropriate order.

1. **Summary of e-Board meeting**

It was agreed that the summary of the e-Board meeting would be dealt with under the items addressed as they arose.

2. **Report of the Secretary**

Annual Report

The Secretariat circulated a draft annual report and advised that it was for a limited circulation, subject to editing and would be redrafted following the Toronto conference to incorporate updated information arising from the conference.

It was agreed that the title on the document would be amended to read "INQAAHE Report, April 2007", . It was further agreed that the Regional Representatives be asked for formal permission for inclusion of their reports and that following amendments and the addition of logos, where available, the regional reports would be included in the INQAAHE report. The Board agreed that the Guidelines and Code of Good Practice should be included in the Report and that an explanatory note entitled "What is INQAAHE" and the relationship to the Regions should also be included.

[Sec note: INQAAHE's relationship with the regions is now under consideration by the Board]

Membership

The Secretary thanked the other members of the membership committee, Steve Crow and Dorte Kristoffersen, for their work in dealing with the membership applications and noted the normal decision time, from receipt of application, of 48 hours.

The Board noted the membership register and agreed the list should be reviewed case by case and that those members who had not paid subscriptions for three years would be considered non renewals.

Accounts

Following discussion the Board agreed the Annual Income and Expenditure Accounts and further agreed they be presented to the General Assembly. The Board noted that the Secretariat fee has remained static and further noted the need for the incoming Board to discuss the relationship with the Secretariat and the fee.

3. **Regional Reports**

The Board noted the regional reports presented and agreed, subject to amendments, to their inclusion in the INQAAHE report and posting on the Network's website.

World Bank

The Board noted the lengthy process in relation to the proposal for funding from the World Bank for a global grant. The Board further noted the receipt of the GIQAC document from the Bank. The Board agreed that a list of queries be developed for discussion with World Bank personnel.

The Board agreed that:

- the roles of the Networks, UNESCO and INQAAHE should be clearly defined;
- UNESCO's relationship with INQAAHE and UNESCO's ambition should be clearly outlined;
- the input by INQAAHE and the ability to make changes be clarified;
- the relationship between the GIQAC and INQAAHE be clearly defined;
- the number of INQAAHE representatives on the GIQAC board be increased;
- the INQAAHE Secretariat should deal with the professional aspect;

Following discussion the Board agreed a broad acceptance of the general proposal and noted the importance of INQAAHE's involvement from the outset.

The Board agreed that a working party of the Board be set up to deal with the DGF. The Board further agreed to amend the agenda for the Regional Representatives meeting, in order that the group would have the opportunity to discuss the proposal, in advance of a meeting with World Bank personnel.

4. **Toronto Conference – update**

Terry Miosi, local organizer of the conference, joined the Board and updated the members on arrangements for the conference. Richard Lewis thanked the local organizers on behalf of INQAAHE.

5. **Future Events**

2009 Conference

The Board noted the bid received from the UAE to host the 2009 conference. The Board further noted apologies from Badr Aboulela due to illness and agreed that Don Baker make the presentation on his behalf.

Following discussion it was agreed that the proposal be accepted subject to receipt of a satisfactory budget, including registration fee and hotel costs. It was also agreed that registration costs should not be more expensive than Toronto plus inflation costs. It was further agreed to recommend to the General Assembly on this basis. It was noted that travel to the Middle East is problematic for some members.

2008 Workshop

Maria Jose Lemaitre gave an update on behalf of CONEAU. The Board noted that all issues raised concerning the workshop had been addressed and that the translation charges will be borne by the local organizers.

The Board agreed to look at the issues relating to translation in general be discussed at a future meeting.

6. **Code of Conduct**

The board noted the draft document and following discussion, agreed the document, subject to amendments. The document is to be sent to all Board members after amendment.

7. **Draft Policy on INQAAHE Reviews of Agencies**

The board noted that the document circulated was a table of contents and a basic start to

drafting a Policy. Following discussion it was agreed that Dorte Kristoffersen draft a first version of a Policy for circulation to the Board.

8. **Annual Subscription**

The Board agreed to recommend the increased subscription rate of Euro 380, for 2007, to the General Assembly. The Board further agreed that the incoming Board address a schedule of future subscriptions and that these could be agreed by the membership by way of an electronic meeting.

9. **Constitution**

The Board agreed that the proposed amendments be deferred for discussion by the incoming Board and that the membership would be advised that amendments will be circulated for vote electronically.

10. **Survey**

The Board noted the results of the Survey of agency action on the UNESCO/OECD Guidelines and further noted that additional responses had been received subsequently.

11. **QA Awards**

The Board noted that an insufficient number of nominations had been received and agreed that the Board review for the future.

12. **Any Other Business**

Richard Lewis thanked the outgoing Board members for their work and expressed his best wishes to the incoming Board, while noting the amount of work on hand. He also thanked the Secretariat for their work for their extensive support, including meetings and documentation.

The Board expressed its thanks and appreciation to Richard Lewis for his work as President during the previous four years.

The meeting concluded at 17.00.