

**Minutes of INQAAHE Board Meeting
Thursday, 5 April, 2007, 13.00**

Sheraton Hotel, Toronto, Canada

Present: David Woodhouse (President)
Seamus Puirseil (Secretary)
Richard Lewis
Nadia Badrawi
Peter Cheung
Jean Morse
Maria Jose Lemaitre
Norman Sharp
Lis Lang
Marie-Odile Ottenwaelter, Co-opted
Lee Harvey, Observer

In attendance: Ann Graves

David Woodhouse, President, welcomed Marie-Odile Ottenwaelter (Co-option) and Lee Harvey, (Observer), both of whom had accepted the invitation to serve on the Board.

1. Strategic Plan

Following discussion it was agreed that a five year Strategic Plan be drafted to guide the overall work of INQAAHE. This will include, but not be confined to, activities outlined in the World Bank proposal. The Plan should be created with an eye to INQAAHE applications for funding, both to the World Bank and to other possible sponsors.

The Board agreed that need to define the identity of INQAAHE and its relationship with others and the necessity to set the framework in the first paragraph with a clearly defined focus. Norman Sharp agreed to produce the first draft within four weeks, for discussion by the Board.

Action: Norman Sharp

2. Regional Liaison

The Board noted the importance of the semi-formal basis established for keeping in touch with the Regional Representatives at present, with a view to formalizing the relationship in the future. The Board agreed to establish a direct line of contact with Board members taking responsibility for contact with a particular region.

Marie-Odile Ottenwaelter and Peter Cheung agreed to take forward INQAAHE's work with the regions. An initial task will be to draft needs, goals and practices for INQAAHE's relations with the regions, for recommendation to the Board. Marie-Odile Ottenwaelter and Peter Cheung will also maintain contact with the regions, as possible, with a view to determining the value of the Regional meeting in Toronto.

Action: Marie-Odile Ottenwaelter and Peter Cheung

It was further agreed that David Woodhouse would provide a list of the Regional Secretariats for ease of contact. David Woodhouse will also write an initial letter to the Presidents and Secretaries of the regional networks.

Action: David Woodhouse

3. 2008 Forum

It was agreed that the INQAAHE event in even years will be called 'The Members' Forum', instead of 'workshop'.

The Board agreed that the Secretariat would contact Leandro Haberfel, CONEAU and invite him to serve on the Board as an Observer, as liaison person for the 2008 Workshop. It was further agreed that the section of the theme of the Forum will be

deferred until the draft of the Strategic Plan is available and that the Board would then agree the theme.

Action: Secretariat

Lis Lange accepted responsibility as Chair of the Forum Programme Committee with assistance from Maria Jose Lemaitre. Lee Harvey will provide a template for the structure of the Forum.

Action: Lis Lange, Maria Jose Lemaitre and Lee Harvey

4. **2009 Conference**

The Board agreed that the Secretariat would liaise with the UAE and request information on hotels, finance and registration costs. It was further agreed that the Secretariat should draft a conference manual for use by conference hosts.

Action: Secretariat

The Board noted that David Woodhouse would be in Abu Dhabi in the near future and agreed the importance of his viewing the venue proposed for the conference.

Action: David Woodhouse

The Board further noted that the INQAAHE flag should be given to the event host for the subsequent year, not just the subsequent conference, in the future.

5. **Good Practice Database**

Following discussion, the Board agreed there is general support for the proposal of an INQAAHE Good Practice Database for agencies. Nadia Badrawi agreed to take responsibility for drafting a proposal on the source and presentation of the good practices. DW suggested that she discuss the AUQA database with Anthony Stella to get some ideas on implementation.

Action: Nadia Badrawi

6. **Clearinghouse/Website**

Following discussion it was agreed that the Website requires development. It was further agreed that papers from conferences be made available on the Network's website. The Secretariat will arrange for the posting of the papers from the Toronto conference, and from any previous conferences or workshops/fora for which they are available. The Board also agreed the importance of including papers, journals and discussion papers of interest to the membership on the website.

Action: Secretariat

At a future meeting, the Board will discuss the development of the website more generally. (Note the reference to the website and a clearinghouse in the World Bank proposal.)

Action: Board

The Board noted the success of the membership committee in processing membership applications in an efficient and effective manner, normally having a response rate of not more than 48 hours. The Board expressed its thanks to Dorte Kristoffersen, Steve Crow and Séamus Puirseil for their work on the committee and noted that Richard Lewis would replace Dorte on the committee.

The Board agreed that members be requested to provide updates to the information held on the website database, biannually, and agreed that Richard Lewis be responsible for editorial changes to the membership form.

Action: Richard Lewis

7. **GIQAC**

The Board noted that the Liaison committee to deal with the World Bank and UNESCO had been agreed, namely David Woodhouse, Séamus Puirseil, Jean Morse and Nadia Badrawi.

Following discussion the Board agreed the importance of the development of a tripartite parallel group and further agreed that the Liaison Committee communicate immediately with UNESCO and the World Bank, through the Secretariat, and report back to the Board. The Board also noted the importance of INQAAHE's involvement with UNESCO in advance of the first meeting of the GIQAC.

Action: GIQAC Liaison Group

8. **Board members representing INQAAHE**

David Woodhouse advised that, due to work commitments, he would be unable to accept all invitations to represent INQAAHE. It was agreed that, as invitations arise, they would be circulated to the Board members, in order to determine if they could attend as a representative of INQAAHE. It was further agreed that Board members should attend at the cost of the host, not the network and that a note of each event attended be forwarded to the Secretary.

9. **E-Board meetings**

The Board agreed the need to hold regular electronic meetings. It was further agreed that each board meeting cover one topic only and run over a two week period.

10. **Fundraising**

Following discussion, Maria Jose Lemaitre agreed to take responsibility for the fund raising Portfolio.

Action: Maria Jose Lemaitre

11. **Professional/Specialist Accreditors**

Professional/specialised accreditors are eligible for Full Membership of INQAAHE. The Board discussed whether there should be a special category of membership, but agreed that this would not be appropriate. Increased attempts will be made for professional accreditors to join INQAAHE, and their special interests and needs will be borne in mind. Following discussion it was agreed to defer discussion for a future meeting.

Action: Board

12. **Treasurer**

Richard Lewis agreed to undertake the role of Treasurer.

Action: Richard Lewis

13. **Publicity/Marketing**

The Board agreed to actively canvass members, particularly those agencies who were members of Regional Networks but not yet members of INQAAHE. It was further agreed that the Secretariat cross check established regional membership lists with the INQAAHE membership list and check attendees at recent conferences and workshops and encourage non members to join.

Action: Secretariat

At a future Board meeting, the concept of a marketing / PR outreach will be discussed.

Action: Board

The President closed the meeting at 15.30.