

Minutes of INQAAHE Board Meeting
14 & 15 May, 2008 - Buenos Aires, Argentina

Present: David Woodhouse (President)
Seamus Puirseil (Secretary)
Richard Lewis (Treasurer)
Maria Jose Lemaitre (Vice-President)
Jean Morse
Norman Sharp
Lis Lange
Marie-Odile Ottenwaelter
Zhang Minxuan
Leandro Haberfeld
Badr Aboul-Ela
Lee Harvey

In attendance: Ann Graves
Antony Stella (for several working group item)
Mark Frederiks
Leendert Klaassen

David Woodhouse, President, welcomed all members of the Board, particularly Zhang Minxuan, who has recently been appointed to the Board. He advised that the Board had agreed (electronically) to appoint Carol Bobby to the Board. The President thanked Antony Stella, for attending to brief the board on some of the working groups and the local organisers for their hospitality and organisation.

The President expressed his sympathies to all our Chinese colleagues on the recent earthquake disaster.

1. Minutes of previous meeting

Richard Lewis proposed that the minutes be accepted as a true record of the meeting, the proposal was seconded by Séamus Puirseil and the minutes adopted. It was further agreed that any matters arising could be dealt with under the board items or any other business as the meeting progressed.

2. GIQAC Report

David Woodhouse reported on progress with GIQAC. He advised that applications to the fund had not been widely sought and that some networks had been omitted. He further advised that the INQAAHE contract had been agreed and signed. The Board agreed the advantages in developing training materials, which could possibly be translated into other languages and would be a source for long term sustainability for the network.

The Board discussed and agreed the necessity to appoint a Board member to look at the fund raising options and as an external liaison person.

Action: David Woodhouse/Board

3. Working Groups

Professional Qualifications (see attached)

Jean Morse reported that the Task Force in relation to this project had been established. Following discussion it was agreed as GIQAC had agreed some monies be used for survey and resource, this be undertaken. The Board noted that the report from the group would be required by April 2009 and agreed that members contact Jean Morse with proposals for progressing.

Action: Jean Morse

Clearinghouse

The Board noted the document circulated by David Woodhouse and agreed that comments and views should be e-mailed to the President and possible volunteers to serve on the working group. Lis Lange agreed to provide comments on the proposed search terms.

Action: David Woodhouse/Board

GPQA

The Board noted progress of the GPQA Working Group and that the procedures manual for the database had been completed and is being reviewed. They further noted that a notice had been circulated to the membership, inviting them to submit their good practices and that a reminder should issue early in June.

Action: Janice Ross/Secretariat

Small States (see attached)

Antony Stella advised the Board that the Task Force to work on this project had been established and that those members present in Buenos Aires had arranged to meet with a view to progressing. She further advised that the group are awaiting a definition of Small States from UNESCO and it is envisaged that this would be forthcoming over the next couple of weeks.

The next step for the Task Force is to produce a draft strategy for feasibility and this will be forthcoming by the end of June, with a draft of the feasibility study available in December and the document finalized by April 2009.

David Woodhouse noted that this was one of the projects that INQAAHE had received GIQAC funding for and indicated that it was an exciting project for the group.

Action: Antony Stella

Networks Meeting

David Woodhouse, reported on the meeting, which had taken place between INQAAHE and representatives of Regions/Special Interest Networks. He advised the Board that an information contact person for each network had been nominated and that each group had reported on recent developments in their region.

The Board noted that three of the network's had signed a Memorandum of Cooperation with INQAAHE – ENQA, APQN and EAQAN. The Board agreed that a matrix be developed for potential collaboration for the future.

Action: David Woodhouse/ Marie Odile Ottenwaelter

Consultants Register

Following discussion on the merits of an International Consultants Register, it was agreed that the President, David Woodhouse, would formally approach APQN with a view to a formal agreement between the regional network and INQAAHE on future development of a Consultant's Register and propose a nominee from INQAAHE be involved in the APQN Working Group. Jean Morse agreed to advise on consultants from her US experience and will mail details to Antony Stella who is leading this project for APQN.

Action: David Woodhouse/Jean Morse/Antony Stella

Query Services

It was agreed that a panel of about 15 CEOs or other senior members of EQAs would be established to answer professional queries from members, and that this would operate for a trial period of one year. The Board would write to some member agencies to seek their membership of such a panel. In the interim it was noted that all generic queries would be directed by the Secretariat and channeled to appropriate members.

Action: David Woodhouse/Secretariat

INQAAHE Reviews

A policy and procedures for INQAAHE Reviews has been placed on the website. The Secretary and the Vice-President will be responsible for initial action on requests from member agencies.

Action: Vice-President/Secretariat

Membership

It was agreed that the membership committee will need to be reviewed, due to retirement by two of the existing members.

It was further agreed that existing information on the INQAAHE database needs to be updated, as the information is no longer current.

Action: Richard Lewis/Secretariat

UNESCO

The Board noted that an application to UNESCO for funding for the 2009 conference had not been timely and agreed that future applications be submitted in good time to be considered. It was agreed that the Secretariat determine the time lines for applications and note for future.

Richard Lewis reported that liaison with UNESCO had been minimal, due to constraints on time as a result of the GIQAC submission. He advised that he would establish contact in the near future and check the possibility of applying for support from the UNESCO bureaus, rather than HQ, of obtaining support for the 2009 conference.

Action: Richard Lewis/Secretariat

4. Member's Forum 2008

Leandro Haberfeld, Chairman of the Local Organising Committee, advised the Board that everything was in order for the forthcoming event. He further advised that due to some last minute cancellations the programme had been amended slightly.

David Woodhouse thanked both Leandro Haberfeld and Lis Lange as Chairs of the Local Organising Committee and Programme Committee, for the hard work and efforts in respect of the forum.

5. Secretary's Report

Séamus Puirseáil, Secretary, thanked the Board, on behalf of the Secretariat for their friendship and help over the past five years. He extended his best wishes to NVAO in administering the Secretariat in the future.

6. Treasurer's Report

Richard Lewis, Treasurer, noted that the 2007 accounts had been agreed by the Board and would be circulated to the membership at the GA. Following discussion it was agreed that the network would conduct financial reports in a single currency in the future, to resolve the confusion when subscriptions are collected in Euro and Accounts are produced in US Dollars. The Treasurer will initiate a proposal on which currency.

Action: Richard Lewis/Secretariat

7. 2009 Conference

Badr Aboul-Ela informed the Board of the progress made by the local organisers in relation to the 2009 Conference. The dedicated website is live at <http://www.caa.ae/conference> and includes the themes of the conference. Following discussion it was agreed that key note speakers need to be agreed as a matter of urgency, it was further agreed that Board members send suggestions regarding speakers to David Woodhouse and Maria Jose Lemaitre.

Badr Aboul-Ela advised that the contract with the hotel had been signed and that the British Council will sponsor 15 delegates to attend the conference, on the understanding that they stay in the conference hotel.

The Board agreed that suggested topics for the pre-conference workshops be forwarded to Maria Jose Lemaitre.

Action: David Woodhouse, Badr Aboul-Ela, Maria Jose Lemaitre

8. Membership Drive

The Board agreed that regional members should be encouraged to join INQAAHE. It was further agreed that both Institutional members and Professional Associations should also be encouraged. In an effort to encourage new members from the regions it was agreed that a comparison of membership between the regions and INQAAHE be undertaken, following which a letter of invitation will be sent encouraging dual membership.

The Board agreed that the proposal to register INQAAHE.org and similar domain names should be deferred until the registration of the logo and name, as an International trademark be investigated.

Action: Richard Lewis/Secretariat.

9. Any other business

Membership Information

The Board noted that membership information on the network's database needs updating. It was agreed that members be requested to supply current information and where it was not forthcoming to delete out-dated forms.

Action: Richard Lewis, Secretariat

RIACES Invitation

Maria Jose Lemaitre invited INQAAHE to join CINDA in its submission of a project on Public Policy and Capacity Building to RIACES. The Board agreed to support the project and Maria Jose Lemaitre will advise on progress.

Action: Maria Jose Lemaitre

The President closed the adjourned meeting at 19.30 hours