

# Minutes of the INQAAHE General Assembly

15 May, 2008 - Buenos Aires, Argentina

David Woodhouse, President of INQAAHE, welcomed all delegates to Buenos Aires and to the General Assembly meeting.

1. Minutes of previous meeting  
The President presented the minutes of the Toronto meeting. Jean Morse proposed that they be accepted as an accurate report of the meeting, this was seconded by Ethley London and unanimously agreed by the GA.
2. President's Report (attached)  
The President, David Woodhouse, presented his report to the GA outlining the activities of the Board during the previous year. He noted that the Board had developed a Strategic Plan to guide the directions of the network over a five year period. He further indicated that the Board had set up several working groups, who were progressing on building relations with other networks, professional qualifications, a good practices database, clearinghouse, query service and consultants' register.

The President thanked the Board for their commitment and advised that Dr Zhang Minxuan of the Shanghai Municipal Education Council had been co-opted to the Board. He noted that Peter Cheung who had recently retired from HKCAAVQ and the INQAAHE Board, would be much missed and welcomed nominations to fill the vacancy.

The President advised the GA that the retirement of Séamus Puirseil from HETAC resulted in a call of proposals for the role of Secretariat. Several member agencies had applied and after careful consideration the Board appointed NVAO, the Dutch/Flemish Quality Agency to take over the role. The date of handover is 1 June, 2008.

The President noted the re-design of the network's website and advised that some sections will become more user friendly as they are populated with information and documents. He advised that comments on the website are welcome from all members.

Member agencies, who operate in a manner that aligns with the GGP, were invited to advise the Secretary that they would like to be listed on the website, providing evidence, which would normally be the result of an independent review.

The President advised that relations with other networks were proceeding very smoothly, that a document, agreed by the Board, called "Working Together" had been circulated to the networks, that two meetings with network representatives have taken place, and that there is discussion on collaborative activities.

The President advised the meeting that INQAAHE has received funding under the GIQAC (Global Initiative for QA Capacity Building), in the amount of \$100,000 for the first twelve months of the grant. The funding to INQAAHE is for four projects

- QA support for small states
  - Support for networks of QA agencies
  - The development of qualifications for QA professionals
  - Establishment of a Clearing house of QA information
- together with some funds to support the Secretariat in the administration of the projects.

The President noted that INQAAHE has carried out or co-ordinated reviews for member agencies and has now drawn up formal procedures.

### 3. Amendments to the Constitution

The meeting noted that part one of the proposed amendments referred only to straightforward adjustments that are consequent on other changes and/or were suggested by member last year.

Part two related to clarifying and removing duplication in the purposes.

Jean Morse proposed the move to adopt the changes, this was seconded by Franze Gertze and unanimously agreed by the GA.

4. The Secretary, Séamus Puirseil, advised the GA that the network has grown dramatically over recent years and that the period since the last GA had been a time of intense activity for the Secretariat, including:
- The reorganisation of board participants and the establishment and progress of a number of new working groups.
  - The negotiation and establishment of GIQAC under UNESCO and with the world bank.
  - Increased activity in relations with regional networks as reflected in reports at the meeting of regions in Washington in January.
  - The increased awareness and adoption of the Guidelines of Good Practice.
  - Interaction with UNESCO on the establishment of the UNESCO portal on higher education institutions completed in April 2008.
  - A significant increase in membership of the networks.
  - The appointment of NVAO as secretary following the completion of its term by HETAC.

The outgoing Secretary thanked the President, and former President, board members and network members for their help, cooperation and friendship during the last five years. He also thanked the staff of HETAC, in particular Ann Graves, who had been involved in the work of the Network. On behalf of HETAC, Séamus Puirseil, wished success to NVAO as they take up their new responsibilities on June 1<sup>st</sup>.

### 5. Treasurer's Report

Richard Lewis, Treasurer, presented the INQAAHE accounts for 2007.

The Treasurer proposed that a 5% increase on all subscriptions be agreed and noted the membership subscriptions benefit the projects of the network. The Treasurer further observed that the Network income is still low for the work undertaken, and proposed that a step change be considered for 2009 provided the tasks to be funded are significantly valuable to members. The GA agreed, and delegated the final decision to the Board.

Jean Morse moved that the Treasurer's proposals and accounts be accepted, this was seconded by Norman Sharpe and agreed by the GA.

### 6. Future Events

#### 2009 Conference

Badr Aboul-Ela informed the GA 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 a presentation by Badr Aboul-Ela, on behalf of the local organisers, members were invited to forward suggestions of good/interesting speakers to Maria Jose Lemaitre.

#### Members Forum 2010.

The President noted with thanks an appreciation that the Board had received a formal proposal from Namibia to host the 2010 forum. However he advised that other members might be awaiting a formal call for bids and such an invitation would be issued to all members within a couple of weeks. He asked the GA to authorise the Board to make the

selection of the venue. Jean Morse moved that the proposal be accepted, this was seconded by Séamus Puirseil and agreed by the GA.

7. Report of the Journal Editor

Lee Harvey noted that although the number of items received for the Journal had decreased, the material was more focused and useful for inclusion. He encouraged members to write for the Journal and advised if there was a problem with fluency in writing through the medium of English, that he was willing to help with the editorial. Member's with ideas for the journal are encouraged to contact Lee Harvey direct.

8. Any other business

Memorandum of Cooperation

The President advised that three of the networks had signed Memoranda of Co-operation with INQAAHE – APQN, ENQA and EAQAN. He welcomed this step as a sign of continued relations between INQAAHE and the regions and indicated that other networks were also anxious to cooperate.

9. Appreciation

The meeting concluded with a unanimous vote of thanks, expressed on behalf of members by the President and Immediate Past President, for HETAC's provision of the Secretariat for the last five years. Particular mention was made of Ann Graves' committed, constant and good-humoured support to the Board and the members. The GA was pleased to note that small gifts to Ann were bought in Buenos Aires, the location of this Assembly.