

## SUMMARY & MAIN DECISIONS TAKEN

*Prepared by Dominique Montagnese (UNICA Secretariat)*

### UNICA Steering Committee Meeting #1

**Wednesday, 17 February, 09:00-17:00**

*Venue: University Foundation (Brussels)*

#### INTERNAL COMMUNICATION

- The frequency of UNICA newsletters will increase from four per year to about one per month and will be more aimed at communication with Member Universities. A focus will be put on news from UNICA Member Universities and from UNICA Working Groups.
- The Steering Committee discussed the involvement of UNICA Member Universities in the Network activities. Over the upcoming months, the Steering Committee will set up meetings with Member Universities that have recently been less active in the Network to present the UNICA Network, its activities and its projects and to discuss their expectations.
- A welcome letter and information package about UNICA will be sent to each newly elected Rector/President of a UNICA Member University.

#### FUNCTIONING OF WORKING GROUPS

- Each UNICA Working Group will be encouraged to select a Chair (if not designated yet) and a Core Group as indicated in the UNICA internal regulations. The aim is to increase the involvement of UNICA WGs over the 2-year mandate of the Steering Committee.
- A link between the activities of UNICA Working Groups and Projects has already been created and will be reinforced. Working Groups should play the role of incubators for projects that UNICA wants to undertake as a Network.

#### UNICA IN EUROPEAN PROJECTS

- The Steering Committee encourages Member Universities to include UNICA as a dissemination partner in their project proposals and to inform the UNICA Secretariat when a project involving at least 3 UNICA Members is submitted and selected for funding.

#### COOPERATION WITH STUDENTS AND STUDENTS' ORGANISATIONS

- The cooperation with the Erasmus Student Network (ESN) and the European Students' Union (ESU) will be strengthened in order to foster the involvement of students in UNICA activities.

#### NEXT STEERING COMMITTEE MEETINGS

- A new procedure will be implemented for selecting the Host Universities of UNICA events. Two calls for interest will be sent during the year (Spring call and Autumn Call) and Member Universities will be encouraged to apply. Templates and detailed information on the selection criteria as well as on the role and responsibilities of Host Universities will be provided. The Steering Committee will take note of the first applications at the forthcoming SC Meeting in Prague.

#### NEXT STEERING COMMITTEE MEETINGS

- Thursday 12 May 2016, 08.00 – 12.00, Charles University in Prague
- September 13 September, (full day), Vrije Universiteit Brussel
- Wednesday 16 November 2016 (afternoon), University of Warsaw
- Saturday 19 November 2016 (morning), University of Warsaw