



## MINUTES OF THE UNICA CONTACT PERSON MEETING

Lomonosov Moscow State University  
Chair: Catherine Convery, University College Dublin  
Minutes: Markus Laitinen, University of Helsinki  
November 9th, 2007

The chair called the meeting to order

### **1 Adoption of the agenda**

The agenda was adopted as such

### **2 Approval of the minutes from the IRO meeting in Ljubljana 4/2007**

The minutes were approved

### **3 Promoting UNICA and the UNICA brand**

The meeting discussed issues related to both external and internal promotion of the network. The following ideas and issues were brought forward:

- The secretariat's re-location to new premises was seen as an opportunity, especially for raising the profile of UNICA within member institutions. This might be combined with a small survey among the members about other Brussels-located offices in which they are stakeholders
  - The small brochure on relocation will be sent to contact persons
- Using UNICA staff mobility more actively to promote benchmarking and dissemination of good practice between members
  - UNICA can fund up to €600 for travel costs upon application to the secretariat
  - UNICA staff mobility should perhaps be targeted for universities, which cannot utilise Erasmus Staff Mobility
- New Erasmus Work Placements could be used to have trainees from member universities to work at the secretariat. The secretariat will make a job description and put out a call for candidates
- Members should have the new UNICA website linked from their pages (international and others)
- There should be an article on UNICA in Wikipedia

Finally it was decided that the issue of promoting the network will be re-visited in the Paris IRO meeting

### **4 European Campus**

The European Campus (increasing vertical student mobility) project will be next discussed in the December 2007 meeting of the Bologna Lab.

### **5 Career Centers**

The meeting briefly discussed possible co-operation of members' career service centers based on Katja Cerjak's initiative. She offered to host a first meeting in Ljubljana during Spring 2008. E-mail with more details will follow

## **6 Participation Charts**

The meeting discussed the Participation Charts sent by the secretariat and found them to be very useful. Ana Ruzicka from Zagreb told about the structured way in which her university brings together all actors involved in UNICA activities once a year. There is also a monthly IRO newsletter in which UNICA activities are highlighted and the University also has set aside funds for travel to UNICA events.

The participation charts will be updated before the General Assembly 2008 in Prague.

## **7 Next IRO meeting**

The next IRO meeting will be held in Paris April 10-12, 2008. Preparation of the agenda will start in December. Among possible issues for agenda the meeting listed the following

- Selecting the venue for the 2010 student conference
- First experiences of Erasmus Work Placements
- International Recruitment: Strategies, Policies and Co-operation
- Summit Project: dissemination of results
- Academic content of Mobility
- University-Industry relations
- Language issues for incoming exchange students
- The venue for the 2009 IRO meeting
- IRO elections for Steering Committee Observer

## **8 Student Hitch-hike project (Tallinn University proposal)**

TU project proposal was briefly discussed. It was generally felt that IRO/CPs would need more information in order to make a decision about having their university participate.

## **9 UNICA meeting at EAIE 2008**

The Secretary General asked the meeting about members' preference as regards the type of meeting to held at EAIE Antwerp. She explained that a more informal meeting could be arranged (pub, beer) instead of a more formal setting. Several participants were in favor of the more informal gathering.

A proposal for a Summit-project related session has been made to Antwerp organisers.

## **10 Communication**

- Views were expressed against having an update for the Coat of Arms poster.
- The secretariat will send an e-mail to Contact Persons about the need for more UNICA brochures and the UNICA bookmark
- Chair expressed the IRO/Contact Persons' warmest thanks to Andrei Kitashov for making the practical arrangements for the Moscow meeting.

The Chair concluded the meeting.