

30th UNICA ADMINISTRATIVE GENERAL ASSEMBLY

Thursday, 19 November 2020

09:30-12:15 CET (Brussels time)

AGENDA

09:00 – 09:25	E-vote test session (optional)	
09:30 - 09:40	Opening of the General Assembly by Luciano SASO, UNICA President	
	Adoption of the Agenda and Rules of procedure	Annex 1
	Adoption of the Minutes of the 29 th UNICA General Assembly, King's College London, 28 November 2019	Annex 2
09:40 – 10:40	A. PRESIDENT'S REPORT (PAST and UPCOMING ACTIVITIES) Q&A	
10:40 – 10:50	Comfort break	
10:50 – 11:30	B. UNICA FINANCIAL STATUS	
	1. Accounts, balance and Auditor's Report 2019	Annex 3
	2. Financial situation 2020 (until 31 October 2020)	Annex 4
	3. Preview of the 2021 budget	Annex 5
	4. Membership fee 2021	
	E-vote: 1. Accounts and balance 2019 2. Provisional budget 2021	
11:30 – 11:50	C. UNICA MEMBERSHIP APPLICATIONS	
	1. University of Sarajevo	Annex 6
	2. Bucharest University of Economic Studies	Annex 7
	E-vote 1. Membership application University of Sarajevo 2. Membership application Bucharest University of Economic Studies	



11:50 – 12:15	D. ANNOUNCEMENT OF THE FORTHCOMING GENERAL ASSEMBLY AND RECTORS SEMINARS 2021	
	<ul style="list-style-type: none">• Presentation of the UNICA General Assembly & Rectors Seminar 2021, by Andrew Deeks, President, University College Dublin• Presentation of the UNICA online Rectors Seminar “Interdisciplinary and intersectoral education and research in modern universities”, by Barbara Novak, Vice Rector, University of Ljubljana• Presentation of the UNICA Rectors Seminar 2021 hosted by Humboldt-Universität zu Berlin & Freie Universität Berlin, by Yoan Vilain, Head International Department HU, and Herbert Grieshop, Head International Department FU	
12:15	Closing of the Administrative General Assembly	

Annexes are available at the following link:

<http://www.unica-network.eu/page/unica-general-assembly-2020>

RULES OF PROCEDURE

1. The General Assembly is open to Rectors/Presidents, Vice-Rectors/Vice-Presidents, Head of IROs, and other representatives of UNICA member universities, up to a **maximum of five persons per each member university**.
2. **Registration is mandatory via the following link:**
<http://database.unica-network.eu/registration/191>.
All **registered participants** will receive on **16 November** an email containing the **link to join the virtual General Assembly through the Zoom online meeting platform**.
3. **Entitled to vote** are Members of UNICA whose outstanding membership fees have been paid in full, including for 2020, before the General Assembly.
4. Each UNICA member university holds one vote.

Voting procedure

- Votes will be conducted through the online voting tool MyDirectVote.
- An optional **e-vote test session** will take place on **19 November at 9:00 AM (CET)**, before the start of the Administrative GA.
- Rectors/Presidents of UNICA members entitled to vote (see above, point 3) will receive an email containing a **personal link to vote during the General Assembly on 11 November**.

Please note that **the email will be your only access to vote**. Please be reminded to keep it open to be able to vote during the meeting.

- **Rectors/Presidents who are not able to personally attend the General Assembly can delegate another representative of their institution** to cast the vote on their behalf.

The name and email address of the delegate shall be communicated by email to office@unica-network.eu **by Friday, 13 November at the latest**.

The nominated person will receive an email containing the personal link that will enable her/him to cast the vote during the General Assembly.

Brussels, 10 November 2020