

## 30<sup>th</sup> UNICA ADMINISTRATIVE GENERAL ASSEMBLY

**Thursday, 19 November 2020**

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

### AGENDA

09:00 – 09:25	<b>E-vote test session (optional)</b>	
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 <sup>th</sup> UNICA General Assembly, King's College London, 28 November 2019	Annex 2
09:40 – 10:40	<b>A. PRESIDENT'S REPORT (PAST and UPCOMING ACTIVITIES)</b> <b>Q&amp;A</b>	
10:40 – 10:50	Comfort break	
10:50 – 11:30	<b>B. UNICA FINANCIAL STATUS</b>	
	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	
	<b>E-vote:</b> 1. Accounts and balance 2019 2. Provisional budget 2021	
11:30 – 11:50	<b>C. UNICA MEMBERSHIP APPLICATIONS</b>	
	1. University of Sarajevo	Annex 6
	2. Bucharest University of Economic Studies	Annex 7
	<b>E-vote</b> 1. Membership application University of Sarajevo 2. Membership application Bucharest University of Economic Studies	

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