



**Erasmus Mundus Students & Alumni
Association (EMA)**

Date: 27 May 2008

Ref: EMA-CAT-019

**EMA Conference & Events Advisory Team
Annual Report (2007-2008) ***

Summary

The overarching goal of the Team is to assist the Association in constructing a strong community with ever-lasting inter-personal relationships among its members, through the organization of EMA-supported conferences and events. To achieve this goal, the first General Assembly (GA) of the EMA has defined threefold roles and responsibilities for the team: first, to create a platform for the communication, and cooperation among the EM students and alumni body, via the implementation of EMA supported conferences and events; second, to promote networking among EMA members and contribute to the establishment of a united community, through providing various means of support for different events; and third, to promote Europe as a centre of excellence in international higher education on all EMA organized conferences and events, in close cooperation with other EMA teams (esp. the promotion team).

In accordance with *Paragraph 5 & 11 of Article 4.3 of the Statute of EMA*, the Steering Committee (SC) has the obligation to create an annual report covering the main activities and associated expenditures and Steering Committee members who represent a Service Team are responsible for delivering timely and accurate report to the committee on the above matters. A SC decision adopted on 27 September 2007 further specifies that each of the present service teams shall make an annual report to be made available to the GA of EMA. For the term after the October 2007 GA, the SC has decided to make an overall Annual Report of the Association in addition to the Service Team Annual Reports.

* This report is prepared by the Team Coordinator, Mr. Chunyu Liang, in accordance with EMA Statute, based on extensive consultations with and has been agreed and approved by the Team for submission to the second EMA General Assembly in Perugia, Italy on 6-7 June, 2008.

This report provides information regarding the work undertaken and key achievements made by the team during the past term (October 2007 – May 2008), including but not limited to the two successful regional networking events implemented back-to-back with the European Higher Education Fairs in Beijing and Mexico, the SC approval of the Team’s request to re-distribute its budgets as to supporting more meaningful events, the operationalization of the first EMA Service Team Internal Policy, the launching and operation of EMA’s Small Scale Event Funding Scheme, and the ongoing preparation and organization for the first Erasmus Mundus Conference on Climate Change. It also reports on the key challenges facing the Team and the Team’s visions and plans for the future including the next term commencing in June 2008, including five proposed regional events in Sao Paulo, Indonesia, Europe (for African members), Moscow and a cultural exchange dialogue in coincidence with the Olympic Games in Beijing, respectively.

Additionally, this reports covers information relating to the expenditures of the Team, which shows that the large amount of financial resources under the management of the Team has been kept under well control. During the past term, the Team has successfully closed a deal with the Asia-Europe Foundation relating to the later party’s commitment of a total amount of approximately 10000 EUR to support the Association’s first themed conference, the Climate Change Conference.

In exercising the authority and parliament power over EMA, the second GA of the EMA shall review the report representing the performance of the Team, provide guidance and take decisions, as appropriate.

1. Introduction

The Conference & Events Advisory Team (hereafter to be referred to as “the Team”, or ‘the Conference Team’, or the “CAT”)¹ was established during the Erasmus Mundus (EM) Student Seminar in June 2006, together with other Service Teams and the Launch Committee, which was later, transformed into Steering Committee of the EMA. It is responsible for coordinating ideas and initiatives on organizing conferences and events for EMA members. During the first GA of the EMA in Brussels, October 2007, the CAT Team session has approved of the Team’s roles and responsibilities as well as its missions, which state as follows:

The overarching goal of the Team is to assist the Association in constructing a strong community with ever-lasting inter-personal relationships among its members, through the organization of EMA-supported conferences and events. To achieve this goal, the first GA of the EMA has defined threefold roles and responsibilities for the

¹ Please note that the name of the Team has changed along the process of gradual development as part of the Association since its launching from June 2006.

team: first, to create a platform for the communication, and cooperation among the EM students and alumni body, via the implementation of EMA supported conferences and events; second, to promote networking among EMA members and contribute to the establishment of a united community, through providing various means of support for different events; and third, to promote Europe as a centre of excellence in international higher education on all EMA organized conferences and events, in close cooperation with other EMA teams (esp. the promotion team due to the overlapping nature of these two Teams).

Table 1. List of CAT members and their participating status

Members	Nationality	Participating Status
Chunyu Liang^{2*}	China	Yes
Andrea Piehl Harms	Spain	Yes
Andri Purnomo	Indonesia	Yes
Andriy Ilyuk*	Ukraine	Yes
Ayeray Medina Bustos*	Argentina	Yes
Denis Popov	Russia	Yes
Faisal Khan	Pakistan	Yes
Grisell Diaz Leines	Mexico	Yes
Isabel Gonzalez Rojo	Spain	Yes
Inesa Sahakyan	Armenia	Yes
Islas Maria	Mexico	Yes
Joel Guiomar	Portugal	Yes
John Njenga Karugia	Kenya	Yes
Mark van Liefland	Netherlands	Yes
Moses Ondeng	Kenya	Yes
Olga Ermolaeva	Russia	Yes
Que Anh Dang	Vietnamese	Yes
Raju Acharya Sharma	India	Yes
Ricardo Chavez*	Mexico	Yes
Sy Chyi Yeoh	Malaysia	Yes
Tanja Kähkönen*	Finland	Yes
Zhongxing Zhang	China	Yes
Arvind Upadhyay	India	Yes, Observing Member

The biggest achievement for the Team out of the 1st GA relates to the successful recruitment by the Team. Having attracted 22 GA members (plus 1

² Team Coordinator. In June 2006, Chunyu was elected to the Launch Committee of the Association; and in October 2007, he was re-elected to the Steering Committee with 22 votes during the Team session of the first GA. As a SC member, his present term will end at the third GA in 2009. Star sign ‘*’ denotes those Team members who have served in the Team since June 2006.

Observing Member³ who joined during the term), the Team is by far the largest active working group among the 7 Service Teams. It consists of 23 members from 16 countries on five continents, as is shown in Table 1.

During the first GA in October 2007, all joining Team members have signed a *Statement of Commitment* so as to ensure their active participation in the Team's activities. Over the course of implementing the Team's work, most committed members have contributed continuous support to the Team. This raises the issue of sustainability of the Team's activities due to the part-time and voluntary nature of the members' commitment towards the Team. The 2nd GA is hereby kindly requested to provide advice and guidance on this matter.

In order to deal with the increasing amount of workload of the Team, the Team has established two Working Groups under the direction of the Team Coordinator, the Small Scale Working Group (SSWG), and the Climate Change Conference Coordination Committee (the 5C Group) in partnership with the external partner, Asia-Europe Foundation (ASEF). Both of these working groups have been functioning well and have shown to be an effective support to the daily operation of the Team's business.

In accordance with the SC decision in April and May 2008, each of the EMA Service Teams shall report on its activities to the General Assembly (GA). This report covers the work undertaken during the post-October 2007 GA period and the associated expenditures and the Team's plans and plans for the future year and beyond. In exercising the authority and parliament power over EMA, the GA shall review the report representing the performance of the team, provide guidance and take decisions, as appropriate.

This report, which provides an overview on various matters covered during the past term of service of the Team, is based on and should be read in conjunction with relevant background information, discussions and decisions within and/or taken by the Team and the SC as well as those among the seven service teams. A presentation will be delivered to the GA as to the many aspects relating to these aspects.

2. Work undertaken between October 2007 and May 2008

During the term of October 2007 – May 2008, the team's main activities have focused on the implementation of the following activities as planned and approved by the 1st GA of EMA in 2007:

2.1 Regional Networking Events

October 2007, Beijing, China: the first EMA regional/national event took place in the capital city of China, back-to-back with the on-going European Higher Education Fair (EHEF). The event successfully accomplished its dual goals, to assist the European Commission in promoting the EM programme as well as the European Higher education as a whole, and to assist initiating the first EMA Regional/National Chapter – the EMA Chinese Chapter. The event involved some 20 Erasmus Mundus alumni who have completed their EM studies. They participated in the EHEF, joined

³ The CAT has opened its door for accepting Observing Members, namely, those EMA members who are not nominated to the GA but demonstrates strong willingness to contribute to the Association's development via the Teamwork. For conditions and eligibility information relating to Observing Members, please refer to the Team Internal Policy (EMA-CAT-014).

the European Commission's presentation session about the EM programme and helped answering questions arising from the prospective Chinese students and offering information on how to access the European higher education institutions. A social event was organized as per the plan and the first EMA regional chapter was formally established.

The Beijing event is the first of this kind and has provided EMA valuable experience as to how to run future EMA networking events and maximizing the benefits for the Association and its members.

The idea of Beijing event was brought up in the second half of 2006, during the launching period of the Association. To maximize the benefits out of such events, the launch committee supported the Team Coordinator's proposal as to organizing EMA Networking Events back-to-back with EHEFs (containing promotional activities) and thus receiving financial support from the European Commission.

The EMA Launch Committee (LC) meeting with the European Commission and EMA Service Provider ICUNet on 3-4 July 2007 adopted CAT's proposal to organize the first EMA national event in Beijing, in coincidence with the European Higher Education Fair. The plan has been further approved of by the first EMA General Assembly's parallel session on conferences and events, on 12 October 2007, in Brussels. For detailed information about the Beijing Event, please refer to the Team document EMA-CAT-003 (Beijing Event Proposal and Event Programme) and EMA-CAT-006 (Beijing Event Report).

March 2008, Mexico City: the second EMA Regional Networking Event took place in Mexico City, again in coincidence with the EHEF, Europosgrados 2008, in this region. It offered a very good opportunity to distribute information about the Erasmus Mundus programme and the EMA, and gave a forum to the Mexican Erasmus Mundus Alumni to share their experiences in it with the universities and prospective students. It also contributed to the promotion of the Erasmus Mundus programme and Europe as a Higher Education alternative to the Mexican students. Additionally, there arose concrete ideas as to the construction of scientific and partner networks between Mexican and European Institutions.

Representatives from the EMA have participated in the Academic Cooperation Association's (ACA, former EMA Service Provider, from June 2006 to June 2007) Seminar on Erasmus Mundus Global Promotion Project and initiated an interest between 10 local Universities and the Association on jointly cooperating in promoting EU higher education in the region as well as promoting EMA and its members' activities in Mexico.

Due to the partial promotion nature of this event, the CAT has involved the Promotions Team in this event, forming an ideal model for inter-team collaboration for all future EMA events activities that involves both networking and promotions.

For detailed information about the Mexico Event, please refer to the Team document EMA-CAT-007 (Mexico Event Proposal and Event Programme) and EMA-CAT-018 (Mexico Event Report).

On completion of the implementation of both Beijing and Mexico events, the Team has accumulated valuable experience in operating EMA-supported networking and promotion events and has concluded a 'Networking-Promotion Model' for the planned activities in the future, as a well-developed event organizing method with maximal benefits for the associated parties. Taking this further, the Team has agreed

with the Promotion Team as to co-managing the future EMA-supported Networking-Promotion events. In the third section of this report, a list of proposed events for the coming fiscal year are expected to be implemented by a collaboration between the two teams, subject to funding availability allocated by the European Commission.

2.2 Redistribution of CAT Budgets

As a start, the European Commission has generously provided a total budget of 53 200 EUR for the Team to organize EMA conferences and events. This budget was initially based on an estimation of 13 300 EUR/event * 4 events in Europe, each involving about 30 participants coming from within Europe. The Team then proposed to re-distribute the budget so as to support more and different events that are of greater interest of the EMA community.

In November 2007, CAT's proposal relating to its budget re-distribution was approved of by the SC, thus paving the way towards the realization of more EMA-supported events. By the time when the approval was obtained, 5422 EUR had been spent on AEGEE meeting (284.59 EUR, the President establishing key relations with the AEGEE organisation), Beijing Event (4681.26 EUR, with prior approval), and Asia-Europe Foundation (ASEF) meeting (456.65 EUR, with prior approval, establishing relations with the ASEF and initiating a partnership between the two organizations). Then the rest of 47778 EUR has been allocated to support the following events: the Mexico event, the Climate Change Conference, a Liaison Group meeting, a Steering Committee meeting, a number of small scale events, and a reserved portion as flexibility funds.

For detailed information on the actual expenditures about the re-distributed budgets, and a further amount of flexibility fund allocated to the expense of the Team, please refer to the fourth section on budgets and costs in this report.

2.3 Publication of the CAT Internal Policy

In November 2007, the team has officially approved its Internal Policy Document during this term, marking it as the first EMA Service Team that has operationalized its internal management and decision-making procedures.

This Internal Policy document (Ref: EMA-CAT-014), for the first time, defines important procedural rules relating to the registration, termination of memberships, means and rules of communication, members' participating status, work assignment and decision-making, financial responsibility and accountability, and nomination of Liaison Group meeting representatives.

A key milestone achieved by adopting the Internal Policy is that the CAT is now open for registration of Observing/Associate Team Members. This is a channel designed to welcome those active EMA members to come and contribute to the development of the Association's development via their voluntary participation of the Team's activities. Registration for Observing Members is subject to defined conditions mentioned in Annex II (EMA-CAT-015) of the Internal Policy. The SC meeting in April 2008 has suspended the Observing Memberships for other teams but CAT shall continue to welcome any contributing members of the EMA, who are not a GA representative, to join, until a further SC decision is made.

2.4 EMA Small Scale Events Funding Scheme

In January 2008, the EMA Small Scale Events Funding Scheme (the Scheme) was launched, based on extensive consultation among the Team members and the SC.

To ensure proper management of the funding, the Guidance for Funding Small-scale EMA Events (ref: EMA-CAT-011) was thus published, together with a standardized Expression of Interest (EoI) form (ref: EMA-CAT-012) and a corresponding Evaluation Form (ref: EMA-CAT-013). The SC of the EMA has approved the Team to budget 5000 EUR under this scheme in order to support EMA members' events initiatives that differ from EMA GA, regional events, or themed conferences. The Scheme intends to support a meeting or gathering organized by EMA members usually not exceeding 50 participants and not involving mass traveling that incur tremendous costs.

Any group of EMA members (refer to EMA website for definition of EMA membership) can designate a representative to initiate and apply for funding by the EMA, provided that the general requirements defined by the guidance document are met. Promoting networking and interpersonal exchange and communication between the EMA community members must be at least one of the central goals of the event in order to receive funding. Several Erasmus Mundus courses operated within the same city getting together for networking and exchange of views and sharing experience is an example of such events. A few EM alumni organizing a get-together in a relatively small country which needs genuine support from EMA is another example.

By the time of finalizing this report, two small-scale events proposals have been approved (a Job Fair, and an Australian Networking Event) and one of them has been implemented (Job Fair) and the third application has been received and is going through the final stage of evaluation. The Team has received three other expressed interests as to their intention to apply under the Scheme but the required EoI forms have not yet been received.

The evaluation procedure for small-scale EoIs is as follows: the Team Coordinator receives an EoI and usually he/she performs a basic check to ensure that the required information are submitted in the EoI in order to ensure that all EoIs are treated the same way based on the same amount of information. Then the Team Coordinator sets up an Evaluation Team under the Small Scale Working Group, usually 3 to 5 people depending on the complexity of the EoI. Within 15 working days the Evaluation Team shall complete its internal discussion (closed to ensure efficiency and independent assessment) and formulate a general opinion on the EoI and submit a draft decision to the Team Coordinator, who shall then forward the draft decision for the final comments by the whole team and the SC for two calendar days and upon collection of these final comments, communicate the relevant approval (or rejection) information to the relevant parties.

To sum, the Scheme has been functioning well and the Team sees opportunities to improve the Scheme and thus supporting the Association members in enhancing their connections between each other. The original intention was to attract 8 to 10 applications and it has been observed that within about four months time following the publication date, the Team have had discussions on over 5 potential small-scale events and three of these have materialized. However, due the limited funding, the Team has been facing difficulties in fully satisfying the applicants' needs so it is continuously mentioned that the Scheme is intended to complement the original event, rather than fully sponsor it. Considering that, the Team Coordinator has proposed that the SC to triple the limit of financial allowance from 500 to 1500 EUR per event application so as to enable the Association members to organize larger scale events and involve more EMA members' participation.

Other proposals. It is noticed that this scheme has stimulated two EM course proposals submitted for the organization of themed conferences (one targeting international material science, and the other targeting Immigration and Europe) during the next term. The Team considers their proposals highly interesting and shall continue to find ways to assist these initiatives, although no guarantee can be made at this stage.

2.5 The Erasmus Mundus Conference on Climate Change

Climate change is the most urgent and severe environmental problem of our time. It is also the most complex issue facing the entire human societies' sustainable development. It is therefore of particular interest to the EMA members due to its interdisciplinary nature.

In February and July 2007, the Launch Committee of the EMA discussed and selected the first themed conference of the Association to focus on the climate change issue. However, it was not until October 2007 that the conference was formally approved by the first GA and it was until November 2007 that the budget for this conference was approved of by the SC and it turned out significantly lower than the needs. Having expected that, the Team has had extensive communications (already since September 2007) with the ASEF and by March end 2008, a deal of approximately 10000 EUR has been successfully closed and ASEF shall contribute the agreed funding resources to support the organization for this conference. However, due to extreme time and human resource constraints as well as to ensure high quality of the conference, the team has received support from all parties (EMA Steering Committee, the European Commission, ASEF, and the host university, Central European University) on postponing the conference from the planned June 2008 to a suitable timing in the second half of 2008. It is planned that the conference will be implemented back-to-back with an international forum on three key issues (gender equality, health, and poverty alleviation) relating to the Millenium Development Goals and it is therefore expected to attract very wide international participation and recognition and thus benefiting the attending EMA members at a much extended scale.

The conference aims to bring together international experts in the climate change field and the EMA/ASEFUAN (ASEF Summer University alumni) members to discuss the impacts of climate change, the strategies for adaptation as well as the mitigation options that can be applied in different regions of the world, especially on what measures could be taken to address the climate change issue in each of the participants' discipline of higher education. Being the-first-of-this-type conference for the EMA, it will set up a event model for future EMA themed conference to create a forum and network between interested groups, most of whom are young EMA members, for continuous discussion and exploitation into particular global issues towards the time even after the conference.

During the past term, the Team has established a Climate Change Conference Coordination Committee (the 5C Group) that involves active members of the Team as well as the liaison person from the host university and the ASEF. The selection of the host university and the funding partner was based on the following considerations:

2.5.1. Central European Univeristy (CEU), Budapest, Hungary. CEU is an international university: its students come from more than 80 countries; its faculty, come from more than 30 countries--with the mix of nationalities increasing every

year. The language of instruction and communication is English. While the majority of students continue to represent Central and Eastern Europe and the former Soviet Union, increasingly, CEU has been able to welcome students from Western Europe and North America, Africa, the Middle East, the Far East, and Latin America. Such an international profile is unusual in the sense that very few other universities can claim to have a student and a faculty body within which there is no particular national predominance: this relatively small CEU community of approximately 1,300 students and 200 faculty members offers a richly dense cross-section of nationalities. And the Team recognizes that such a unique feature of CEU is a clear reflection of the idea behind the Erasmus Mundus Programme, which is to promote the mobility and exchange of people in international higher education.

The university's unique combination of American, Western European and regional intellectual and academic traditions enables CEU to place emphasis on the shifting boundary between the local and the universal in the theoretical, as well as the practical, aspects of research and teaching. Following the American model in research, teaching methods, and above all, in the training of doctoral students, the university also strives to become part of the European academic sphere, embodying long-standing cultural traditions of Western Europe as well as the "Central European" region. This combination has an impact on the curriculum and puts emphasis on the span of historical awareness for comparative purposes.

CEU is a founding member of the European University Association (EUA). The EUA, as the representative organization of both the European universities' and the national rectors' conferences, is the leading voice of the higher education community in Europe. As a European university, CEU seeks to become part of the European higher education area envisioned by the Bologna process.

CEU is a university hosting three Erasmus Mundus courses.

2.5.2. The Asia-Europe Foundation (ASEF)

The ASEF promotes mutual understanding between the peoples of Asia and Europe through greater intellectual, cultural and people-to-people exchanges. It was established in 1997 and has since implemented over 450 projects with over 15000 alumni in almost all the 43 member states. Its constituency is composed of 43 Governments, the European Commission and the ASEAN Secretariat. One of its core programmes is the ASEF University, the annual summer school for 40 to 50 outstanding university students from Asia and Europe. The alumni of this programme have since formed a network called the ASEFUAN, created in 2002, which organizes projects and activities related to promoting youth participation in Asia-Europe issues.

ASEF seeks to support the ASEFUAN and other similar networks engaged in the interaction, exchange and dialogue among and between Asian and European alumni, in its aim of expanding the outreach of interpersonal relations between the two regions. The fact that about 70% of Erasmus Mundus students come from Asian countries brings a particular interests between the EMA and ASEF in achieving the aforementioned goals of organizing the conference.

In September 2007, the Team Coordinator met with representatives from the ASEF at ASEF's Inaugural Meeting of Asia-Europe Alumni Network in Madrid, Spain. Following the discussion about the possibility of cooperating in the organization and preparation of the EMA's Climate Change Conference and based on extensive internal and external communications, the two parties agreed to organize

the Erasmus Mundus Conference on Climate Change in partnership and jointly seek opportunities for future collaborations on organizing networking events for people from the two parties.

Practical aspects of the conference

All EMA members are welcome to attend the conference but only those applicants who submit required academic works are eligible to receive travel subsidy (varying between 150 to 350 EUR per person, for people traveling from within Europe, and between 300 EUR to 500 EUR for those traveling from outside of EU, detailed conditions are to be specified at the absolute discretion of the 5C Group and the SC of the EMA) from the EMA/ASEF. An Academic Board consisted of high profile academics (these people are normally expected to be professors who teach at EM courses in a relevant field) will serve as judges/reviewers who makes recommendations on whether or not to provide the applicants. The 5C Group, based on the recommendations made by the reviewers, shall confirm the exact amount of funding to be made available for the applicants. It is expected that all participating EMA members will be able to receive funding that is enough to cover over half of their travel costs.

Current status of the conference

Please refer to section 3.2 of this report for the current status of the conference and plans for the following near future.

2.6 Liaison Group meeting

In March 2008, a Liaison Group meeting was held in Brussels, with the European Commission. The Liaison Group meetings serve as a platform for sharing information between different Service Teams, planning for EMA-wide activities, as well as making decisions as to the development of the Association. The meeting consisted of team meetings within each Service Teams and a plenary discussion and updating of the Team activities. As to the Team's activities, the Team has received much compliments on the much work accomplished during the very limited time frame and the well organized structure of the team work.

A key agreement has been reached between the Team and the Promotion Team as to handing over a list of CAT initiatives from the management under the Team to the coordination of the Promotion Team. These initiatives include an Indonesian Networking Event for Southeast Asians, a Moscow Networking Event for Russian speaking EMA members, a Sao Paulo Networking Event for Latin American EMA members, and an African Event (in Europe) for African members. The rationality behind the hand-over was mainly about the much promotional nature attached to these events. However, the CAT will continue to be heavily involved in the organization of these events simply due to its networking events nature and the CAT's involvement will be mainly focusing on the management of funding resources and providing assistance as to the events preparation whilst the promotional aspects and the overall coordination will be taken care of by the Promotion Team.

On this meeting, the Team represents the first EMA Service Team that has submitted a concrete and details budget proposal to the SC and the European Commission. Details relating to EMA budget requests are considered confidential and subject to changes made by the European Commission and the terms of reference between the Commission and EMA's service provider, currently being ICUNet from Germany. Should such information becomes available and ready for publication, the

Team shall publish these information via the EMA's official news announcement channel and/or the EMA website.

3. Future plans and challenges

In the next fiscal year, the Team has planned to concentrate and carry out the following activities as discussed within the Team, subject to funding resources availability as well as further SC decisions, as appropriate.

3.1. Small Scale Events Funding Scheme (SSEFS)

The model of supporting EMA small-scale events has been commended as a successful and helpful tool to assist the EMA members' networking initiatives. In the future, the Team will further improve the implementation of the Scheme by enabling a more user-friendly application process and providing more funding on a per-event basis.

In the next term, starting from June 2008 till mid-2009, the Team intends to support 8 to 10 small-scale events initiated by the Association members, and provide up to 1500 EUR to each successful application.

The Team will welcome applications to be made from a small group of EM courses, EMA regional chapters, or a group of interested EMA members. The application is not subject-limited and is processed in an efficient way. In the long run, the Team sees the Scheme as one of the Association's main financial mechanisms that directly supports the Association members events initiatives that seek to enhance the communication, and exchange and interpersonal connections between the EMA members.

In the 2nd GA of the EMA, the Team will hear from the GA attendants about improvement ideas and suggestions as to better serving the EMA community via this Scheme. Mr. Denis Popov is designated to be the Team representative in charge of collecting and addressing issues and comments about the SSEFS. GA representatives are welcomed to speak to Denis about any matters related to the Scheme.

3.2. Climate Change Conference

Immediately following the completion of the 2nd GA of the EMA, the Team will continue its work on the climate change conference, in partnership with the CEU, ASEF and any other possible interested parties.

By the time of finalizing this report, May end 2008, the ASEF, the Team, CEU, and ICUNet being Service Provider of the EMA are discussing the details relating to incorporating the EMA Climate Change Conference into the aforementioned International Forum on three key issues (gender equality, health, and poverty alleviation) relating to the Millenium Development Goals, and the climate change conference falls perfectly under the dimension of addressing the environmental issues. Nevertheless, the conference itself, being part of the forum or not, will remain independent from other events and the 5C Group will ensure that the majority of the participating members are EMA members and selected participants from the ASEFUAN.

Due to the unexpected workload with EMA's Service Provider, ICUNet, and other activities being undertaken at the same time, the Team and ICUNet have not been able to put the updates of the conference online. However, it is expected that soon after the 2nd GA of the EMA, there will be a dedicated section on the EMA

website for the registration and preparation of the climate change conference. All interested EMA members are welcome to consult the website and apply for funding, at a later point of time.

The preliminary dates for this conference is September 2008 but depending on the real necessity the Team reserves the possibility of further postponing the conference to a later but better dates, subject to the SC approval and agreement between the associated parties that are involved in the preparation and organization of the conference.

During the 2nd GA of the EMA, a team representative, Ms. **Tanja Kähkönen** will be designated to collect any comments relating to the climate change conference. The GA representatives are kindly requested to hand any remarks on this conference to Tanja.

3.3. One other themed conference

The Team has proposed to organize an additional themed conference during the fiscal year 2008-2009. Soon following the 2nd GA in Perugia, the Team will open a call for Expression of Interest (EoI) that come from the EMA members. Based on the received submissions, the Team will make a selection on which EoI the EMA is to provide financial support.

The organization and funding issues relating to the themed conferences are slightly different from the SSEFS in that the themed conferences normally involve many more EMA members as participants and the Association would provide financial support (often much more than small-scale events) only if the conference proposal meet the mission of the Association and decisions are made normally by the SC of the EMA based on the Team's evaluation on different EoIs.

The Team Coordinator, Mr. Chunyu Liang, and designated team representative, Mr. Ricardo Chavez and Ms. Andrea Piehl Harms, will be happy to speak to any interested GA members should they carry good initiatives on organizing themed conferences to the 2nd GA. The Team plans to open the call for EoI during or immediately following the GA in Perugia and close the call by June end 2008. Evaluations and preliminary decisions of the Team can be expected normally within 8 calendar weeks following the closure of the call. However, final and formal approval is to be made by the SC of the EMA.

3.4. Regional Networking Events

As mentioned in the above section, the Team has planned to assist the preparation and organization of a series of EMA Regional Networking and Promotional Events around the globe during the next term. The team has designated representatives to co-lead each of these events in partnership with representatives from the Promotion Team.

Participation in each of these events is open to EMA members with origins from each of the targeted regions of the world. The Team encourages the Association members from the target regions to actively participate in these events and together form a strong network with ever-lasting interpersonal relations.

Designated team representative, Mr. Faisal Khan, will be the focal point to assist the Promotion Team Coordinator, Ms. Jennifer Lenhart, in addressing comments relating to these regional networking and promotional events.

3.5. Collaboration with Newsletter Team

To enhance the publicity of the many activities being undertaken by the Team, the CAT has reached an agreement with the Newsletter Team, which has just been transformed into the EMA Internal Communication Team, about collaborating on the information dissemination about the conference and event activities. In the future, representatives of the Internal Communication Team will be involved in the CAT organized events and take the charge of disseminating relevant information among the Association members, mainly via the EMA Newsletter.

3.6. Challenges ahead

The Team will continue to face two main challenges in achieving its goals:

- 1) Inter-cultural communication and voluntary nature of the team's work. The communicational challenge further relates to two dimensions – internal and external. The 23 Team Members come from 16 countries on all five continents on the globe. Though internal communications and active participation remain a critical challenge for the team work due to varying interests and perspectives within the Team and thus making it difficult in reaching consensus when making decisions, the Team has observed great improvement in its internal communications and has maintained high level of activeness of most of its members. However, depending on the workload and interests of the newly joining members, the Team will need continuous efforts to address the communicational challenger facing its teamwork ahead. In the near future, the Team intends to assign its members to coordinate different activities, with minimal or no guidance from the Team Coordinator, and thus ensuring the involvement of active members and resolving the issue with inactiveness of some Team Members.
- 2) Funding will continue to be a key challenge for the Team to achieve its goals and objectives. To address this issue, the Team has received a limited amount of financial recourses to implement a lit of discussed and approved events. However, the preparation and organization of different types of events and conferences almost always represent the largest costs for most associations, including the EMA. Although the Team has requested an increased level of funding for the next term's activities, many of the planned activities still expect the coordinating parties, or the Team, to secure external funding resources to supplement the relevant events. To overcome this challenge, the Team will continue to make every effort to attract reliable funding resources for EMA supported events, in additional to the resources to be allocated by the European Commission.

4. Budgets and Costs

4.1 Budgets and Costs

Table 2. CAT Budget and Costs

Implemented Conference or Event Name	As approved (EUR)	As spent (EUR)
Europe Higher Education Fair and EMA Chinese Regional Chapter Event, Beijing, 20-21 October 2007	5,500.00	4,682.69
First Asia-Europe Alumni Networks Meeting, Madrid, 30 August - 01 September 2007	456.55	456.55
EMA Mexico Event, March 8th-9th 2008	3,600.00	1,626.30
EMA LG Meeting March 3rd-4th 2008, Brussels	10,500.00	10,209.41
EMA SC Meeting April 19th-20th 2008	3,500.00	4,691.97
TOTAL, as approved/spent:	23,556.55	21,210.37
Planned/Ongoing Events/Activities	As approved (EUR)	As spent (EUR)
Small Scale Event Funding Scheme	5,000.00	800.00
Transfer to EMA representation fund	2741.24	2741.24
Climate Change Conference	20,000.00	0.00
Conference flexibility fund	3,177.48	0.00
TOTAL CAT budget/expenditures	54,475.27	25,208.16

The 2008-2009 term budget request has been proposed by the Team Coordinator on behalf of the Team and designated by the SC in its Lund Meeting in April 2008. It is only an estimated budget and still awaits approval by the European Commission (EC). An estimated portion of 21,000.000 EUR is going to be co-managed by the CAT and the EMA Promotions Team, led by Ms. Jennifer Lenhart as Promotions Team Coordinator.

Table 3. 2008/2009 Budget Estimate

Total CAT Budget requested (EUR)	57,500.00
1 Themed Conferences	12,000
Small Scale Events Fund	16,500
Steering Committee meeting	5,000
Liaison Group meeting	11,000
2 Service Team meetings	7,000
SC handover meeting	6,000
Conference flex fund	0
In Partnership with Promotions Team (EUR)	21,000.00
EMA LA event, Sao Paolo, EHEF	6,000
EMA Beijing Olympics Event	6,000
EMA South East Asia Event, EHEF Indonesia	4,000
EMA African Event inside Europe	3,000
EMA Russian Speaking Event, Moscow EHEF	2,000

4.2 External funding

As reported in the previous sections, in the past term, the total external funding negotiated successfully between the EMA and an external funding is the approximately 10,000.00 EUR from the Asia-Europe Foundation and the funding will be designated to the preparation and organization of the climate change conference.

In the next term, the Team will continue to seek opportunities that bring in resources for EMA supported events and enhance the partnerships between the Association and interested parties.

It is likely that the Association may run into situations where the EMA needs to fund external parties' initiatives or other events connected to the Association's partners. For instance, an interested external partner of the EMA may invite the EMA to fund their initiative that can be justified as beneficial towards the EMA members. In such case, should the funding originates from the CAT's funding, the Team will make careful decisions under the guidance of the SC of the EMA. However, according to the European Commission's agreement with the EMA's Service Provider, it is the SC of the EMA that has the discretion on how to spend the EMA's budget as planned.

5. Recruitment

During the GA in 2007, the CAT has enjoyed an expansion from 7 members in 2006 into a 23-active-people team, marking it as the largest EMA Service Team. It is a very diverse team and it has maintained a very nice, warm, and respectful working environment. In addition to making contributions to the development of EMA, it is a good platform to utilize and further develop various skills and experiences later needed in professional life:

- Organizational skills. Team members will be actively involved in operating EMA events. Experienced team members will be given complete authority to operate or guide the operation of the planned conference and events activities; therefore, experiences in conference/events organization are highly preferable.

- Fund-raising, negotiating skills, demonstrated experience in raising fund is highly appreciated.

- Budget management. Under the guidance given by the GA and the Steering Committee, the team has a considerable amount of budget to manage in cooperation with the Promotions Team (as to promotion related events) as well as the EMA service provider. The responsibilities of the the team includes: 1) conducting professional estimation/calculation on budgetary plans⁴ for conferences and events to be organized by EMA and submitting them to the Steering Committee for approval; and 2) upon approval by the Steering Committee, the team shall implement or assist in the relevant activities and ensure that the expenditures associated with the events do not go beyond control.

- Intercultural communication. The team members will have the opportunity to communicate, understand and appreciate the needs and various perspectives of EMA members coming from different countries and having various cultural backgrounds. Serving as a channel between the alumni body and EMA/European Commission will become a valuable experience. Team members from particular regions will have the opportunity to coordinate regional events for EMA (e.g. someone from a Latin American country may be nominated to take the responsibility to coordinate an alumni event taking place in the region). For instance, interested team members will be designated to directly supervise the implementation of a number of EMA's Small Scale events (see the EMA website for details relating to the Small Scale Events Funding Scheme).

The CAT would like to welcome motivated General Assembly participants (eligibility condition applies) with the above, or wishing to develop the above skills or experiences to join!

⁴ *According to the team's proposal submitted to the Steering Committee and the European Commission, a series of EMA supported conferences and events are planned for the next fiscal year running between July 2008 to June 2009.*

6. Team message to the GA representatives

The team maintains an open communication environment and welcomes any EMA members to provide input, be it constructive improvement requests or criticism on the work that has been undertaken.

Expressions of interests to self-organize EMA-supported conferences and events will be highly welcomed! GA members are kindly requested to direct their inquiries to one of the following CAT members:

All matters relating EMA conferences and events	Mr. Chunyu Liang, Team Coordinator conferences@em-a.eu
Small Scale Event Funding Scheme	Mr. Denis Popov
Climate Change Conference	Ms. Tanja Kähkönen
Regional Networking Events	Mr. Faisal Khan
Themed Conference for the future	Mr. Ricardo Chavez Ms. Andrea Piehl Harms

7. Team member profiles

1. Mr. Chunyu Liang (Chinese), Team Coordinator.

Chunyu is an alumnus from the Erasmus Mundus Masters Course in Environmental Sciences, Policy and Management (MESPOM). He holds his first degree in environmental engineering and has received advanced training in thermal science and energy engineering. He has studied in China, USA, Hungary, Greece and the UK. As a Project Assistant, he used to be highly involved in the organization and preparation of a number of large-scale international conferences and workshops in the field of renewable energy and climate change and he wishes to contribute back to the EMA using his skills and experiences.

Chunyu was elected to the Launch Committee of the Association since June 2006 and in October 2007 he was re-elected to the Steering Committee with 22 votes during the Team session of the first GA.

In his professional activities, with five years' directly related experience in implementing clean development projects, Chunyu is currently working as a Project Manager with a leading company in the world, EcoSecurities UK Ltd., in the field of greenhouse gas emissions mitigation in the purpose of protecting the earth's climate. Out of office, Chunyu likes outdoor activities, karaoke, reading and researching and he is recognized as a good Chinese cook.

2. Ms. Ayeray Mirta Medina Bustos (Argentinean), member of the team and the winning designer of EMA logo. Alumna from the Erasmus Mundus Master in Applied Ethics.

Ayeray holds three masters degrees from Scandinavian History to applied Ethics and Child studies. She has working experience from a Professor of Civic Education and Ethics, to a clinical psychologist and director of an association focusing on research and marketing. She holds a high level appreciation towards arts and her work has won the EMA logo competition in 2006.

Ayeray is currently a PhD candidate on Peace and Development at Leeds Metropolitan University, UK. She likes ballet dance, belly dance, Jazz and Modern dance as well as singing.

3. Mr. Andriy Ilyuk (Ukrainian), member of the team and is an alumnus from the Erasmus Mundus European Legal Practice (ELPIS) course, during which he has studied in Hanover (Germany), Rouen (France), and Lisbon (Portugal). He has experience of working as a lawyer, lecturer in law, and translator. Now he works as a lawyer in his native town of Kolomiya, Ukraine. As an alumnus, he continues to represent his master's course in the EMA.

Andriy likes traveling, hiking, reading, and practicing sports. In the course of his study and work Andriy has organized or helped to organize several conferences on law and social sciences in general.

4. Ms. Andrea Piehl Harms, member of the CAT.

Andrea, Spanish and German origins, got her Degree in Marine Sciences before receiving the Master's Degree in Water and Coastal Management. After a traineeship period in the European Commission, she is now working for Innovamar, a Foundation that seeks for European R&D projects in the maritime sector. She understands the

need for intercultural communication and is willing to keep alive Erasmus Mundus students and alumni networks.

5. Andri Purnomo

Information withheld.

6. Mr. Denis Popov (Russian), an outstanding Team member and an active member within the Small Scale Working Group

Denis started his education in Russia in Computer Science and was very keen on implementation of new information technologies in forestry. He started to seek for new knowledge in Finland as an exchange student and the more he learned about forestry, the more interested he became in forestry itself.

In result he applied for Erasmus Mundus MSc Programme in European Forestry and already now he is working on his final thesis on environmental economics together with the University of Joensuu in Finland and with the Finnish forest industrial company UPM-Kymmene in Russia. This year he will graduate in Europe and move permanently to Russia to get married and build his "family nest". Nevertheless, he is very eager to continue active participation in EMA activities in future and will pay more attention to promotion of Erasmus Mundus in Russia and development of professional networking within EMA.

7. Mr. Faisal Khan (Pakistan), a very active member of the Team

Faisal studied Computer Engineering in Pakistan as his Bachelors Degree and then later joined his Erasmus Mundus Masters in Economics and Management of Netowrk Industries. He has worked with Software companies before opting for Masters and manages his own small-size Software enterprise since 2006. He speaks English, French and Hindi/Urdu.

He is currently pursuing his second year Masters and doing his Master Thesis with Banking/Financial Consultancy Company, ING, in Amsterdam. He is also a Student representation in the professional quality assessment team of European Commission for Erasmus Mundus Master Courses and is responsible for Auditing and Quality Analysis of the Courses with the professional team and carrying out the detail meetings with all the actors involved.

Faisal has successfully made the first Small-scale Event funding event and his event, a job fair for targeted EMA members, has been commended for its big success.

8. Ms. Isabel Gonzalez Rojo

Information withheld.

9. Ms. Grisell Diaz Leines

Information withheld.

10. Ms. Inesa Sahakyan

Information withheld.

11. Ms. Islas Maria

Information withheld.

12. Mr. Joel Guiomar (Portuguese), an outstanding Team member and a very active member of the Team and the Small Scale Event Working Group.

Joel is an alumnus from the Erasmus Mundus Masters Course in Water and Coastal Management (EMWCM). He holds his first degree in Chemistry. After that work as Cooperation Agent in Cape Verde and project manager in Institute of Marine Research in Portugal with Professor Alice Newton.

Joel is currently working as Junior Scientific Officer in European Chemicals Agency located in Helsinki (Finland).

13. Moses Ondeng (Kenyan), an active Team member

Moses is a bachelor of education graduate in physical education from his local university Kenyatta University in Kenya where he graduated in December 1992. From there he lectured physical education in a local teachers training college known as Asumbi teachers college for 9 years up to 2002.

Then he moved to another local university which is till now known as Jomo Kenyatta University Of Agriculture and Technology as a Sports and Games Officer.

Between January and August 2005 he was in a German University known as Leipzig Universitet doing a diploma in Sports for the disabled. Then finally between August 2006 and July 2007 he was in Katholieke Universitet in Leuven where he graduated with his Erasmus Mundus Master in Adapted Physical Activity.

14. Mr. John Njenga Karugia (Kenya), an active Team member

John Njenga Karugia, M.A. is a PhD candidate in the University of Leipzig within the PhD Study Programme "Transnationalisation and Regionalisation Since the 18th Century to the Present" at the Research Academy Leipzig and at the Institute of African Studies, where he is a Tutor. His research areas are: Conflict Prevention, Conflict Early Warning and Early Response Systems, and China-Africa i.e. Chinese Migration and Integration in Africa. He holds Master of Arts in Global Studies and Bachelor of Education (Arts: German and English Literature).

15. Olga Ermolaeva (Russian), a very active Team member

Olga is student of Erasmus Mundus Master course "EURO-AQUAE – Euro Hydro-Informatics & Water management" and now is doing the placement in the Halcrow company (engineering consultancy).

Olga has degree in Economics of Natural Resources. She has working experience as a manager of educational and research projects. Took part in several scientific conference across the world in the field of hydrology.

She likes traveling, reading, music and dancing.

16. Que Anh Dang (Vietnamese), a member of the Team

Que Anh Dang is a 2nd-year student on the MA Lifelong Learning Programme. She has special interest in understanding the role and influence of international organisations in education policy making. Before embarking on this Erasmus Mundus programme, she has worked with the British Council for a number of years. At the moment she is writing her dissertation and working with the ASEM Research and Education Hub for lifelong learning in Copenhagen.

17. Mr. Raju Acharya Sharma (Indian)

Information withheld.

18. Mr. Ricardo Chávez (Mexican), an outstanding Team member, designated Team leader for the Mexico Event

Ricardo studied Chemistry before he joined to the European Master in Materials Science (EMMS). He has working experience with Robert Bosch and Hexcel Composites. He speaks German, Portuguese, French, and English. Ricardo is currently pursuing his PhD study in Polymer Chemistry in Germany, sponsored by Robert Bosch.

Ricardo has been elected to the CAT since June 2006 and has been a very contributing member of the Team!

Ricardo is currently pursuing his PhD study in Germany.

19. Ms. Sy Chyi Yeoh (Malaysian)

Sy Chyi is a member of the team and an alumnus of Erasmus Mundus Master Course Euroculture, during where she has studied in Olomouc (The Czech Republic) and Krakow (Poland). She holds a bachelor degree of communication (majoring in Public Relations) which she received it in Kuala Lumpur, Malaysia.

She has work experience at an international leading market research company in Malaysia and she currently works as a consultant in a British-American publishing, research and consulting company based in Krakow, Poland. She likes singing, dancing, reading and travelling. In addition to her native Mandarin and Cantonese, she also speaks English and Malay.

20. Ms. Tanja Kähkönen (Finnish), a distinguished contributing Team member

Tanja has studied in the Master of Science in European Forestry Erasmus Mundus Programme and has also earlier received a Master's Degree in Agriculture and Forestry majoring in the management of forest ecosystems. She plans to continue to PhD studies in forestry.

Tanja was elected to the CAT since June 2006 and has provided substantial assistance to the development of the CAT and the activities of the Association!

Besides raising her daughter, Tanja enjoys outdoors, reading, music, dancing and cooking.

21. Mr. Mark van Liefland (Dutch), a very active member of the Team

Mark holds a Master degree in Information Sciences from the Radboud University in Nijmegen, The Netherlands.

Currently, he is a student of the International Master in Management of IT (IMMIT) program, for which he studies in Aix-en-Provence (France), Turku (Finland) and Tilburg (The Netherlands). During his studies Mark has been active organizing conferences and meetings with international platforms, such as AIESEC and United Netherlands, which aroused his enthusiasm for a truly international experience such as the Erasmus Mundus programs can provide. Mark tries to share his enthusiasm and provide his support to the CAT workgroup, so that it can fully use its potential in order to provide an even better experience for the Erasmus Mundus students.

22. Mr. Zhongxing Zhang (Chinese), a very active member of the Team

Zhongxing has a “Diploma of Tropical Medicine and Public Health” from Charite Universitaet medizin Berlin, a “Master’s Degree of Medicine (Surgery)” from

China, and another European MSc of International Health due this August. He is fairly confident about his interdisciplinary skills and knowledge, including surgery, immunology and microbiology, health management and economics, and public health statistics.

After working as the Students' President of 2007 ~ 2008 Erasmus Mundus students of Berlin tropEd institute, his social skills have also been well improved. Zhongxing speaks good English and basic German, and his computer skills are quite dependable, especially Word, Excel and PowerPoint.

23. Mr. Arvind Upadhyay (Indian)

The team has the pleasure to have had Arvind onboard as the only Observing Team Member⁵. Arvind has Bachelor degree in Electrical Engineering and Master in Business Administration (MBA) from India. He has one year of work experience as Faculty Associate with Bradford University (UK) and two years with an Automobile company in India. He is currently doing Master in Strategic Project Management European (MSPME) on Erasmus Mundus Scholarship. He finished his first term at Heriot Watt University, Edinburgh (UK) and now he is doing 2nd term at MIP Business School, Politecnico Di Milano, Milan (Italy).

He speaks Spanish, Italian and English.

⁵ EMA members who are not nominated as a GA representative but who hold strong willingness to participate and contribute to the EMA's development are permitted to join the team as Observing Member, the conditions are subject to the Team's discretion and any further SC/GA guidance.

Appendix I. The CAT Internal Policy (version 1, EMA-CAT-014)

1. Introduction

The Conference & Events Advisory Team⁶ (hereafter to be referred to as the “Team”, or the “CAT”) of Erasmus Mundus Students and Alumni Association (the “EMA”) was established during the Erasmus Mundus (the “EM”) Student Seminar in June 2006, together with other service teams and the Launch Committee (which was transformed into the Steering Committee (the “SC”) during the 3rd Student Seminar and the 1st General Assembly of the EMA in October 2007).

The overarching goal of the Team is to assist in constructing a strong community with everlasting inter-personal relationships among its members, through the organization of EMA conferences and events. In order to facilitate this goal, it has been responsible for initiating ideas for conferences and events as well as their organization for EM students and alumni, under the direction of the EMA Steering Committee and European Commission and in close cooperation with other EMA service teams.

The missions of the Team, as adopted by the Parallel Session on Conferences and Events during the 1st General Assembly of EMA, are:

- a. To create a platform for the communication and cooperation among EM students and alumni body, via the implementation of EMA conferences and events;
- b. To promote networking among EMA members and contribute to the establishment of a united community, through providing various means of support for events.
- c. To promote Europe as a centre of excellence in international higher education at all EMA organized conferences and events, in close cooperation with other EMA teams (esp. the Promotion Team of EMA).

In accordance with *Paragraph 3, Article 4.2 of the Statute of EMA*, the Team Coordinator shall (i) stimulate and coordinate the Team activities, which contribute to the mission of EMA and (ii) respect the guidance and decisions made annually by the General Assembly. Following the Team’s formal Call for Input⁷ with regard to its internal policy and in exercising its mandate the Team Coordinator of CAT has issued this document that defines the internal policy and management rules of the CAT.

⁶ Please note that the name of the Team has changed along the process of gradual development.

⁷ See following sections for the definition of Call for Input.

2. Registration

Registration with the CAT is voluntary. In accordance with the EMA Statute an applicant must be an EMA General Assembly member and must have signed the Team's statement of commitment⁸ in order to register as an official Team member ("Member" or "Team Member") and to participate in the Team's decision-making.

3. Observing Members

The CAT highly recognizes the enthusiasm and capabilities of the large EMA community members⁹ who are not General Assembly members and thus welcomes the participation of any active EMA members in the Team activities.

Non-General Assembly EMA members may volunteer to participate in the Team's activity and may be granted an "Observing Member" status by the Team. Applications to participate as an Observing Member are made to the Team Coordinator. The Observing Member status may be granted through either a confirming decision by simple majority vote of the Team members or decision of the Team Coordinator. The decision should be made in due course, normally within two weeks starting from the confirmed receipt date of the application. Such observing membership is subject to the conditions specified in Annex II of this document and does not grant any decision-making rights to the Observing Members.

3. Withdrawal of Memberships

Team Members and Observing Members, may opt out of the Team at any time by submitting to the Team Coordinator a written confirmation (via email) stating his/her withdrawal from the Team. Withdrawal from the Team takes immediate effect upon the receipt of the withdrawal by the Team Coordinator. Any Member or Observing Member may re-apply in accordance with this internal policy document.

Under exceptional circumstances, a team member may be seconded to another EMA Service Team upon approval by the two Team Coordinators. In such case, the Team Member may choose to leave and join the other team officially and permanently, or keep his/her CAT membership while holding a secondment to the other service team, in which case the approval of both Team Coordinators is required.

4. Means of communication

⁸ See Annex 1 for details.

⁹ The definition of EMA Member applies. See www.em-a.eu.

The Team uses SKYPE, MSN or other feasible means (wiki, google group, and email) for internal communications. Any formally arranged on-line meetings should be documented in the form of meeting minutes, reports, summaries, or in any other suitable form.

Physical meetings of the Team may be organized as necessary. Such a meeting shall be organized according to prior guidance by the SC. Meetings that involves a working group with small number of participants may be organized by the Team Coordinator or other designated Team member(s) as per the SC decision.

5. Rules of communication

The Team Members are encouraged to communicate with the Team Coordinator any matters relating to the teamwork. The Team Coordinator, in his/her judgment, shall then decide whether or not to open a discussion within the Team. However, the Team Members are free to contact the whole Team and its Members individually at any time.

All issues relating to the Team and its operations shall be first discussed within the Team only, without consulting or informing external parties. If any issue relating to the Team and its operations cannot be resolved after a first initial briefing, Team Members may consult an external party, e.g. an SC member.

Formal communication on a specific topic takes place by launching a call for input (CFI), which can be initiated by Team Coordinator or at least three Team Members. This is a formal communication and requires all Team Members' careful thought before responding to the whole team (or its coordinator), in writing. The input will be taken as the voice representing the Team Member's course, as well as the respondents' contribution to the association. Sometimes consultations with the corresponding course mates will be required.

Subjects of CFIs are not limited to conferences and events matters and can be any matters relating to the interests of the EMA community or the Team.

6. Participating status and membership issues

Participating in CFIs represents the most important contribution of the Team Members or Observing Members. With regard to CFIs the following internal rules for the Team shall apply:

- 1) Each Member or Observing Member shall reply within a reasonable time frame, normally within 7 calendar days to an initial CFI related to a particular topic. The Team Coordinator shall at its reasonable discretion extend the normal response time for complicated matters and shorten it for urgent matters.
- 2) If a member does not respond to an initial CFI the Team Coordinator may exclude this Member from the decision-making related to that particular topic and any subsequent comments on this topic by such excluded member may not be considered in whole or in parts at the discretion of the Team coordinator.

3) If a Member does not respond to 9 (nine) or more initial CFIs within his/her term of office, the Team shall take the following actions: i) suspend his or her membership and ii) consider terminating the participation of such Team Member. Such termination shall require a vote of 75 % (seventy-five percent) of all Members in favor a termination of the participation of such a Member. The vote shall be organized by the Team Coordinator. The Team Coordinator shall inform all Members adequately about the situation and shall at the same time call for a vote via a CFI to terminate the Membership. The Team Coordinator, subsequently, shall collect all votes that are made within 7 (seven) calendar days after the call for the vote. Any votes that are not received by the Team Coordinator within 7 (seven) days after the call for the vote shall be void. After termination of the membership in accordance with the aforesaid procedure a former Member may re-apply for membership in accordance with this internal policy document.

Suspended Team Members may wish to withdraw from the Team in order not to receive consideration of Team Membership termination.

4) The Team recognizes the varying availability of its Members during different time of the term of office. A Team Member can make an individual agreement with the Team Coordinator as to his or her availability for service. If a prior agreement for absence is reached, the Team Member absent from the participation during agreed period can be exempt from participating in the teamwork including CFIs, without affecting his or her Membership status. Note that if such an unavailability period amounts to longer than 3 months, the Member can not be nominated to join the EMA Liaison Group¹⁰.

8. Work distribution

Depending on the nature of the task, a number of Team Members may be assigned by the Team Coordinator to a particular task (e.g. two team members from Africa be requested to assist in evaluating a proposal by some alumni from the same region wishing to do an event in their respective region/country) and submit to the whole Team their conclusion or recommendation within a given deadline (usually based on prior agreement between the Team Coordinator and the assigned members). In such cases, participation in other teamwork, CFIs, online meetings, etc., can be exempted unless otherwise arranged not to be so.

9. Decision-making and voting

The Team is collectively responsible and accountable for the decisions it makes. Decisions should be made in a transparent and democratic way¹¹. Normally the team makes decisions based on consensus. If all efforts on reaching an agreement have been exhausted, decisions will be made via voting. Any decision is taken with a simple majority vote, whereas the votes of 75 % (seventy-five percent) of the Team Members constitute a quorum. Objections to the majority vote shall be stated and published among the Team. If the quorum is not constituted

¹⁰ See Section 11.

¹¹ Further guidance is expected to come in effect following the next General Assembly as to how to ensure the principle of democracy and transparency with decision-making.

due to the lack of participating Members, the Team shall be deemed to have made no decision and the particular topic that was subject to the vote shall not be submitted to a vote by the Team for at least 1 (one) calendar month, or the Team Coordinator shall at its discretion make a decision as appropriate. In making such a decision, the Team Coordinator may discuss with the SC of the EMA.

In matters that request a decision within 2 calendar days (“Urgent Matter(s)”) the Team Coordinator (and deputies in the absence of the Team Coordinator) may make decisions without consulting the Team or conducting a CFI. Decisions on Urgent Matters must be communicated to the Team as soon as reasonably possible.

10. Financial responsibility & accountability

The Team has a considerable amount of financial responsibilities and accountability as the largest proportion of EMA budget is under its management. Normally the financial planning is made prior to the starting date of a fiscal year. However, financial changes will always be anticipated.

In principle, financial and/or budgetary decisions shall be made by the team as a whole, in accordance with prior guidance or ex-post permission given by the EMA General Assembly, the Steering Committee or prior agreement set up between the European Commission and the EMA Service Provider. Further, the SC meeting (14 Nov 2007) decides that the Team Coordinator shall be responsible for expenditures of the team and any amounts of payments to be made by EMA should be spent **only** with prior approval of the Steering Committee member (leading the respective team).

The Team Coordinator is allowed to make decisions on budget changes, as appropriate, on his or her own capacity to the maximum level of 10% (both up- and down-wards) of the total conferences budget amount during the on-going fiscal year. Any such decisions shall come with proper reasoning(s) and be communicated to the team immediately following the decision, or at the earliest convenience, whichever is more practicably feasible.

The team by 75% majority approval (quorum concept applies) can request the Steering Committee to change the approved budget planning up to 100% of the total CAT budget. Such a request shall come with strong necessity/reasoning.

11. Liaison group member nomination

Liaison Group refers to an enlarged body consisting of Steering Committee members and a small number of team representatives. The current practice is that the Team Coordinator nominates such participants to join the Liaison Group.

From time to time, the team members will hear from the Team Coordinator about the activeness of their participation in the teamwork. The opportunity for a CAT member to attend future Liaison Group meetings will depend on the team member’s performance in completing his/her teamwork. Those, whose memberships have been suspended, terminated

and those who have arranged unavailability period for longer than 3 months shall not be nominated to be liaison group members.

Observing team members are not eligible to be nominated.

12. Implementation of the team's internal policy

The Team Coordinator, or designated team member(s) in the absence of the Team Coordinator, shall be responsible for the enforcement of this document.

With simple majority approval this document can be revised. Amendment requests can be made to the Team Coordinator via email.

**Annex I. Statement of Commitment* signed by all team members
(EMA-CAT-009)**

COMMITMENT TO PARTICIPATE IN THE WORK IN THE CONFERENCE AND
EVENTS ADVISORY TEAM (THE CAT)

I, undersigned, _____, will commit myself to actively participate in the work of the conferences and Events Advisory Team. I will participate in the discussion and other work in the Team to my best abilities and skills. In addition to the work done in the team, I will inform the students and alumni in my respective Erasmus Mundus course about the work done in the conferences and Events Team, and collect and share their feedback with the team to further improve the work done for EMA in a timely and accurate manner. My commitment will last until the next CAT team election or upon written submission to the Team coordinator to cease my participation.

Special skills:

I. E.g. experience in arranging conferences or other events (specify the responsibilities).

II. Other skills relevant to the work.

III. Regional.

* The Team Coordinator is responsible for the archiving of valid statements and destroying of statements that are invalidated by the signing team members or by team policy set forward in this document.

Annex II. Rules for applying to the CAT as an Observing Member* (EMA-CAT-015)

The applicant must be a EMA member registered on the EMA website and the registration of an EMA member as an observing/associate member is subject to the following conditions:

- there will be a specified term of service (currently ending on 30 May 2008 for prospective applicants who submit their application before that date), with possibility to extend for an additional term (approximately one year) upon re-application; a written confirmation that the applicant is a registered EMA member (registration via EMA website) is required via email;
- an observing team member may be allowed or assigned to participate in certain tasks in fulfilling the team's roles and responsibilities in accordance to its missions; and his/her participation will be acknowledged and appreciated;
- the CAT holds absolute discretion to end an observing/associate membership at any time, with prior notice; the observing/associate member may withdraw his/her participation at any time via email to the team coordinator;
- the applicant must present to the team via email to the Team Coordinator his/her full profile, experience and motivation to join; the Team Coordinator or the Team shall then decide whether or not to accept the person and forward to the team. The Team Coordinator shall complete the registration of the person with the team if the application is approved; if the application is not approved, the applicant cannot appeal but can re-apply to participate in the teamwork.
- an observing/associate member may be invited to participate in certain internal discussions but he/she will not have the right to vote in any CAT decision-making process, but his/her participation will be acknowledged;
- an observing/associate team member is not entitled to participate in the Liaison Group meeting (an enlarged Steering Committee meeting with selected Service Team representatives usually taking place in Brussels).
- the observing/associate member must confirm that unless otherwise irrelevant to his/her membership status, he/she will comply with the team's internal policy where appropriate. He/she must confirm, in writing via email, that he/she will not disseminate any information that is obtained from the team unless a written approval by the Team Coordinator via email is obtained.

*Note: this applies to the team members who choose to withdraw his membership with the team, and/or those whose formal team memberships are recalled and then re-apply to join as an EMA member at a later time.