



MINUTES **of Entity Support Committee** **Meeting**

online meeting
01.12.2009

Present people

Miriam,
Nathalie
Lisette
Milena
Grahance
Kaija
Andrea
Roger
Aina
Kati
Stefania
Slobodan (joined later)

Absent: Markus

Agenda

Agenda For The Second E-Meeting, Date, Time ECT, Skype

- 1. Official opening and welcoming word**
- 2. Introduction of the new secretary and speaker**
- 3. Task List/Achievements**
 - 3.1. **Andrea & Kaija:** Promotion focus on non-EGEA countries
 - 3.2. **Kati & Markus:** Functions within the ESC
 - 3.3. **Milena:** Update the guidelines for the motivations letter
 - 3.4. **Milena:** Presentation of results of the entity survey
 - 3.5. **Milena:** Presentation of list of European universities with Geography
 - 3.6. **Roger & Nathalie:** Presentation of universities with Geography studies
 - 3.7. **Roger & Nathalie:** University letter
 - 3.8. **All:** Achieved communication with entities
- 4. Committees live-meeting Bucharest**

Brainstorming and ideas from all
- 5. ESC live-meeting**
 - 5.1. Date
 - 5.2. Location
- 6. Topics of Discussion**
 - 6.1. Welcome Package
 - 6.2. Info-u2u to CP's about ESC
 - 6.3. CP-Day
- 7. Incoming request from BoE**
- 8. Incoming requests from forum**
- 9. Other topics**
- 10. Setting up a new To-Do-List**
- 11. Closure**

1. Official Opening and Welcoming Word

Speaker Miriam opens the e-meeting at 20.01 and welcomes everybody. Nathalie, as she is secretary, will take the minutes.

2. Introduction of the new Secretary and Speaker

Miriam, the new speaker, introduces herself and Nathalie, the new secretary. They are looking forward to work with everybody and have a good productive ESC-year.

3. Task List / Achievements

a. *Andrea & Kaija: Promotion focus on non-EGEA countries*

First of all, the ESC needs to gather information about the universities where geography can be studied. Also geography-related studies (tourism, planning etc) should be included. Besides focusing on main problematic areas (United Kingdom and Scandinavia), almost every region has some problems (countries with few entities, weak or dying entities or no entities at all: Bulgaria, Switzerland, France, Portugal, Spain, Italy, Czech Republic) the ESC should keep an eye on all of them.

If a possible new entity asks for information, the responsible Regional Assistant (RA) should make the first contact with the newbies. If the RA has too much work, someone from ESC contacts the newbie. To get an overview of every entity, a forum topic for each entity will be created.

b. *Kati & Markus: Functions within the ESC*

In order to restructure the ESC, Kati and Markus made a first proposal for new functions within the ESC. This was the proposal posted on the forum.

Nathalie and Miriam, as they are Secretary and Speaker will take care of the website. The ESC will finish analyzing the old survey and create a new entity survey. The promotion function for Scandinavia will be done by the Promotion Committee of the Northern and Baltic Region.

c. *Milena: Update the guidelines for the motivation letter*

Milena will update the guidelines for the motivation letter as soon as she has finished the new Statutory Base and Protocol. These guidelines will contain some useful tips that are in the document that candidating entities receive for making a motivation letter.

It was also decided to create a "standard welcome letter" for the contact persons of possible new entities

Milena: Presentation of the results of the entity survey

d. *Milena: Presentation of the results of the entity survey*

As EGEA doesn't have a real database of its evolution, it is important to do the entity report annually.

The first entity report is not fully analyzed yet, Milena only wrote the report on some basic information; Grahance will help analyzing the missing part.

Milena will create a new Entity Survey, the analyze of this survey will be divided in 2 parts: Milena will do the analyzing of the basic information (as for entity activity, number of members etc) and another person will analyze the part with further information.

e. *Milena: Presentation of list of European Universities with Geography*

One existing list can be found on the forum, Milena uploaded it. It was made by Vicente, last year's EuroMed RA. This list contains some universities all over EuroMed-Region, where geography can be studied.

f. *Roger & Nathalie: Presentation of Universities with Geography studies.*

Both Nathalie and Roger started to research where geography can be studied in Europe. The list uploaded by Milena will be used to complete the researches.

g. Roger & Nathalie: University Letter

Neither Nathalie nor Roger started working on writing a first draft of the letter. The letter should contain a short description of EGEA and how it's organized. This letter can be send to universities, where EGEA is not present (or not present anymore), in order to motivate them to establish an EGEA entity. It was also suggested to have this letter translated in the language of the country, as for some countries English is a big problem.

h. Achieved Communications with entities.

It was decided to create a forum topic for each possible new entity by every responsible person, so that everybody can follow the status of each entity.

- *Paris*: Nathalie had no contact with Paris till now.
- *Bordeaux*: A first reunion of interested members will be held in December by Sylvain.
- *La Rochelle*: Presentations were made in second and third year students, the first reunion will be held in December. A lot of students seem to be interested. Some students are working on a motivation letter.
- *Innsbruck*: Kati contacted them, but no reply.
- *Graz*: Kati contacted them, no reply.
- *Jena, Bochum, Cardiff, Edge Hill*: A forum topic will be opened by Lisette.
- *Aachen*: Micheal from Aachen told Miri, that they want to establish an Entity.
- *Bergen*: A student from Marburg studied one year in Bergen, and Marburg now plans an exchange with Bergen.
- *Madrid*: A presentation was held during a lecture, but nobody seemed to be interested and as for now, there is no person interested in maintaining the entity in Madrid.

4. Committees live-meeting in Bucharest

A small brainstorming was done, about ESC contribution at the committees live-meeting in Bucharest. One idea was to talk about the problems of entities concerning joining and financing activities as their very far away from the places where the most activities take place (entities like Tirana, Coimbra, Izmir and Isreal). Another idea was maybe to create a ESC-Newbie Activity for new EGEAns, to show them the EGEA spirit.

5. 5. ESC live-meeting

a. 5.1. Date of the live-meeting.

As the doodle showed, the live-meeting will be hold from 29. -31. January.

b. 5.2. Location of the live-meeting.

During the e-meeting it was decided, to discuss the location of the meeting the forum. Possible locations would be Utrecht, La Rochelle, and maybe Mainz or Bologna. The location will be decided on the forum.

6. 6. Topics of Discussion.

a. 6.1. Welcome Package.

The discussion about the content of the Welcome Package for Newbie Entities was forwarded to the forum, as it was already discussed during the last meeting.

b. 6.2. Info-U2U about ESC to CPs.

Nathalie agreed to write the Info-U2U about the ESC to the CPs, to explain to the CPs, what ESC is doing

and how it can maybe help.

c. 6.3. CP Day.

Slobodan explains that there will be a full discussion about the CP day during the live-meeting in Bucharest. Afterwards there will be more concrete information about the CP Day, its organization and the possible contribution of the ESC to the CP Day.

7. 7. Incoming Requests from BoE

As for now, there were no incoming requests from BoE.

8. 8. Incoming Requests from forum

As for point 7 on the agenda, there are no incoming requests from the forum.

9. 9. Other topics.

There are no further topics that need to be discussed.

10. 10. Setting up a new to-do list.

see "to-do list" ☺

11. 11. Closure and e-beer.

Miriam closes the second e-meeting at 23.33 and thanks everybody (-let's say the survivors, as some members had to leave earlier ☺). Cheers with an e-beer.

To-Do list:

- **Kaija:** stay in contact with the Northern and Baltic Promotion Committee
- **Milena:** create a new entity survey
- **Milena:** write the guidelines for the motivation letter.
- **Milena & Stephania:** create a standard welcoming letter
- **Roger & Nathalie:** make a list of all universities where geography can be studied and create the university letter.
- **Garahnce:** analyze the data of the old entity survey
- **everybody who was in contact with a newbie:** open a forum topic for each newbie and write down the status of each entity
- **Nathalie:** write a information U2U to all CPs to inform them about ESC
- **Kati & Milena:** work on the new entity survey

EVERYBODY: Have a nice pre-Christmas period with lots of hot spiced wine, chocolates, candles and of course a Merry Christmas

