**Draft Minutes**

**19th Annual LEO-Net member meeting held on April 7th, 2017**

**Members present**

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| --- | --- | --- | --- |
| Sara  | Bervoets | BE | Antwerp University |
| Ana  | Boa-Ventura | PT | Polytechnic Institute of Leira |
| Patricia  | Burssens | BE | Gent University |
| Lisa | Grow | DE | EU-Hochschulbüro Hannover/Hildesheim |
| Anna  | Kyriakidou | EL | University of Macedonia |
| Janne  | Loikkanen | FI | University of Turku |
| Frank | March | DE | Techn. Univ. Illmenau |
| Alejandro  | Martinez | ES | Universidade de Vigo |
| Jaana  | Mutanen | FI | CIMO Centre for International Mobility |
| Albino  | Oliveira | PT | Universidade do Porto |
| Line  | Pillet | CH | Pillet&Partners |
| Henar  | Quintas Salgado | ES | Universidade de Vigo |
| Marie  | Rakova | CZ | Univerzita Palackého v Olomo |
| Jutta | Rath | DE | Hochschule-Mobilitat Rheinland-Pfalz |
| Hanny | Strauss | NL | Eindhoven University of Technology |
| Elke  | van der Valk | NL | Fontys University of Applied Sciences |
| Marjo | van der Valk - Kuijpers | NL | Eindhoven University of Technology |
| Bruno | Woeran | FI | EU Affairs Merinova |

**Membermeeting LEO-NET 2017, April 7th**

1. Approval of the agenda
No amendments to the agenda have been made.
2. Approval of the minutes of the 18th Annual Member Meeting Barcelona ES, April 14, 2016
The minutes are approved.
3. Presentation of 2017 activities
**New LEO-Net website**Sara Bervoets shows the new website and explains how to login when you forgot your
password. The website can also be used by the members if they want to share something
within the network. The report of BCN will be published on the website and will be send
by e-mail.
**One day round the table proposal**.
Idea of a 1 day round table discussion about the issue of Brexit to generate input and
recommendation to the EC; brainstorm about the consequences for the placements.
Members believe it is a good idea but too early to organize it now. If we arrange a round table discussion later on we will accept the offer of Alexandra Angress to support us with this action.
**AON Insurance**
This is an insurance tailor made for student placements/studies abroad.Still many trainees do a traineeship being uninsured -> AON insurance is now published on the Leo-Net website. Marjo asked what to do with offers from competitors. Decided is that if the quality is of the same level and there is a good offer for students we will publish those offers as well.

**LinkedIn group**
We have a new LinkedIn group. Invitations have been sent for joining the LinkedIn
group. The LinkedIn group consists of 25 members, they can network in the future.

1. Finances
**Realisation 2016**The information provided was clear to the members.
Ms. Lisa Grow (Leibniz University Hannover) has checked the bookkeeping of LEO-Net and no irregularities were found. The budget statement was signed.
The number of members is the biggest worry. A number of members canceled for different reasons, e.g. Erasmus+ programme (all actions in one programme), less focus on traineeships/employability.
We need to think about a solid proposal to recruit new members.
 **Approval of budget 2017**
Budget 2017 was approved.
2. Activities of LEO-Net 2017 and further
**Video Competition – media competition**The LEO-Net Media competition invites trainees to promote traineeships by visualizing their experience. Marjo asked the members if the video contest – media competition must go on. Maybe another style, a blog or something else. It’s important for the promotion of traineeships. The members agreed. They used it for presentations and recommendation. Sara will publish it on the website. The next edition of this competition will be open on 7 April 2017 and closes at ll 1 March 2018.
**Barcelona Seminar 2017**The Board will send a policy paper, including recommendations, about the Erasmus+ programme and future programme to the European Commission.
**Barcelona Seminar 2018**We like to know what content the members would like to see for the Barcelona seminar program 2018.
For an Inspiration session, Bruno suggests to the members to participate in October / November for topics. LinkedIn post information and we will contribute the members.

For the Consortia day one day is enough.

1. Elections
Patricia Burssens is since a year as resource person supporting the board. The members agree to have elections every two years and to work with the format of resource persons before they join the board.
2. Any other Business
There was no other business to discuss. Marjo van der Valk closes the 19th annual member meeting, and thanks everyone for their input.