**INVITED PARTICIPANTS**

**BOARD MEMBERS:**

Martin Gerzabek, CASEE President (BOKU, Rector)

Florian Borlea (USAMVBT Timisoara, Vice-Rector)

Marek Szyndel (WULS)

Doru Pamfil (USAMV Cluj-Napoca, Rector)

**GUESTS:**

Ana Butcaru (USAMV, Bucharest organizing committee 2018)

Ecaterina Stefan (USAMV Bucharest organizing committee 2018)

Cristiana Grosu (BUASMV Bucharest organizing committee 2018)

Marian Velcea (USAMV Bucharest organizing committee 2018)

Michal Lostak (CULS)

Ivona Filipovic (UNIZG)

Renata Bazok (UNIZG)

Zsuzsanna Tarr (SZIU)

**CASEE Secretariat:**

Margarita Calderón-Peter (BOKU, CASEE Secretary General)

Gudrun Reisinger (BOKU, CASEE Executive Secretary)

**Excused:**

Florin Stanica, Vice-Rector (USAMV, Bucharest organizing committee 2018)

Jiri Balik, CASEE Vice-President (CULS, Rector)

Zoran Grgic (Uni Zagreb, Dean)

Istvan Szabo, CASEE Treasurer (Szent István University, Vice-Rector)

Sasa Orlovic (UNS, Vice-Rector)

**Minutes for the CASEE Board Videoconference meeting on January 22nd, 2018, 14.00-15.30 am**

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|  |  | **Comments:** |
| **1.** | **Minutes of the CASEE Board VC meeting on November 7th, 2017**  **DOC 1:** Draft minutes | Minutes unanimously accepted. |
| **2.** | **CASEE Conference 2018 in Bucharest.** “Research based education at life science universities in the Danube region towards a sustainable future”, 6 – 9 June 2018  **DOC 2:** Abstract table | **Update on progress for the Conference in Bucharest (by VR Stanica)**  Instead of VR Stanica (excused) Ana Butcaru will answer all questions concerning the CASEE conference.  **Questions to be discussed:**   * **Online registration on conference website:** * When will be hotel booking online available?   Feedback from Organizing Committee: A hotel booking form is online available on <https://casee2018.usamv.ro/> 🡪 click on Pullman Hotel 🡪 see paragraph “Important ….”; all participants have to fill out the form and send it back; at the moment this form is quite difficult to find.   * USAMV Bucharest will highlight the hotel booking on the conference website and also add this information/link in the registration area. * **Extended abstract submission deadline:**   + **31 January – promotion wanted – all Board members are kindly asked to keep promoting it!**   + **Info from USAMV: paper published in journals that are “ISI quoted” -> further details for promotion?**   5 of the 7 mentioned journals of USAMV Bucharest are ISI quoted, this helps us to promote the Call for Abstracts even better; at the moment this information is not available on the conference website.   * USAMV Bucharest will provide this information on the conference website (which journals are ISI quoted), so all CASEE members can refer to it. * **16 abstracts submitted by 11 December (from BOKU, UNS, USAMV Bucharest, IASI, UNIZG, WULS, USAMVBT)**   By today we only have 17 (!) submitted abstracts and the final submission deadline is approaching quite fast (31 January); that means we are still lacking abstracts for the 9th CASEE conference from all CASEE member universities; from some members we even do not have any submitted abstract, e.g. from SZIU, CULS, Nitra, Sarajevo, Albania, Slovenia,…; from the organizing university USAMV Bucharest we only have 1 abstract submitted at the moment!  BOKU will promote the CASEE Call for Abstracts at the so-called CAS (Center of Agricultural Sciences) Touchdown event on 25 January where students will win prices for their best thesis; one price will be the participation at the CASEE conference where the best thesis could be presented then.   * We urgently need abstracts from all member university!!! **Last deadline: 31 January** * Please do more promotional activities at your universities - **contact professors directly**, just sending e-mails is not enough! * **Full paper submission deadlines & decision on the final list of oral and poster presenters, including the decision on the 20 PhD students exempted from registration fee**   Due to the extended submission deadline a full paper submission until 28 February will not be possible; the CASEE Board will need another date to finalize the program of the thematic sessions and we have to decide which PhDs will be exempted from the registration fee; before, all submitted abstracts have to be reviewed by the scientific committee members, this should be done latest in February. The CASEE Secretariat will send out the information for the reviewing phase in February to all scientific committee members (after the submission deadline).   * USAMV Bucharest will update the information (full paper submission until 15 April only) on the conference website. |
| **3** | **CASEE-Board questions** | 1. **Decisions concerning presidency and board constituency have to be taken:**   There are still **too few candidates** for future CASEE-Board members, **NO** Nominations received by January 10th:  There were no nominations sent to the CASEE Secretariat so far; from BOKU-side we have already the future rector as new nominated Board member and we have the nomination of vice-rector Szabo from SZIU as CASEE president; however, the CASEE Board needs more nominations and should really think about candidates that should be elected in June; the GA in June will be an important meeting and will open the doors for the next years of the CASEE network.   * **Please hand in your nominations from your university until latest 31 January (new deadline)!** |
| **4.** | **CASEE Co-operation with ICA and other networks, as well as working groups of the EUSDR Priority areas** | 1. Co-operation option with **ACADEMIA DANUBIANA** (Prof. Stöglehner)   New project submitted: “Interreg Danube Transnational Programme – Seed Money Facility” with project partners BOKU, CULS, UNIZG and USAVMB Timisoara; this project deals with peripheral, rural areas with structural weakness and selective migration; the aim of the project is to achieve education programs for local administrations and civil society; we hope that the program will be funded and we have a first successful project with Academia Danubiana.  Academia Danubiana and Prof. Stöglehner are also planning an abstract submission for the 9th CASEE conference; Academia Danubiana hopes to get new ideas during the conference for future co-operation.   1. **Update on ICA-activities (by Marek Szyndel)**   Marek Szyndel apologizes that he was not able to participate at the last CASEE Board meeting; ICA will still have the secretary in Prague for the next years; the 7th ICA Rectors and Deans Forum was held in October and there is a summary of the outcomes of the Forum prepared by Alex Evans - Challenge for Life Science Universities to deliver impact in addressing the Sustainable Development Goals (SDGs), provided on the ICA-website; during the General Assembly in October ICA gained new members from Scotland (Scotland’s Rural College) and Spain (University of Orihuela) and Agreenium (France);  Next important events: ICA Forum on 25th and 26th October at the University of Wageningen that will include the 30th anniversary celebrations of ICA (the invitation was already sent out); a bio-economy workshop and the next Global Bioeconomy Summit 2018 will be held in Berlin; the next ICA Board meeting will take place in Vilnius on 9th of February; ICA is still working on the conference with American and Canadian colleagues; the conference is postponed for next year (April); all members are welcomed to join the ICA Forum in Wageningen; CASEE will promote ICA activities in the next newsletter.   1. **Co-operation with ATAE**: VR Szabo is asked to report at the CASEE Board Meeting in March about the ATAE Conference in Opatija from February 27th to March 2nd, 2018 and discussions on how CASEE could be integrated in that conference in the future.   New idea from ATAE: development of a survey that deals with educational issues on Agricultural Engineering and questions about what would be expected of AE in future; this topic could be linked to the thematic area Agriculture 4.0; Digitalization will be a great challenge for ATAE universities and it should be discussed how to link it with research and teaching projects; e.g. BOKU included this topic in its new development plan and is planning to implement two new professorships in digitalization (main topics: mobility & agriculture and forestry); AE is a focal point of digitalization; therefore president Gerzabek emphasizes that this joint activity is very interesting and he suggests to integrate digitalization in the survey; Prof. Gronauer from BOKU is well informed about the mentioned developing plan and the area of digitalization.  Regarding the 9th CASEE conference ATAE asked if it’s possible to postpone the abstract submission deadline for their papers (to the end of the conference in Opatija on 2nd March); therefore a decision is needed if the CASEE Board agrees with this exception:  For all CASEE Board members this option is ok, if ATAE:   * + finalizes the ATAE-session by itself then;   + plans all slots, poster presentations, etc. for the ATAE thematic session by itself;   + submits the abstracts online immediately after the conference in Opatija because the abstracts have to be included in the online abstract submission system for the Book of abstracts |
| **5.** | **Overview on other CASEE projects ongoing / planned** | 1. **Update on IMPULSE Program: CASEE-In project** (by Margarita Calderón-Peter)   CASEE-In project is starting to print the guidelines for internationalization which will be presented during the CASEE Conference; the CASEE-In project ends at the end of January 2018; the English version is already finalized; partner universities translate and finalize it by the end of January; Ivona from UNIZG will bring them to the next Meeting in Vienna on 2nd February.   1. **EMJMD**-Re- Application of the **DAFM** Master (Update by Zsuzsanna Tarr)   January is the last month to prepare the proposal; colleagues from SZIU, UNIZG, BOKU had a meeting in December at SZIU and worked together on the proposal; the Consortium agreed to share the proposal with an expert from a “best practice” proposal to get some advice how to improve the last application; Zsuzsanna Tarr will send the final proposal draft to the consortium soon; a proof-reader at SZIU is doing the grammatical review; the proposal has to be finalized until February 15; the mandates will be sent out this week from Zsuzsanna; most of the support letters have already been organized by the project partners.   1. **Request for CASEE to be Co**-**Organiser** of the Conference “SMALL-SCALE FOOD PRODUCTION SYSTEMS (MICRO-FARMING): PERSPECTIVES FOR SUSTAINABLE LAND USE", 24.-25.4.2018 at BOKU UFT Tulln; see:  <http://www.unserboden.at/761-0-Ankuendigung_DLT_Tagung_2018.htm?&goback=51>   The conference will be held at the third BOKU site in Tulln; it’s a good opportunity for CASEE to be visible there as well; the CASEE Board agrees to be co-organizer; the information will be published on the CASEE website and CASEE will show-up on the event’s website and with its CASEE Logo during the conference.     1. Suggestion from Prof. Blesic **University of Sarajevo to combine the 10th CASEE conference 2019** with the 31st International Scientific-Expert Conference of Agriculture and Food Industries.   *“It is a conference that usually attracts about 200 presenters, mostly from the Balkans, Central Europe, Turkey and some Asian countries. We would like to know opinions of the CASEE Secretariat about the following suggestions:*  *- Does CASEE considers that the 2019 CASEE Conference and the 31st International Scientific-Expert Conference of Agriculture and Food Industries could be held at the same time and in the same place during, let's say, 3 to 4 days?*  *- If the first proposal is acceptable, does CASEE insists on its usual term of the CASEE Conference (end May, beginning of June) or it is also acceptable the usual and for us more convenient term of our conference (the last week of September)?*  *Please note that these are only suggestions that, if accepted, would facilitate our logistical issues. All possible further details would be discussed, let's say during the 2018 CASEE Conference in Bucharest. If the CASEE administration's position regarding the first proposal is negative, we remain firmly committed to being the organizer of the 2019 CASEE Conference on its usual term in May and in its usual format.”*  Since the other mentioned conference has about 200 participants (double size of the usual CASEE conferences) there could be the risk and danger that the 10th CASEE conference is losing its profile and disappears if combined; the CASEE Board does not think that there will be great advantages for CASEE in combining those conferences; therefore and because of organizational issues the CASEE Board prefers to keep the usual format and period of the year (May/June) for the 10th conference; in addition the 10th CASEE conference is an anniversary for CASEE and should be considered as a jubilee conference. |
| **6.** | **Next CASEE Board meeting dates** | * **NEW VC Date in February is needed** because of postponed abstract submission deadline.   There will be no extra meeting in February but the CASEE Board meeting on 13th of March will last 2 hours, so all Board members have enough time to discuss the conference program; all members try to be prepared very well for the program beforehand; all submitted abstracts have to be reviewed 2 weeks earlier by the Scientific Committee members (latest deadline: end of February); for the meeting on 13th of March a quite settled program and quite clear suggestions for oral and poster presentations are needed!   * **13 March 2018, 09.00-11.00 CET** (finalizations for annual conference and GA + decision on Fund for Incentives + decision on the draft agenda for the GA, including membership application of SAUM Moldova and changes in the Board/Presidency + final discussion of the program for the 9th CASEE Conference + discussions of all submitted nominations) * **6th June, 2018, 17 – 18:45 CET in Bucharest and** * **9th of June, after the GA, for 30 minutes** to discuss further steps for the new CASEE Board (for handing over to the new Board) |
| **7.** | **Any other competent business** | * The Board members are kindly asked **to promote the deadline for the CASEE Fund for Incentives (February 11th, 2018) within their institutions**! * Zsuzsanna Tarr informs that there will be a rector’s election in April/May at SZIU that could cause some changes and could affect the planned nomination of Istvan Szabo. Therefore his nomination as CASEE president has to be considered as tentative nomination for the GA during the CASEE conference. |