



CLUSTER Steering Committee I 2023
Thursday 30th March 2023
Polytechnique Montréal

Minutes of the meeting / Jules Vanpée

Materials of the meeting / <https://CLUSTER.org/intranet/> (Password: Erasmus1999!)

1. Opening of the Meeting and Welcome

CLUSTER Secretary-General Jos Vander Sloten opens the meeting at 1 p.m. and we are welcomed by the Vice-President of Research and Innovation François Bertrand.

The agenda for the Steering Committee I Meeting on the 30th of March 2023 and the minutes of the Steering Committee II of the 23th of September 2022 are approved unanimously. All meeting materials can be found on the CLUSTER website (<https://CLUSTER.org/intranet/>) (Password: Erasmus1999!).

2. Financial Report – CLUSTER Actuals 20-22, Eirini Sarigiannidou

Eirini presents the actuals of the Grenoble presidency 2020-2022 and the audit executed by KPMG. The report can be found amongst the meeting materials on the CLUSTER website. No attendee had any remarks concerning the financial report.

3. CLUSTER budget KU Leuven, Jules Vanpée

Jules Vanpée presents the budget of the KU Leuven presidency 2022-2024. This was previously discussed and approved during the Steering Committee II in Torino but additional changes have been made. The attendees are notified that the actual 'personnel costs' will be higher than the estimated budget because of the wage indexation in Belgium.

Torino: The suspension of meeting funds
The creation of 'activity fund'
Increased budget for hosting the 2022 SC II in Torino

Additions: The estimated surplus has been replaced by the actual surplus
The available activity fund of year 1 has been increased*

The 'activity fund' was created to stimulate projects, organise events, answer calls,... instead of holding meetings, thus shifting the focus from meetings to concrete actions or operations. The current presidency believes that this suits the strength of the CLUSTER network as an operational network.

All attendees agree with the presented changes, no additional remarks are made.

(*) CLUSTER WG/Members/... can still submit a proposal to utilize the activity fund of year 1. **Modalities:**

- The proposal must be send to jules.vanpee@kuleuven.be
- The proposal needs to contain:
 - The amount of money needed for the activity
 - A description of the planned activity
 - The names of the actively partaking CLUSTER universities (Min. 2)
- The proposal must be submitted before 30/06.

4. **Audit**, Jules Vanpée

As requested during the previous General Assembly, research concerning an alternative for the current audit system was performed by the current presidency. The findings and suggestions are presented by Jules Vanpée.

Conclusion: The auditing will no longer be done externally but internally. The next CLUSTER presidency will be in charge of auditing the expenses of the current presidency. This will reduce audit costs, fasten the budget transfer and facilitate the start-up period of the next presidency.

5. **Dual Doctorate Framework Agreement**, Jules Vanpée

The Dual Doctorate Framework Agreement is brought up for discussion. The presidency asks the advice of the Steering Committee on how to proceed.

Motion: All CLUSTER members are to check whether they used this agreement directly or indirectly in the past and send the information to the CLUSTER presidency. We will also invite Torkel Werge (KTH) to further elaborate on this. The discussion will be reopened on a later date so that a well-funded proposal can be given to the General Assembly.

6. **Mutual Recognition of Titles**, Jules Vanpée

The agreement contains two parts:

- The Mutual Recognition of Titles
- Convention on CLUSTER Dual Master Degree Programmes

The first component is an outdated agreement and no longer complies to European law. The Steering Committee will recommend the voting members of the General Assembly to officially rescind the agreement and remove it from the CLUSTER website.

The second part of the agreement is still actively used, therefor the subject of its rescission will not be brought up during the General Assembly.

7. Discussion – CLUSTER Internal Regulations and Statutes, Jos Vander Sloten

Jos Vander Sloten presents the proposed changes to the Internal Regulations and Statutes which can be found highlighted in the provided meeting materials.

Summary: The removal of the distinction between WG, Taskforces, Departments
Modify the wording to allow internal auditing
Replacing the list of CLUSTER Members to a description of expected characteristics and requirement of CLUSTER members

8. Symposium – Entrepreneurship within the Engineering Education, Jules Vanpée

Jules Vanpée presents the upcoming symposium which is held at KU Leuven. The event is jointly organised by the CSO, WG Entrepreneurship and WG CLUSTER & Africa. This will be an in person event during which several segments of the program will be recorded.

The materials and recordings will be available after the symposium on the event page. (<https://cluster.org/event/entrepreneurial-symposium/>)

9. AOB & Closing

CLUSTER Secretary-General Jos Vander Sloten thanks everyone for their presence and closes the Steering Committee at 4:45 p.m.

Upcoming meetings and events:

- Entrepreneurship Symposium, 14-15 April 2023 – hosted by KU Leuven
- Steering Committee II, 7-8 September 2023 – hosted by Aalto University
- Steering Committee I and General Assembly, 9-12 April 2024 – hosted by KU Leuven