

# HUMANE

Heads of University Management & Administration Network in Europe

## HUMANE Bulletin No. 2

June 1999

### Introduction

#### Welcome to the Bulletin

Welcome to our second Bulletin of 1999. To avoid any confusion, the first document was just called *Programme 1999* - we've decided to give it a name. We have adapted the format slightly to keep you always informed of the six forthcoming Seminars, with a detailed programme for the first three and the dates, venue and subject of the second three. We will be sending the Bulletin twice a year, so you will always be in a position to take advantage of all HUMANE Seminars.

#### HUMANE on the Web

You can stay up to date with HUMANE via our Web pages. Our address is:

**<http://www.abdn.ac.uk/humane/>**

All Seminars, plus those for dates beyond this bulletin are shown, along with a host of information and documentation about HUMANE.

#### Book early !

Our 1999 season got off to an excellent start with Seminars in Gent, Barcelona and Helsinki. The last two were both fully booked and so we would recommend that you make your registration early. All registrations are confirmed in writing (or if the Seminar is full, you will be invited to join the waiting list) within 7 working days of receipt. If you do not receive a written confirmation please contact Tim Evans at the HUMANE Secretariat.

#### Aveiro Seminar - airport transfer available from Oporto

We are pleased to announce that our hosts for the Seminar in **Aveiro** have offered to arrange transport between OPORTO and Aveiro. To take advantage of this offer please make sure you fly to Oporto (and not Lisbon).

#### AND FINALLY...

The HUMANE Secretariat has moved. Members have been informed already via mailbase, but just in case you missed the message our full address is:

HUMANE Secretariat  
c/o ESMU  
31 rue Montoyer  
B-1000 Brussels  
Fax: ++ 32 2 289 2467  
(Telephone and e-mail remain unchanged)

## **HUMANE September 1999 - May 2000 Seminar Programme**

### **1) Friday 24<sup>th</sup> - Saturday 25<sup>th</sup> September 1999, OSLO, Norway *University of Oslo***

The programme will consider lessons to be learned from various attempts to create national systems for management information, and then move through the importance of institutional strategies to deal with participants' own experience and queries with regard to IT issues.

#### **Programme**

"The post-implementation review of the UK management and administrative computing (MAC) initiative"

David Mason (a consultant who was commissioned to evaluate the initiative)

"Cooperative Administrative IT systems in Norway"

Arne Laukholm: Director of the Information Technology Centre, University of Oslo.

"Developing an Information Strategy"

Edgar Frackmann: Deputy General Secretary, Deutsch Studentenwerk, Bonn  
[NB: This session will draw on an OECD-IMHE project entitled: "Information Management: IT as an emerging issue for Institutional Management in Higher Education"]

"The Global Campus - IT as an Alternative Means of Course Delivery"

Alfonso de Alfonso: Gerente, Universidad Pompeu Fabra, Barcelona.

"Administrative use of the WWW, Intranets, or other electronic media for disseminating information within HEIs."

(A panel discussion in which participants will be able to share their experiences of such methods and to ask questions about the practical aspects.)

### **2) Friday 15<sup>th</sup> - Saturday 16<sup>th</sup> October 1999, AVEIRO, Portugal *Universidade de Aveiro***

***Our hosts, the Universidade de Aveiro have kindly offered to arrange transport between OPORTO airport and Aveiro. Please note, this transfer is available from OPORTO only and not Lisbon.***

The programme will have two linked sub-themes - first, innovations within individual universities and, second, more general reflections based on practical experience.

#### **Programme:**

"Structures of Success: Ensuring Quality at the University of Aveiro"

Jorge Baptista Lopes ( Secretary-General) and Professor JA Rafael (Vice-Rector).

"Contract Management between the University and Faculties: a pilot scheme"  
Dietmar Ertmann: Kanzler, University of Mannheim

"Massive Changes? The Effects of Massification on University Structures"  
Janusz Karczewski-Slowikowski: Registrar, Manchester Metropolitan University

"Is the Traditional Library Virtually Finished?" (Will the virtual library replace our space-consuming and expensive book warehouses?)  
Ruud Bleijerveld: Secretary-General, University of Amsterdam.

"The Effects of Greater Autonomy on the Internal Structures of German Universities" Klaus Peters: Kanzler, University of Wuppertal

Open Session: A discussion concerning any problems of Governance or Structural Issues which members wish to raise with colleagues - ideally based on a brief presentation of either their most successful accomplishment or their greatest failure during the year.

### **3) Friday 5<sup>th</sup> - Saturday 6<sup>th</sup> November 1999, DUBLIN, Ireland**

***Trinity College, Dublin***

***HUMANE members may be accompanied by the head of the environmental department from their institution. The fee for the non-HUMANE member is Euro 450.***

The programme will use the particular expertise of heads of specialist services. It will also develop the themes raised in the seminar in Madrid last September, where the lessons offered by Spain were much appreciated, and where participants expressed a wish to learn more about the health and safety aspects of environmental issues.

#### Programme:

"The Conservation of Older Buildings"

Tim Cooper: Director of Buildings, Trinity College, Dublin

"Management Systems for Energy-saving on Campus"

Ignaz Bender: Kanzler, University of Trier

"Waste Management Policies"

Anne-Grete Holmsgaard: Director of Administration, Danish Technical University.

"An Update on Recent Developments in Spain"

Luciano Galan: Gerente of the Autonomous University of Madrid (host of the 1998 Environmental Issues seminar)

"The Integration of Health & Safety Management and Environmental Management".

Betty de Keizer: Environmental Director, University of Amsterdam.

"The Framing of a Campus Transport Policy"

John Lauwers,: Secretary and Registrar, University of Southampton

## **Advance Notice**

The first three Seminars in the year 2000 are as follows, reservations can be made now. The full programme for these Seminars will be included with the next edition of the HUMANE Bulletin. All information shown here is correct at the time of publication. Should any changes occur we will inform you via mailbase and our Web pages, or if you have registered for the Seminar, by e-mail or fax.

### **4) Friday 24<sup>th</sup> - Saturday 25<sup>th</sup> March 2000, FLORENCE, Italy *Università degli Studi di Firenze***

The topic of the Seminar will be *Accountability*.

### **5) Friday 19<sup>th</sup> - Saturday 20<sup>th</sup> May 2000, BUDAPEST, Hungary *Budapest University of Economic Sciences***

The topic of the Seminar will be *Finance and Alternative Financing*.

### **6) Friday 9<sup>th</sup> - Saturday 10<sup>th</sup> June 2000, REYKJAVIK, Iceland *University of Iceland***

The topic of the Seminar will be *Human Resource Management*.

## **Seminars - Useful Information**

### **Seminar Format**

Over the years that HUMANE has been organising Seminars, the two day format of the Seminars has been very successful. By taking only one working day (Friday) plus a Saturday, not only do delegates have to spend limited time away from their institution, but it facilitates the use of the cheaper *APEX* air tickets.

*Friday*          lunch and formal welcome / two topics or presentations  
by members / dinner  
*Saturday*      third and fourth presentations / lunch / final presentation

### **Social Programme and Accompanying Persons**

A full social programme is offered, with the Seminar dinner on the Friday night and usually an event on the Saturday night.

Accompanying persons will be very welcome to attend the social programme. A small charge (usually 40 euros) is levied to cover the costs. Accompanying persons cannot, however, attend the Seminar, which is strictly open to HUMANE members only.

### Seminar Fees

Seminar fees are calculated as follows:

1. HUMANE Members

First Seminar booked	Euro 325
Second Seminar booked in a year	Euro 275
Third + Seminar booked in a year	Euro 225
  
2. Expert Accompanying HUMANE Member to Dublin  
Euro 450
  
3. Non Member University Secretary Generals Euro 575

Please note, for the Dublin Seminar - the expert **MUST** be accompanied by the HUMANE member.

### Payment and Cancellation Fees

Payment of Seminar fees should only be made upon receipt of the invoice which will be sent to you by the HUMANE Secretariat. Please note that admission to HUMANE Seminars will be possible only if the Seminar fee has been received.

The invoice will be calculated in EURO'S. Bank charges are the responsibility of the payer. *Any charges which otherwise fall to HUMANE will be re-charged to the member.*

Once you have received written confirmation from the HUMANE Secretariat that you have been registered for a HUMANE Seminar, cancellation fees *will* be applied as follows:

From 21 to 7 days before the Seminar, 50% of the fee.  
Within 7 days of the Seminar, 100% of the fee.

### Availability of Places

The number of places at HUMANE Seminars are limited to allow discussion in an 'intimate' atmosphere. Places are reserved on a 'first come, first served' basis. Should your chosen Seminar be fully booked, you will be offered a place on the *waiting list*. If a cancellation should then occur, those on the waiting list would be offered the place first.

HUMANE Secretariat  
June 1999

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## Heads of University Management & Administration Network in Europe

### REGISTRATION FORM

(ref: mailbase Bulletin 2)

TITLE: Prof. / Mr. / Mrs. / Ms. / other.....
SURNAME: .....
FORENAME: .....
INSTITUTION: .....
ADDRESS:.....
Telephone:..... Fax:..... E-Mail.....

Please accept my registration for the following HUMANE Seminars:

	DATE	SEMINAR	LOCATION	ACCOMPANIED
1)				YES / NO
2)				YES / NO
3)				YES / NO
4)				YES / NO
5)				YES / NO
6)				YES / NO

I understand that, once I have received written confirmation of my registration from the HUMANE Secretariat, cancellation fees will apply at varying rates for cancellations within 21 days of the Seminar.

Signed.....Date:.....

Please return this form to:

HUMANE Secretariat

C/O ESMU

14 rue Montoyer

B - 1000 Brussels

Fax: ++ 32 2 289 2467

E-Mail: [esmu.nb@pophost.eunet.be](mailto:esmu.nb@pophost.eunet.be)