

HUMANE

Heads of University Management & Administration Network in Europe

HUMANE Bulletin No. 3

December 1999

Welcome to the Bulletin

Welcome to the third edition of the **Bulletin** – the newsletter of the HUMANE Network. This edition includes the dates and topics of the six HUMANE Seminars for the 2000 season. We are in the process of establishing speakers and presentation topics and we will be circulating more precise details – especially for the first three Seminars – early in the New Year.

Shown below with the 2000 Seminars is the section “Seminars – Useful Information”, the only change in this section from Bulletin No. 2 is the seminar fees.

‘Managing to Learn’ – A new publication from HUMANE

‘Managing to Learn’ is the main output of the first year *Thematic Network Project* funded with the assistance of the European Commission, DG XXII. Copies have already been dispatched and should be with you very soon.

An electronic version will be available later at the HUMANE Web site to download.

Directory of Senior Administrators in Europe – Revised Edition

We have just finished a major review of the database, thanks to the updated information supplied by members of your Round Table. This has taken longer than we planned as so many changes have occurred. It is now ready to go to the printers and will be sent to you in the first couple of weeks in January. An electronic version (Excel) will be available upon request to the Secretariat (tim.evans@esmu.be) around the same time.

If you know of any changes, or your own information is incorrect, please inform the Secretariat. The database is revised monthly in the electronic version, and it is of course much easier and more effective to make changes regularly rather than in one operation.

No Increase in Membership Fees for 2000

We are very happy to inform you that there will be no increase in membership fees for the year 2000.

Extra Seminar – ‘An Introduction to HUMANE’, Innsbruck, April 14th -15th 2000

If you have never had a chance to experience a HUMANE Seminar you may be particularly interested to know that we are putting together a special seminar. We have invited six of the most popular presenters from the 1999 to repeat their presentation in one seminar. The idea of this extra seminar is to give a taste of the kind of presentation you can expect in a normal HUMANE Seminar.

How do we know that these are good speakers? After every HUMANE Seminar participants are invited to complete an evaluation form on that particular seminar. The quality of each presentation is also evaluated and it is from this that the HUMANE Chairman, Roddy Begg, has chosen the speakers.

This seminar will take the usual HUMANE format, Friday afternoon to Saturday afternoon with six presentations. It will differ from other seminars in the fact that it will have a cross section of themes and will not have an upper limit of 35 participants. The seminar fee will be also differ from normal levels, this will be announced with the next mailing.

Further details will be sent to you very early in the New Year, including the programme and how to register. Priority will be given to members who have never attended a HUMANE seminar and to non-members, but all members will be most welcome to register.

Secretariat News

ESMU on the Web – ESMU, the host of the HUMANE Secretariat, now has a Web page. As well as introducing the other services of ESMU it gives you a chance to see what Tim Evans – the Secretariat Manager – looks like! The address is:

<http://sme.belgium.eu.net/esmu/>

Direct Line – HUMANE now has a dedicated phone line for the Secretariat, which puts you in direct contact with Tim Evans – ++ **32 2 289 24 63**. E-Mails can now be sent to **tim.evans@esmu.be**.

HUMANE on the Web

Just to remind you of the address of the HUMANE Web pages, where you can find the latest information about HUMANE. It also contains a download section where you can find various papers from previous Seminars. The address is:

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

Seminars - Book early !

In 1999 a total of 179 participants from 17 countries took part in the six HUMANE Seminars. The Seminars are now a very popular feature of HUMANE – three of those held in 1999 were at maximum capacity. To avoid being put on a waiting list we recommend that you book as early as possible to secure your place. The first three Seminars of 2000 are already proving to be very popular. A registration form is included at the end of this document.

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.

AND FINALLY...

On behalf of Trevor in Aberdeen and myself here in Brussels may we wish you all a happy and peaceful Christmas and a very successful New Year.

Tim Evans
HUMANE Secretariat
C/O ESMU
31 Rue Montoyer
B – 1000 Brussels

December 1999

HUMANE 2000 Seminar Programme

1) Friday 24th - Saturday 25th March 2000 - FLORENCE

Università degli Studi di Firenze

Finance and Accountability

2) Friday 19th - Saturday 20th May 2000 - BUDAPEST

Budapest University of Economic Sciences

Funding Sources

3) Friday 9th - Saturday 10th June 2000 - REYKJAVIK

University of Iceland

Human Resource Management

4) Friday 22nd - Saturday 23rd September 2000 - RENNES

Université de Haute Bretagne - Rennes II

Student Issues

5) Friday 13th - Saturday 14th October 2000 - FREIBURG

Albert Ludwigs Universität Freiburg

Governance and Accountability

6) Friday 3rd - Saturday 4th November 2000 - COPENHAGEN

Institution to be confirmed

Environmental Issues

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 350
Second + Seminar booked	Euro 325

2. Expert Accompanying HUMANE Member to the open Seminar
Euro 475

3. Non Member University Secretary Generals Euro 600

Please note, for the open 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.

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REGISTRATION FORM

(ref: mailbase Bulletin3)

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

31 rue Montoyer

B - 1000 Brussels

Fax: ++ 32 2 289 2467

E-Mail: tim. Evans@esmu.be