**General Assembly Meeting**

**Agenda**

**Saturday, 12 May 2018**

**Host: QUALITY ASSURANCE AGENCY FOR HIGHER EDUCATION (ASCAL), ALBANIA**

**Venue: Tirana International Hotel: Tirana, Albania**

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| **09.00 – 09.15** | **1 Welcome & Introduction**  *Nora Skaburskiene, President* |
| **2 Acceptance of Agenda** **VOTE** |
| **Annual Activity Report of the President and the Board** | |
| **09.15 – 10.15** | **3 Status Report Tempus/ERASMUS+ Projects**  **3.1** Projects in 2017  **3.2** Pending project proposals  **3.3** Staff exchange/ internships  **3.4** Public relations  **3.5** Status of CEENQA membership  *Marleen Roggan, Martina Vidlakova* |
| **10.15 – 10.45** | **Coffee Break** |
| **10.45 - 11.30** | **5 Finances**  **5.1** Financial Report 2017  **5.2** Report of the treasurer/ financial discharge of board members **VOTE**  **5.3** Budget 2018 **VOTE**  **5.4** Membership Fees  *Marleen Roggan, Izabela Kwiatkowska-Sujka* |
| **Other topics** | |
| **11.30 – 12.00** | **6 Organizational set-up of CEENQA headquarter (including Secretary General)** |
| **12.00 – 12.15** | **7 Votes**  **7.1** Setting up Vote-Counting Group  **7.2** Presentation by Board candidates  **7.3** Election of members of the Executive Board **VOTE**  **7.4.** Election of President and Vice President **VOTE** |
| **12.15 – 12.45** | **8 Reports by CEENQA members** |
| **12.45 – 13.00** | **9 Results of Vote announced by Vote-Counting-Group** |
| **13.00 – 13.15** | **10 Any other business**  Annual GA meeting / workshop in 2019 |
| **13.15** | **Lunch and excursion or departure of participants** |