

**Minutes of the UEAA Working Group of the Steering Committee
session on December 2–3, 2015 in Prague at the “House of Agricultural
Education”, Slezská 7/100, Prague 2, Czech Republic**

Prague December 3, 2015

Present were representatives of the Czech Academy of Agricultural Sciences (CAZV), The Royal Swedish Academy of Agriculture and Forestry (KSLA), and the French Academy of Agriculture (AAF).

Present:

CAZV: Vilém Podrázský, Václav Hrubý, Zdeněk Pastorek, Eva Karská

KSLA: Kerstin Niblaeus, Carl-Anders Helander, Magnus Stark

FAA: Michel Thibier

1. Commencement – the president of CAZV did welcome the participants, presented development and situation of CAZV in the last period. The participants introduced themselves shortly.

2. UEAA activity during the previous period from September 2014

2.1. Short presentation was given to past activities as preparation of materials for the website and making them vital. To this moment, the frame construction of pages is prepared, but not ready to use by partner institutions. Important – finances given by the Swedish part are still untouched and ready to use. After discussion, the conclusion was adopted as follows:

- To this moment, this project stagnated, despite high Swedish financial and labour support, assistance and work
- Aim: to make UEAA websites accessible before the end of February 2016, even if some information can be missing.
- To assure effective access to the website for the French part, enabling insert information for the next meeting in Paris in October 2016.

- Prepare the transfer of the website for the French part.
 - Reporting by the Czech part to the members of the Working group: mid Dec 2015, end Jan 2016, final report before end of Feb 2016: state, financial part.
 - A project plan for completion of the web page was requested and is annexed (Annex 1).
- 2.2. The minutes from the 8th General Assembly (GA) of the UEAA held in Prague in September 2014 should be finalized with the amendments proposed by the French taken on board and ready for approval at the next GA meeting in Paris in October 2016 (Czech part).
- 2.3. UEAA participation in a seminar put on by the National Academy of Agrarian Sciences of Ukraine establishing contact with individual academies was discussed. Contacts of other members of the Working Group were presented (Belgium, Germany, Italy, Netherlands, Portugal, Slovakia, Spain, Switzerland, Ukraine, and EU administration).

3. Planned work for the next two years 2015–2016

- 3.1. Completion of the website and website maintenance in the future (see the Project Plan in Annex 1): making the UEAA website working, even if not 100% filled by all information before end of February 2016.
- 3.2. Actualize list of UEAA members and potential new members and other contacts: Czech responsibility before December 15, 2015 and send it to the members of the Working Group. Even the problematic contacts will be listed.
- 3.3. Production of a short report to member academies regarding past activity and planned activities – will be done by the Czech part to inform all the members on the activities before mid-January.

- 3.4. Continue broadening the UEAA's membership base: different contacts and links were discussed, including not only scientific institutions and scientists, but also contacts in European Union, European Parliament etc. Contact EASAC, the network of Scientific Academies in Europe which has some activities in the area of Agriculture. Contact also new set up of the Science Advice Mechanism of the EU Commission (by the French part).
- 3.5. Preparation of a UEAA plenary session in Paris – organization: the French part prepared a proposal for the General Assembly of UEAA in Paris on October 11–13, 2016, the topic of the scientific part will be: “Science in agriculture: historical perspectives and prospective insights”. More details in the Annex 2.
Invitations will be dispatched by March (by the French part)
- 3.6. Discussion of the nomination of a vice-presidential academy for the period 2016–2018: it was proposed to address the Southern countries of Europe, especially Italy. The French part will try to contact interested people/institutions with a proposal.

4. Proposed further activities of the UEAA

- 4.1. The French part suggested that UEAA holds a meeting in the odd years (2017) in close connection with the EU Administration bodies.
- Several proposals for the next topic of UEAA discussion have been put forward: Common Agricultural Policy (CAP) (scientific input from the UEAA members into the process of preparing the next Common Agriculture Policy of the EU), environmental issues, relations producers x consumers ...
- 4.2. Proposal to contact policymakers in Brussels for collaboration. The UEAA is representing not only EU member countries, but European countries in general. Links to other academic organisations – nets. There might be a possibility to look for funding from EU for UEAA activities (ref. <https://ec.europa.eu/programmes/horizon2020/>).

5. Conclusions from the session:

1. To prepare the UEAA website for use of participants (urgently necessary for French part – organisation of next meeting the GA of the UEAA in Paris) – responsibility of the Czech part (till February 26, 2016).
2. Actualisation of the member list (Czech part, till December 15, 2015).
3. Actively prepare the GA of the UEAA meeting in Paris in October 2016 (French part).
4. Develop contract within the EU bodies including exploring the funding possibilities (Swedish part).
5. Explore the possible candidate for next vice-presidency (French part).

ANNEX 1

Project plan for completion of the UEAA webpage

Background

The UEAA webpage is under reconstruction. The Swedish presidency has together with the Czech IT-consultant E-Fractal developed a webpage that exists in a demo mode. (<http://ueaa.e-fractal.cz>)

CAZV has a long term business relationship with E-Fractal.

Magnus J Stark, CAZV and E-Fractal have the necessary log in info:

Organization

CAZV (the Czech Academy of Agricultural Sciences) is responsible with Mr Zdeněk Pastorek and Mrs Jindřiška Čížková

KSLA (the Royal Swedish Academy of Agricultural Sciences and Forestry) and Magnus J Stark

AAF (the French Academy of Agricultural Sciences) and Michel Thibier

The consultant firm E-Fractal with the owner Mr Jiří Berger, senior director Marek Waldhauser, and the web designer Miroslav Frank.

Objectives

Main objective is to have the web page to go on-line for the all the members in the last week of February.

Milestones

- Collecting ideas from the Steering Committee Working Group meeting on December 2–3, 2015 in Prague on today's demo version as well as from employees at CAZV.
- Finishing the design of the web site aligned with the working groups opinions
- Transfer information from the old web site (now 20% done)
- Test drive of the functionality of the web (planned for mid-February)

Finance

Sweden has very kindly financed the construction of the web, but so far Fractal hasn't been paid at all. But a contract does exist. The budget for the construction and the maintenance of the web page must be made. The budget should be expressed in Euros and Czech crowns.

Timetable

The web will go public on February 26, 2016.

The working group will have a possibility to give input till mid-January.

Reports on progress:

from CAZV to KSLA and AAF (to Working Group members)

- 16 December, 2015
- 20 January, 2016
- 17 February, 2016

Future issues

- When should France take over as webmaster of the webpage? As soon as possible after the childhood diseases of the web page has been taken care of.
- How do we solve the fact that France has to work with a Czech consultant in the Czech Republic?
- How do we make sure that E-Fractal's good working relationship with CAZV is transferred to AAF?

What to do and Responsibility

Task list	Deadlines to meet and report (2015-2016)	Organization	Who
Project leader from CAZV	3 December	CAZV	V Hruby
Project team with representatives from CAZV and KSLA	3 December	CAZV	Z Pastorek, J. Cizkova, M. Stark
Create a budget for the project	16 December	CAZV	V Hruby
Writing a plan for the future maintenance of the web including costs and technical considerations	16 January	CAZV	V Hruby and E-Fractal
Finalizing the web design	16 January	CAZV	J. Cizkova
Securing the web links to the member states	31 January	CAZV	J. Cizkova

Putting together a mailing list of technically competent people of the UEAA members (webmasters ?). Mail the list to Working group members	16 February	CAZV	Z Pastorek
Putting together a mailing list of the representatives of UEAA members responsible for their website content. Mail the list to Working group members.			
Collecting existing minutes from general assembly's that is not available on the old web page.	31 January	CAZV	Z Pastorek
Assist CAZV with back-up	Continuously	KSLA	M Stark
Fill up the content of the website	26 February	CAZV and KSLA	Z Pastorek and M Stark
Closing down http://euracadagri.com/eng/	31 January	CAZV	M. Stark
Developing a plan for communicating the launch of the new web	16 January	CAZV	V Hruby
Getting familiar with the web administration	26 February	AAF	M Thibier
Assist AAF in with the web administration	Continuously from March	CAZV and KSLA	Z Pastorek and M Stark
Final report on the finances to the steering committees working group	15 March	CAZV	V Podrazsky

ANNEX 2

General Assembly in Paris

Date: October 11–13, 2016, Paris, France

Scientific part: **Science in agriculture: historical perspectives and prospective insights**, October 12, whole day, 3 sessions

- key speakers,
- main themes
- duration of presentations: 20 + 10 minutes discussion

Steering committee meeting – day before and evening 12th or morning next day

Participants will cover their expenses, possibility to look for funding.

Invitation of other European academic nets, especially EASAC (European Academies of Science Advisory Council), relevant EU representatives including the new Scientific Advisory Council of the E U Commission.

Task before: to actualize list of UEAA members and other contacts: Czech responsibility before **Dec 15th**

Make working web sites, even not 100% filled by all info before end of **Feb 2016**.