

European Space University for Earth and Humanity

UNIVERSEH is an alliance of five European universities established to develop a new way of collaboration in the field of Space, within the “European Universities” initiative.

The alliance aims to create new higher education interactive experiences for the university community, teachers and students, and for the benefit of society as a whole. Such initiatives will enable broadminded, informed and conscientious European citizens to capture and create new knowledge and become smart actors of European innovation, valorisation and societal dissemination within the Space sector, from science, engineering, liberal arts to culture.

In Beyond UNIVERSEH, the alliance will develop the research and innovation dimension. By creating a research policy roadmap for 2035 and a vision for 2050 within the space sector, the alliance expects to notably transform the future Space and New Space research landscape, as well to enhance the links between education and research.

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Deliverable n°7-D1.7 Minutes of the governance and coordination bodies meetings M1

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Dissemination level

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1- Deliverables description

This deliverable gathers all the minutes of the governance bodies since the beginning of the project officially launched on 1st of September 2022.

It is important to note that most of the governance bodies of Beyond UNIVERSEH are common with those of the Erasmus + UNIVERSEH project (No 101004066).

Indeed, as these two projects are closely linked and aim at creating the European Space University for Earth and Humanity, it appeared coherent and essential from the very beginning of the project that both projects should have the same governance bodies.

Thus UNIVERSEH and Beyond UNIVERSEH share the following instances:

- The Governing Board as the ultimate decision-making body of the consortium, its role is to validate general policy, long-term and medium-term strategies and major goals.
- The Advisory Board whose role is to advise the Governing Board, the Research Policy Council and steering committee on the relevance of the technology transfer and innovation-related activities and for supporting the implementation of these activities, as well as contributing to the dissemination strategy and efforts.
- The Quality Assurance Committee whose role is to define the standards and quality indicators, ensure compliance with EU law and carry the quality reviews.
- The Student Council

While Beyond UNIVERSEH, has its own bodies which are the following:

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- The Steering Committee which monitors the effective and efficient implementation of the Project.
- The Research Policy Council whose role is to propose and implement programme policy, promote common quality standards, ensure that common programmes are coherent with the project aim and work towards a single lab and research community between the project partners.

2- Annexes

1. Minutes of the Governing Boards

❖ Governing Board of 05.10.21

Attendees

Stéphane Pallage (Uni.lu), Philipp. Raimbault (UT), Jerzy Lis (AGH), Rafał Wiśniowski (AGH), Stefan Marshall (UDUS)

Excused

Birgitta Bergvall-Kåreborn (LTU), Anja Steinbeck (UDUS)

1. Beyond Universeh

Ph. Raimbault delivers a quick presentation of Beyond UNIVERSEH, main aims and WP.

J. Lis considers it very important to increase these missions: necessity to explore the possibility of a special centre for space, as a joint lab for example.

St. Pallage insists on the necessity to develop staff mobility and programs of invited professors between the 5 partners to develop mutual understanding.

St Marshall highlights that research is fundamental to attract good students.

Ph. Raimbault informs that it could be interesting to associate the Toulouse's SATT (Society in charge of accelerating technology transfer) in the framework of WP4 about innovation. Other partners are interested in sharing this experience.

⇒ Each partner has to check that all the appointments of contacts for each work package have been made and ensuring a strong link between UNIVERSEH and Beyond.

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- ⇒ Priority for WP2 and WP3 of Beyond: the rectors would like to get more information about the way Beyond is currently working.

2. Legal entity for Universeh

All the partners consider that there is no real benefit at this time to create a legal entity for UNIVERSEH: it could be heavy, difficult and with a high cost. But it is impossible to decide definitively now because this question could be a crucial part of the evaluation of the project.

- ⇒ It is decided to keep an eye on the institutional evolutions that other alliances could develop or on a new model proposed in European law for Alliances.

Another legal question is the unique European diploma: French presidency of EU should support such an evolution in the next few months. All partners consider that this topic is really important for the future.

- ⇒ The UNIVERSEH partners also decided to quickly work about the formalisation of the diploma for 2023, before the eventual creation of a European Master degree. To this aim, St. Pallage will propose a model used in the framework of Uniger.

3. Enlargement of the UNIVERSEH Alliance

All partners agree that enlargement is not the first priority. Strengthening the Alliance is more important than adding new partners. The French government will support the idea of preferring the reinforcement between initial partners before enlarging alliances, but the EC could have a different approach.

- ⇒ Without external pressure, no new partners at this time. In the case of mandatory enlargement, the priority could be for southern partners, especially Italy.

4. Next meeting

Everybody considers that this first physical meeting was very important and that we need, at the beginning of the project, to organize regular meetings, more often than once a year.

The next one could be in January (13/14) in Krakow; necessary to define the good perimeter (coordinators of each WP at least).

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❖ Governing Board of 09/02/2022

Videoconference meeting

Attendees

Governing Board Members

Stéphane Pallage (Uni.lu), Philippe Raimbault (UT), Jerzy Lis (AGH), Stefan Marshall (UDUS), Birgitta Bergvall-Kåreborn (LTU), Anja Steinbeck (UDUS), Elizaveta Shashkova (UT – student representative)

WP leaders UNIVERSEH

Hélène Gentils (UT – WP1), Nicole Dittrich (UDUS – WP2), Adam Walters (UT – WP3), Malin Larsson Lindbäk (LTU – WP4), Eric Tschirhart (uni.lu – WP5), Joanna Pyrkosz (AGH - WP6), Jean-Paul Hoffmann (uni.lu – WP7 + Beyond UNIVERSEH WP6).

WP leaders Beyond UNIVERSEH

Florence Voitier-Sienzonit (UT – WP1), René Laufer (LTU – WP2), Pascal Maussion (UT – WP3), Tadeusz Uhl (AGH – WP4), Laura Ferschinger (UDUS – WP5)

Excused

Sophie Sixou (UT)

Part 1: Update on work packages' implementation and Academic Council & Student Council work

See presentations for WP details.

The rectors thanked the WP coordinators and student representative for their presentations. They follow the project from afar but it is important to see all that has already been accomplished.

Stefan Marshall underlines the need for more events to build the community.

Birgitta Bergvall-Kåreborn very much agrees, as it was very nice to meet in Toulouse. She underlines that it is important to keep an open and innovative view for definition of mobility, and anticipate how it will be in the future, to ensure the sustainability of this aspect of the

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project. The same goes for keeping an open and flexible view on the recommendation of 3 ECTS per course. We can strive for that, but to ensure a good offer for our students, maybe some courses need to be smaller than that. Finally, it is really important to look at the different dimensions of the project and to ensure we involve as many women as men.

Anja Steinbeck was able to join for the first time and finds the presentations really interesting.

Jerzy Lis thanks the WP coordinators for their reports as it shows the work delivered is very fruitful, we see all the great things done together.

He invites the partners for meetings in Krakow on the 30th and 31st of May.

Part 2: Governing Board meeting

1. Future call for the extension of the project (expected end 2022)

The conclusion of the last Governing Board meeting was that it wasn't a priority to enlarge. However, there is new information regarding the funding and the need to have a partner from the South of Europe, which can change the analysis the rectors had.

All rectors agree that since we have to expand to 6 (to include a partner from the south of Europe), it is better to extend to 7 partners, given the significant budget increase it would imply.

They all agree that it would be much more difficult to extend to 9, as it would significantly change the balance of the partnership. All underline the complexity to work with 5 partners, and the need to really include the extra 2 partners in the project's achievements so far as well as in the application process.

All underline the need to carefully select the partners, within a constraint timeline in order to make sure they are involved in the application process.

A working group needs to be set up, in order to ensure the choice of the new partners can be made during the Governing Board meeting in Krakow at the end of May.

For the new call, there will be a need to redefine the work packages and maybe to open new areas of work with the new partners. The potential partners need to have strong space activities.

The Governing Board asks the Steering Committee to work on this and propose candidates for the meeting in May.

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2. Structuring the UNIVERSEH alliance through the creation of a legal structure

The conclusion of the previous Governing Board meeting was that it wasn't a priority. However, we can keep monitoring the EC policy development on this matter and see how the EC can propose new legal tools in the next few years, but the focus needs to be on our education and scientific programmes.

All rectors agree that it would be hard to have their respective boards approve the creation of a legal entity for UNIVERSEH, and that it is easier to work informally as we've done since the beginning. Moreover, LTU being a governmental body, it wouldn't be possible for them to go forward by law.

3. AOBs

Recognition of student engagement in the project

There are two elements:

- *an official joint degree*

Examples are provided by Uni.lu and LTU which could be signed by all the rectors. For this, there is no need to have a legal status, but a convention specifying how the joint degree is awarded. For the Polish partners, issuing such a document needs to be done in parallel with their own national diploma. The EC is working on the European Degree, so as an alliance we also need to monitor these developments.

- *an unofficial document, or another form of recognition of students particularly involved in the implementation of the project.*

The Student Council proposes to draw a list of all students involved in the project, and review their engagement against a set of criteria to know who can receive the student certificate.

They would also like to have more meetings to meet together and exchange about space. Additionally, a big event to officially give the diplomas would reinforce the recognition of student's engagement.

The rectors agree on both ideas, provided there are clear rules on the allocation of certificates.

Way of working of the Governing Board (exceptional meetings / consultations in writing)

All rectors agree that if they need to make a decision at their level, on a matter that has already been agreed by the Steering Committee, this can be done by e-mail.

Conclusions

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Birgitta Bergvall-Kåreborn underlines the importance to have an open and flexible view on mobility, to reach our goals. We need to move our students, but we also need to have other ways to experience inter-culturality. We can't really think that the only way to do that in today's situation is physical mobility. It is also extremely important to be sustainable and responsible regarding mobility.

Elizaveta Shashkova adds that this was her first and last meeting of the Governing Board. She would like to thank the rectors for welcoming the students in the project and hearing their opinion – as it is not the case in all the alliances.

All rectors agree that it is very important for is to feel students strongly involved in the project.

Next meeting

In Krakow – May 30th and 31st.

2- Minutes of the Advisory Board 04/03/2022

Attendees

Michel Bosco (RHEA Group), Denis Bousquet (AXA XL), Christophe Grudler (European Parliament), Ferdinand Kayser (SES Satellites), Agata Kołodziejczyk (Analog Astronaut Training Center), Tomasz Kozłowski (European Investment Fund), Kevin Ramirez (European Institute of Innovation & Technology Climate-KIC), Eric Tschirhart (University of Luxembourg), Philippe Trillat (Airbus Space & Defence), Emil Vinterhav (Pasq Space), Emmanuel Zenou (UFTMiP / ISAE-SUPAERO).

Alvina Ammoun (European Parliament), Antoine Schibler (European Parliament)

Excused

Géraldine Naja (European Space Agency), Alexandre Tisserant (Kinéis/Club Galaxie), Mathias Van Den Bossche (Thales-Alenia-Space).

Minutes

Nathalie Klopfenstein (University of Luxembourg)

Discussions/Decisions

1. Welcome and Introduction

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The composition of the board can be consulted on

UNIVERSEH website/Governance/Advisory Board, with the members' information received so far.

2. Brief update on UNIVERSEH and Beyond UNIVERSEH

What is UNIVERSEH?

UNIVERSEH is an alliance of five European Universities including Université Fédérale Toulouse Midi-Pyrénées (France), University of Luxembourg (Luxembourg), Lulea University of Technology (Sweden), Heinrich-Heine-Universität Düsseldorf (Germany) and AGH University of Science and Technology (Poland).

Created in 2020 as part of the European Commission's "European Universities" initiative, and co-funded by Erasmus+, UNIVERSEH's purpose is to provide comprehensive higher education programmes in space technology, data and science and to develop new ways of European collaboration in the field of Space.

UNIVERSEH objective

UNIVERSEH goal is to offer interdisciplinary study programmes across four pillars: Space for societal challenges, space sustainability, space exploration, space resources and settlement, in a range of key areas, such as: Science, Engineering, Economy, Social and Human Sciences, Entrepreneurship & Innovation, Medicine and Culture.

UNIVERSEH four main objectives are to:

- develop new innovative approaches to shape teaching and learning experience,
- become an entrepreneurial university,
- facilitate mobility and multilingualism,
- promote inclusion and diversity.

Beyond UNIVERSEH

"Beyond UNIVERSEH", co-funded by the Horizon 2020 "Science with and for Society (SwafS) programme of the European Commission complements and supports the Research and Innovation dimension of UNIVERSEH.

Its ambition is to:

- develop and propose a research policy roadmap for 2035 and a vision for 2050 within the space sector,

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- create a shared and collaborative virtual single lab and a research community, spearheading new collaborative and interdisciplinary methodologies, to further enhance Space research and innovation outputs.

Stakeholders

A wide range of partners joined UNIVERSEH in this endeavour, such as students' associations, space agencies, industrial and private partners as well as public bodies.

Timeline

Nov. 2020: Official launch of UNIVERSEH (Teaching) for 3 years

Sept. 2021: Official launch of Beyond UNIVERSEH (Research) for 3 years

2023: Activation of the UNIVERSEH teaching and learning programmes

2023-2027: Second phase of UNIVERSEH project

2027: Comprehensive University in Teaching & Learning, Research & Innovation

Main Achievements in 2021

Courses and innovative pedagogical models:

- Mapping of existing courses related to Space
- 12 new courses created and validated by the Academic Council
- First conclusions on the stakeholder questionnaires identifying key competences to be acquired by students in future space-related activities

Mobility & Multilingualism:

- Creation of a mobility platform (MOPLAT) for students and staff
- Arctic Winter School, 50 students in Kiruna (Sweden) - postponed
- Signature of a multilateral Inter-Institutional Agreement (MIIA) for staff and student exchange within the consortium

Equity, Diversity & Inclusion:

- Organisation of a Students' conference on Diversity and Inclusion in the Space sector, Toulouse (France) and additional events at partners' universities

Entrepreneurship & Innovation:

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- Existing courses mapping, new courses design launched
- Startech programme (France): Earth observation data-driven apps
- SpaceHack2021 (Luxembourg): “design the future lunar settlement foundations”, a 72-hour entrepreneurial journey
- Connection with the Stakeholders
- Establishment of the Advisory Board

Dissemination:

- UNIVERSEH website, communication collateral (flyers...)
- Videos: promotional video and inaugural conference of Oct. 2021
- Asteroid Foundation (Luxembourg): promote worldwide awareness on asteroids, and the emerging space economy

Key actions for 2022

Courses and innovative pedagogical models:

- Shared Learning Management System (Moodle)
- Roll-out of UNIVERSEH’s educational and research programme, incl. virtual classroom

Mobility & Multilingualism:

- May 2022: Summer school on Space Resources and Mining in Krakow (Poland) – with 50 students
- May 2022: Next students’ conference on Diversity and Inclusion in the Space sector, Krakow (Poland)
- Launch of multilingualism programme
- First version of the Dictionary of Space Concepts

Entrepreneurship & Innovation:

- Finalization of the plan for a full curriculum in Entrepreneurship & Innovation for Space and New Space

2035 Space Research Roadmap:

- Mapping of Space Technology oriented use cases/pilots and end-user driven needs

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Future key challenges

• **Alliance enlargement - conditions:**

- o Two new partners
- o At least one from Southern Europe (Cyprus, Greece, Italy, Malta, Portugal, Spain, Turkey)
- o Strong activity in the space sector
- o Humanities and Social Science activities

• **Legal entity for UNIVERSEH**

- o European Grouping of Territorial Cooperation (EGTC): contractualisation possibilities

• **Second phase of UNIVERSEH project (2023-2027)**

- o New Erasmus+ call in November 2022 for post 2023 funding
- o Objective: further deepen, intensify, and expand UNIVERSEH towards a fully-fledged 'European University'

3. Why an advisory board?

UNIVERSEH Governance



The project foresees that “In addition of the governing bodies, an Advisory Board is established to coordinate stakeholders’ involvement in the project”:

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- the **Stakeholders Committee** regroups all interested stakeholders in the UNIVERSEH project at local, regional, national, and European scales. All societal sectors are concerned: economic, industrial, social, cultural, political, associative, educational sectors...

- the **Advisory Board (AB)** is a representative subgroup of the advisory committee. It reflects, as much as possible, a good geographical distribution and a distribution of different types of stakeholders.

The **role of the Stakeholders Committee** shall be to:

- **Entail** in the project, through participation to the project's work-packages and activities
- **Help** the Alliance with new partners, new stakeholders...
- **Support** student engagement (traineeship, internship, mentoring, networking)
- **Collect and consolidate** ideas for the maturation of UNIVERSEH for 2023-2027

The **Advisory Board's role** shall consist in:

- **Representing** the Stakeholders' Committee
- **Advising** the Governing Board on objectives, strategies and means for 2023-2027
- **Assisting** the construction of the project of tomorrow
- **Acting as an Ambassador** of the Project

Its **objectives** shall be to:

- **Facilitate** the implementation of the project
- **Support** the **UNIVERSEH projects** through proposals and inputs from the Stakeholders' Committee
- **Maximise** the impact of its results, **liaise** with relevant stakeholders and engage them in project activities
- **Catalyse the sustainability of the UNIVERSEH project**

Board functioning:

- The Advisory Board shall **meet at least twice a year**. An annual meeting should also be planned with the Governing Board.
- An **administrator** will be provided to the Board in the person of **Nathalie Klopfenstein** (nathalie.klopfenstein@uni.lu).

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- Other aspects of functioning such as meetings with steering committee representatives, the definition of the role of the Chair or the evolution of the Advisory Board might still be considered and discussed.

Members' perspective [open discussion on how the members see the advisory board operating and the contributions they hope it can make to UNIVERSEH]

Stakeholders' input is essential to UNIVERSEH at all levels: technological, financial, venture capital solutions, specific areas i.e., innovation, job quality, academic/policy engagement.

More specifically, this engagement could take multiple forms, such as:

- A more operational role in the overall development and/or in the ongoing work of the project by nominating one stakeholders' representative on the existing work packages of interest for his/her company and/or by

creating specific stakeholder working groups including collaborators from his/her company/institution/organisation.

In this context, input would be particularly needed for the second phase of UNIVERSEH (2023-2027) to help guide future actions and missions.

- A further role of the Advisory Board would be to assist UNIVERSEH in approaching Higher Education Institutions in the South of Europe in order to catalyse the alliance enlargement prerequisite for the second part of the project.

Considering that stakeholders might impact UNIVERSEH development in different ways, members agree that UNIVERSEH needs should be expressed in a document to allocate a clear task to the Advisory Board; this will allow members to mobilise on the different priorities. The role of the Board may evolve over time and according to the needs of the alliance.

- ❖ UNIVERSEH to send the call for expression of interest to join the Alliance (consortium enlargement).
- ❖ UNIVERSEH & Advisory Board Chair to propose an organisational scheme to ensure collection and selection of priorities and tasks
- ❖ UNIVERSEH & Advisory Board Chair to prepare a document on identified priorities and tasks for the Advisory Board to work on.

4. General obligation of confidentiality (NDA)

The terms of the grant agreement signed between the European Commission and UNIVERSEH alliance provide for a non-disclosure agreement to be signed between all parties and each member of the Advisory Board.

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The members request that the proposed Confidentiality Agreement, sent in preparation of the present meeting, be amended as follows:

- The Advisory Board members should be clearly identified as a representative of his/her company/institution/organisation in UNIVERSEH and not as a member in his/her personal capacity;
- “Confidential information” should be defined as information marked or designated as 'confidential' or otherwise clearly indicated as confidential at the time of disclosure;
- The Board member shall limit the use of and access to UNIVERSEH confidential information to his/her company/institution/organisation’s employees who have a need to know and have been notified that such information is Confidential Information to be used solely for the business purpose.

→ UNIVERSEH to send an amended Confidentiality Agreement.

5. Election of a Chairperson

After discussion, the members unanimously agree to appoint Mrs Agata Kołodziejczyk as Chair of the Advisory Board for a one-year renewable term.

6. Election of a Secretary General

This item is postponed.

7. Next meeting (in Krakow?)

Meetings are foreseen in Krakow from 30 May to 2 June 2022 with:

- Governance meetings (incl. Advisory Board) on 30 and 31 May;
- Optional WP meetings later in the week

Board members are willing to go to Krakow on this occasion to meet each other for the first time (which will facilitate future interactions at a distance) and to meet the Governing Board (presidents and rectors) as well as, all participants of UNIVERSEH.

→ UNIVERSEH to send a draft programme as soon as possible.

8. AOB

No items were added.

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Summary of next steps:

- UNIVERSEH to send the call for expression of interest to join the Alliance (consortium enlargement).
- UNIVERSEH & Advisory Board Chair to propose an organisational scheme to ensure collection and selection of priorities and tasks.
- UNIVERSEH & Advisory Board Chair to prepare a document on identified priorities and tasks for the Advisory Board to work on.
- UNIVERSEH to send an amended Confidentiality Agreement.
- UNIVERSEH to send details on the schedule and programme of the meetings planned in Krakow.

3- Minutes of the Quality Assurance Committee

❖ **Quality Assurance Committee of 06.10.22**

In person meeting in Toulouse

Attendees

Bjarne BERGQVIST, H  l  ne GENTILS, Linnea HOFEBERG, Lukasz LIS, Mathilde MARCEL, Pawel PACKO, Kristen TUSCHLING, Jan ZUTAVERN

Excused

Ana  s REYNAUD, Florence VOITIER-SIENZONIT

Discussions

- Introductions and roundtables

- Update on the definitions of UNIVERSEH Student, UNIVERSEH mobility and UNIVERSEH Alumni

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WP2 is still working on these definitions. This matter will be on the agenda of the next QAC meeting.

- Update on Beyond UNIVERSEH

The project has started on September 1, 2021. It is the research component of UNIVERSEH. The two projects have two different funding schemes.

Beyond UNIVERSEH is not a research project per se, but develop a common understanding on how we can do research together, involving citizens and communication on research. This project also includes a strong business component, with a focus on how to involve businesses in research.

- Discussions and proposal for a Beyond UNIVERSEH Quality Monitoring Table

12 objectives:

- Involvement of students in the development of UNIVERSEH
- Contributing to regional development
- Ensuring a long-term strategy for coordination and management of UNIVERSEH
- Sound financial management and sustainability
- Acting as role-model for other HEI
- Enhancing student, staff and researcher mobility within the Alliance
- Promoting multilingualism
- Offering multi-disciplinary courses to train students for the jobs of today and tomorrow
- Developing innovative approaches to teaching and learning
- Supporting entrepreneurship and innovation mind-set and skills
- Developing university-business cooperation
- Making UNIVERSEH inclusive and more connected to society

2 types of indicators:

- Performance indicators - quantitative achievement of our objectives;
- Quality indicators - quality of the project's achievements.

The table below summarises discussions during the QAC meeting. It will be further detailed

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UNIVERSEH Objective	Performance indicators <i>How will we measure the achievement of our objectives?</i>	Quality indicators <i>How will we assess the quality of our results?</i>	<i>How we will progress after 3 years?</i>
The identification of the needs (present and future societal challenges) that space-related research can solve	Conferences presentations. How to get input from external people : politicians, businesses : response / engagement + how well they perceive our work	Peer review from science / stakeholder / students	
The identification of the barriers hampering research collaboration on space topics or hampering interdisciplinary research			
The elaboration of a UNIVERSEH research roadmap for 2035 – interdisciplinary, collaborative, innovative, scaling excellence by joining forces	Interviews conducted, range of stakeholders / participants to the workshops	Perception of our work Support to work packages – integrate feedback instrument into planning Interdisciplinary Measure progress	
The elaboration of a UNIVERSEH vision for 2050			
The development of a virtual single lab and research community among the	Number of applications New collaboration / joint application Researcher mobility: from	Feedback instrument Number of successful application, amount of funding attracted	

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<p>UNIVERSEH partners</p>	<p>different backgrounds, not just professors, Define criteria of at least 1 woman, student, older person, range of people that can fit in that. Disability Parenthood – number of publications. Comparison of types of indicators.</p>	<p>Feedback report : what they learnt from partners / collaborations</p>	
<p>The reinforcement of the links between the UNIVERSEH research community and its economic ecosystem, focusing on industry-academia collaborations</p>	<p>Number of researchers using it, whether or not useful, Role model (big companies)</p>	<p>Feedback</p>	
<p>The reinforcement of the links between the UNIVERSEH research community and the citizens</p>	<p>Checking consistency of deliverables etc. against overarching objectives of the project. Best practice – how is it used to move closer to the objectives of what we want to achieve. Survey: how often have you / are planning to use these best practice reports. Use it / change practices/</p>	<p>Peer review of best practice.</p>	

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	<p>realistic?? Time allowing?</p> <p>How do we force partners to implement a survey towards the end of the project / further application</p>		
<p>The sharing of the project results and the formulation of policy recommendations to improve research cooperation among European universities.</p>			

Summary of next steps

- HG to send a survey to share the workload of WPs between QAC members.

❖ [Quality Assurance Committee of 22.02.22](#)

Online Meeting

Attendees

Bjarne BERGQVIST, H el ene GENTILS, Pawel PACKO, Kristen TUSCHLING, Jan ZUTAVERN, Michel BOSCO

Excused:

Andreea B ADEU

Discussions

- Update on the UNIVERSEH Quality Management

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We've received the data on indicators from most of the WP leaders but due to prolonged staff absence we're running late on the drafting of the Quality report for UNIVERSEH year 1.

- Approval for a Beyond UNIVERSEH Quality Monitoring Table

Objective 1, 2, 3 and 4 - all related to WP2

A question is asked regarding how to monitor geographical distribution of workshop participation. This will be done through a survey to collect data for workshop participants. The aim is to monitor the participation of attendees from all partner areas, to ensure equal participation. Amend the indicator to include the number of regions represented at workshops.

Monitoring impact & change - Survey at the beginning of the action with all the participants with all objectives and then another one at the end of the action

Question regarding the ratio of female/male – move away from this male/female dimension to include non-binary people.

Objective 2

Comment on the choice of workshops – will that be the only way to organise the participation of people: no questionnaires? No, this is what has been drafted in the project application.

A remark highlights that the indicators do not measure the quality of the outcome of the workshops:

- include one to measure how many barriers the workshop pick up?

- include an indicator to assess whether the barriers identified are actually reflected in the roadmaps, as a sort of peer review that the roadmap reflects the discussions which happened in the workshops – this can be included in the survey (collecting participant's expectations before the workshops and their assessment of the roadmap after it has been drafted)

Objective 5 – related to WP3

Any talk about the outcomes of collaboration in the application form? Not included in the project application, which aim was more to define strategies and roadmaps.

Can put specific questions in the survey: include the expectations of the participants, and then assess the opinion of participants on what has been achieved through the project.

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Objective 6 – related to WP4

Include in the survey – find out if in this respect we meet the needs identified.

UT to draft the survey and send to QAC for feedback and comments. When sending out the survey UT to include comments on why we are asking the question, our aim, to help QAC members understand and connecting the dots between the project workplan and the quality assessment.

Objective 7 – related to WP5

A lot of useful comments were received by WP5 coordinator from HHU.

Indicator on number of downloads of the report on citizen science to be deleted following her comments.

Change indicator to include all students and not only PhD, that indicator was to ensure this does not only benefit researchers but also students.

Objective 8 – related to WP6

No comments on this indicator.

- Draft survey

Disclaimer – check with WP leaders that they will also check with their DPOs?

Conclusion and next steps

- UT to amend the table as per QAC comment

- UT to share a draft survey for comments to QAC members, including comments on why we are asking the question, our aim, to help QAC members give feedback.

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4- Minutes of the Students Council

❖ Student Council of 15.09.21

Online Meeting

Attendees

Alessio BUSCEMI, Milan GRIGULL, Linnea HOFVERBERG, Llukasz LIS, François RULIER, Nicola SCHREINER, Elizaveta SHASHKOVA, Magnus STENFELT, Agata ZWOLAK

Decisions

Magnus STENFELT has been elected at the UniversEH Steering Committee. He will be the student representative at the UniversEH WP6.

Milan GRIGULL has been elected at the Beyond UniversEH Steering Committee. He will be the student representative at the UniversEH WP7.

The position at the Beyond UNIVERSEH Research Policy Council remains open.

The Student Council considers that its members are not enough to attend to the WP of the Beyond UniversEH project and suggests to have between 2 and 3 student representatives per partner in order for them to join the Beyond UniversEH WP. They shall be PhD students. Until then, the current members of the Student Council will attend the Beyond UniversEH meeting as follows:

- WP2: Llukasz LIS
- WP3: Linnea HOFVERBERG
- WP4: Alessio BUSCEMI
- WP5: Elizaveta SHASHKOVA
- WP6: Magnus STENFELT

Summary of actions

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The suggestion for the extension of the Student Council will be presented at the next
Steering Committee. If it is accepted, the new student representatives should be
recruited and elected.

A second student representative from HHU should be chosen.

❖ **Student Council of 21.10.21**

Online meeting

Attendees

Alessio BUSCEMI (LUX), Milan GRIGULL (HHU), Linnea HOFVERBERG (LTU)
Llukas LIS (AGH), François RULIER (UFT), Nicola SCHREINER (LUX), Elizaveta
SHASHKOVA (UFT), Magnus STEINFELT (LTU), Agata ZWOLAK (AGH)

Decisions and updates

Elizaveta Shashkova is elected President of the Student Council. Her duties include organising
and leading the SC meetings as well as taking the notes. This role shall be included in the
Terms of Reference for the SC.

The SC proposition of having 3 student representatives per partner has been accepted by the
Steering Committee. This also shall be included in the ToR.

When a student representative leaves the SC, it is his or her responsibility to find and coach
his or her replacement.

The face-to-face event at the beginning of October went very well. The SC considers that the
invitation to this kind of events is the best possible recognition of student involvement. So it
recommends organising a student event at the end of each academic year for all the students
involved in the project to meet and possibly get a supplement to their diploma. This year it
could be done in LTU.

The next student council should take place the 10th of December in Luxembourg and in
February in Lulea.

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On the UNIVERSEH webpage, the names of the SC members are the old ones and shall be changed as well as the frequency of our meetings which is once a month instead of twice a year. It would be great to include our emails there for people who would like to contact us.

Dagmara will replace Llukas in December.

❖ Student Council of 14.12.21

Online meeting

Attendees

Long CHEN (HHU), Milan GRIGULL (HHU), Linnea HOFVERBERG (LTU), Ruth LAU (LUX), Llukas LIS (AGH), François RULIER (UFT), Nicola SCHREINER (LUX), Elizaveta SHASHKOVA (UFT), Dagmara STASIOWSKA (AGH), Magnus STEINFELT (LTU), Burak SUBASI (HHU), Agata ZWOLAK (AGH)

Decisions and updates

New members have joined the SC: Andreea, Long Chen, Dagmara and Burak.

The new representative roles are as follows:

- WP11: Elizaveta
- WP12: Long Chen
- WP13: Milan
- WP14: Agata
- WP15: Andrea
- WP16: Magnus
- WP17 : Ruth
- WP21 : Liza
- WP22 : François
- WP23: Towards a UNIVERSEH single lab & research Community – no representative
- WP24: Dagmara or Burak, to be discussed

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- WP25: Outside the Lab – no representative
- WP26: Dissemination and collaboration with policy makers and other European Universities – no representative
- Governing board : Elizaveta
- UniversEH Steering Committee: Elizaveta and Magnus
- Beyond Steering Committee: Burak, Milan
- Academic Council: Linnea, Francois, Agata
- Quality Assurance Committee: Andrea and Lukasz
- Research policy council – no representative

The ToR of the Student Council must be modified.

Elizaveta will represent UNIVERSEH to the European Student Assembly in March.

The subject of how a student can create a course content for the Moodle shall be discussed within the WP14 as some students have expressed their interest to create a course for UNIVERSEH.

It is too difficult to comply with the terms defined previously for a face-to-face meeting (60% of all the members and at least one from each partner).

The European University Group is looking for student rpm for student engagement and student communities. Burak will join the student involvement group.

There will be a student conference organized Krakow in 2022 during which around 120 students will be working on a problem. A Student Council will also be organized there.

The members of the SC shall contact their contact in the project to organize the travel to Kiruna.

A zoom account should be created for the SC.

❖ Student council of 18.01.22

Online meeting

Attendees

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Decisions and updates

Thomas is joining the SC as the 3rd student representative from Toulouse and Axelle will be replacing François. A 3rd student representative must be found for AGH and LUX.

Thomas will join the Beyond Steering Committee, the Research Policy Council and the WP24.

The president of the Student Council shall be involved in one of the Steering Committees.

In February, Elizaveta will organize a workshop on the topic she will be working on during the European Student Assembly: Online is good, in person is better!? How to build future-oriented, digitalized, and yet inclusive higher education systems across the European Union?

The SC would like to create an Alumni group for student representatives who left the project. The decided name is Pioneer Group.

A form on indicators on the student involvement in UNIVERSEH will be created and sent to all the members of the SC to be distributed and answered by all the students involved in the project.

❖ [Student council of 22.02.22](#)

Online Meeting

Attendees

Thomas CALVY (UFT), Long CHEN (HHU), Milan GRIGULL (HHU), Linnea HOFVERBERG (LTU), Elizaveta SHASHKOVA (UFT), Dagmara STASIOWSKA (AGH), Magnus STEINFELT (LTU), Burak SUBASI (HHU), Agata ZWOLAK (AGH)

Decisions and updates

For the next time, all the members of the Student Council should list all the students involved in the project in their university to be able to create local teams as it has been done in Toulouse.

A formal document will be written by student representatives in Toulouse to explain the building and functioning of their local team.

The Toulouse Local Team has sent an application to participate to the week of Europe in Toulouse with a conference on European cooperation in the space field

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Thomas is also going to a forum in Montpellier in the end of march on the governance of European universities, as Burak is representing UNIVERSEH in the 4EU2+ subgroup on this subject, it would be nice to organise a meeting with subgroup to discuss and compare the student role in all these different European universities and get the opinion of the students representatives on what's good what's can be improved.

The objectives of the indicators on the student involvement in the project have been met (average of the questionnaire > 4/6).

The SC considers that the fact that a student is involved in the project should be considered in the selection for UNIVERSEH events as Summer and Winter schools or student conferences.

The SC would like to be involved in the definition of the conditions to get a certificate of involvement (organization of events and/or student local team meetings not just attending but contributing to the exchange) and in the deliberations on who will get it as they are leading the local student teams and might better know the involvement of the students who are part of it.

The SC recommends creating a committee for student certificates with WP13, WP16 and Student Council who would meet once per semester locally.

These certificates would be distributed during in July at an event organized by HHU.

The event could include a ceremony, a dinner, a gala, with the invitation of the people in UNIVERSEH who worked with students, a conference on our projects, a workshop on student involvement and ideas for the future of UNIVERSEH.

The creation of the Pioneer group has been confirmed and the ToR for this group as well as for the SC have been accepted.

Milan is interested to join the Student Community subgroup of 4EU2+. The email of the leader: maxime.geerts@student.uclouvain.be

The drive with all the documents:

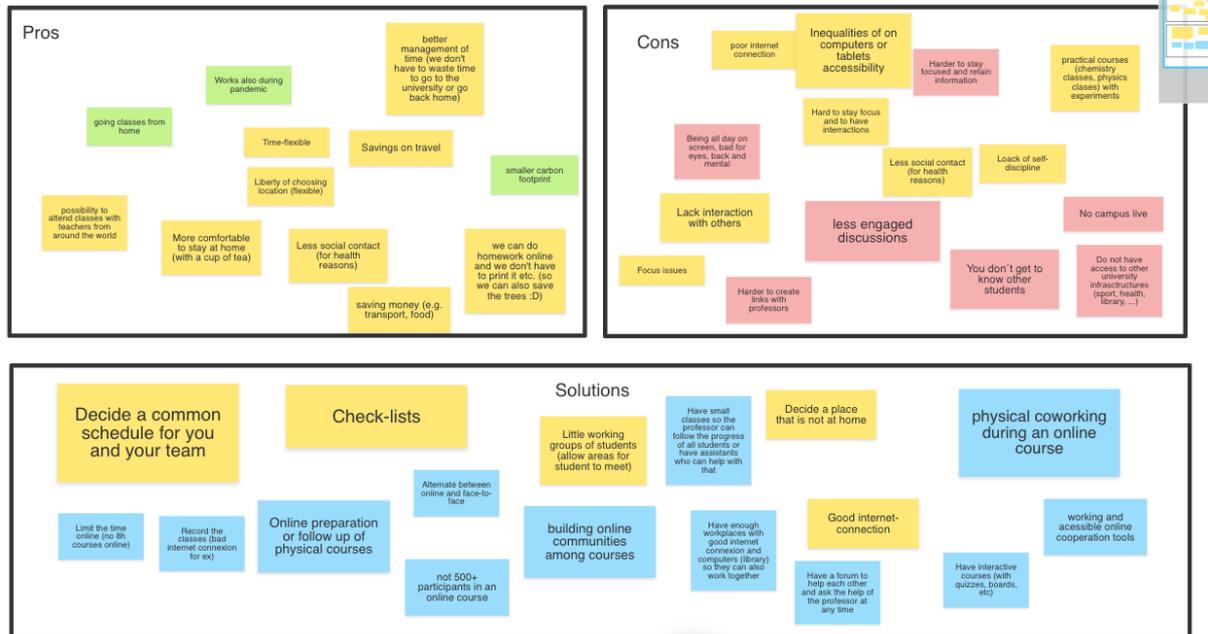
<https://drive.google.com/drive/folders/1FNu4hyRLJxRgRdo8z3zC66GskkdickZM?usp=sharing> .

The SC does a workshop to prepare for the European Student Assembly:

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❖ Student Council of 06.04.22

Online meeting

Attendees

Thomas CALVY (UFT), Long CHEN (HHU), Milan GRIGULL (HHU), Linnea HOFVERBERG (LTU), Marie PHAN-THANH (UFT), Elizaveta SHASHKOVA (UFT), Magnus STENFELT (LTU), Burak SUBASI (HHU), Axelle VANHAECKE (UFT), Filip WYLEGALA (AGH), Agata ZWOLAK (AGH)

Summary of the meeting

Marie PHAN-THANH replaces Elizaveta SHASHKOVA as a student representative from UFT.

Filip WYLEGALA is the new representative for AGH and replaces Agata ZWOLAK in the WP14, he will also join the Beyond UNIVERSEH Steering Committee.

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Long CHEN has contacted the leader of the WP15 on the 8th of March and got an answer saying that he will get the minutes and will be invited to meetings but there has not been any updates since.

For the recognition of the student involvement, the Pioneer group has been officialised, an excel with the information from previous student representatives will be created by Elizaveta SHASHKOVA in April. We need a meeting – to be organised by Magnus - between the WP13 and WP16 representatives as well as Burak, Thomas, Magnus and Milan from the Student Council and Emmanuel ZENOU and Hélène GENTILS to discuss the certificates of involvement as the Student Council shall participate to the decisions as the student representatives might better know the involvement of students locally. The Student Council also would like for the certificates to be distributed annually at an end of the academic year event organised for all the students involved in the project.

Thomas, Dagmara and Marie did not get any information on the meetings for respectively WP22, WP24 and WP26.

There are still no student representative for WP23.

The Toulouse Student Local Team is working with ESN Toulouse to welcome Ukrainian students in Toulouse.

In AGH, there are 2 student associations and some of the students are working with WP16 to organise the conference in May. They also prepare rockets workshops and events in local high schools. A list of these students should be constituted to create a student local team.

The student council has discussed the possibility of dissociating the concepts of Student Conference and Student Contests and include them both in the next call. It has been decided to keep both concept under the Conference name.

Thomas CALVY is elected as the president of the Student Council. He will join the Governing Board.

The academic council organises the summer and winter schools.

There have been no invitations to Beyond Steering Committee meetings for Thomas and Burak and no information for the ForEU2+ group.

Thomas participated to an event on student commitment in European Universities organised in Montpellier by Charm EU. Some student representatives in other alliances are paid for their work, and some have difficulties to make their voice heard due to their student status. The motivation behind students work and how to handle continuity have been discussed. At the next Student Council, Thomas will present in details the results of the workshop.

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Magnus will be leaving the project this summer.

This has been the last Student Council for Elizaveta SHASHKOVA who appreciated a lot working with this team and wishes the best for the future of the project.

5- Minutes of the Steering Committee

❖ Steering Committee of 13.01.22

Online meeting

Attendees

Nicole DITTRICH, Jonas EKMAN, Laura FERSCHINGER, Jean-Philippe GASTELLU ETCHEGORRY, H el ene GENTILS, Milan GRIGULL, Ren e LAUFER, Mathilde MARCEL, Pascal MAUSSION, Eric TSCHIRHART, Florence VOITIER-SIENZONIT, Emmanuel ZENOU.

Excused

Tadeusz UHL, Jean-Paul HOFFMANN

Discussions

1. Roundtable – presentation of members

Partner representatives

- Prof. Jean-Philippe GASTELLU-ETCHEGORRY(UT)
- Prof. Tadeusz UHL (AGH)
- Prof. Nicole (UDUS)
- Prof. Jonas EKMAN (LTU)
- Prof. Eric TSCHIRHART (uni.lu)

Student Representatives

- Milan GRIGULL (UDUS)

Work Package Leaders

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- WP2: Prof. René LAUFER (LTU)
- WP3: Prof. Pascal MAUSSION (UT)
- WP4: Prof Tadeusz UHL (AGH)
- WP5: Prof. Laura FERSCHINGER (UDUS)
- WP6: Jean-Paul HOFFMAN (Uni.Lu)

Project Manager

- Florence VOITIER-SIENZONIT (UT)

Finance and Administrative Officer

- Mathilde MARCEL (UT)

2. Update on WPs and deliverables

WP1

The administrative toolkit (D1.1) and risk register (D1.10) have been submitted in December.

The next deliverable is the data management plan (D1.2).

WP2

Contacts missing from Uni.Lu.

Contact was missing for UDUS. Laura FERSCHINGER is appointed as contact until a permanent contact is designated by UDUS.

WP3

Contact was missing from UDUS.

Contact was missing for UDUS. Laura FERSCHINGER is appointed as contact until a permanent contact is designated by UDUS.

The 1st meeting will be launched shortly. There is a concern regarding the single lab – the choice of the research domain(s) is challenging.

WP4

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Mickaël GERAUDEL from Uni.lu is likely to be changed in the next couple of months.

Contact was missing for UDUS. Laura FERSCHINGER is appointed as contact until a permanent contact is designated by UDUS.

WP5

Start of work in October as collecting best practices for the first deliverables.

Contacts missing from LTU and Uni.lu

WP6

D6.1 next deliverable – will be postponed. Therefore, a valid justification is needed for the EC. To be discussed.

Deliverables expected for 2022

February

- D1.2 Data management Plan
- D2.1 Harmonisation activities with EC, ESA, UN and related PPPs and projects
- D6.1 Dissemination plan

May

- D1.7 Minutes of the governance and coordination bodies meetings 1

June

- D3.1 Inventory / Report & Taxonomy

August

- D1.4 Quality assurance report 1
- D2.2 Overview and results from the UNIVERSEH workshops and questionnaires for the state-of-the-art mapping activities
- D3.2 Identification of indicators for inclusion and diversity
- D4.5 Report on the economic opportunities for valorisation of research in space sector

December

- D2.5 Draft 2035 Space Research Roadmap

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- D5.2 Training on science communication

3. Meetings in Kiruna

The governance meetings are likely to be held online.

A decision regarding the Winter school is going to be taken as for the end of the week.

4. Meetings in Krakow

A doodle is to be sent to set dates for Krakow in June.

❖ Steering Committee of 08.02.22

Online Meeting

Attendees

Nicole DITTRICH, Laura FERSCHINGER, Jean-Philippe GASTELLU ETCHEGORRY, H  l  ne GENTILS, Milan GRIGULL, Jean-Paul HOFFMANN, Gantian JAKLLARI, Czeslaw KAPUSTA, Ren   LAUFER, Mathilde MARCEL, Pascal MAUSSION, Eric TSCHIRHART, Florence VOITIER-SIENZONIT, Joanna WIECZERZYNSKA VAN BAARLE.

Excused

Jonas EKMAN, Tadeusz UHL.

Discussions

1. Update on WPs

WP1

The Quality Assurance Process (D1.3) and Data Management Plan (D1.2) are due at the end of the month.

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The QAP (D1.3) is a table composed of performance and quality indicators, F. Voitier-Sienzonit is working on it at the moment. It will be sent for feedback to partners and then sent to the Quality Assurance Committee.

The DMP (D1.2) is a work in progress. It will be sent for feedback to partners.

WP2

Contact missing from Uni.lu. G. Casalis from UT is not available at the moment and the position needs to be filled. Very little contact from W. Staszewski – to be solved.

The WP2 is currently working on the Harmonisation activities with EC, ESA, UN and related PPPs and projects (D2.1).

WP3

All contacts have been appointed.

No deliverables are due this month.

A first meeting was held on February 2nd with the Toulouse team and a consortium meeting is to be held soon. For now, the focus is on understanding the objectives of the WP, defining terms and limiting the scope of the work regarding key aspects of the WP, such as researcher network, researcher community, interdisciplinary single lab, etc.

WP4

Contact missing from UT.

No deliverables are due this month.

The WP4 is currently working on Working on the Roadmap for the creation and operation of the Virtual Centre for Space Technologies within three years (D4.1).

WP5

Contacts missing from LTU and Uni.lu.

No deliverables are due this month.

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The WP5 is currently working on the Best practice report (D5.1), and as it is going, starting to work on the Training on Science communication (D5.2) and the Specifications of the Citizens UNIVERSEH platform (D5.3).

WP6

All contacts have been appointed.

The Dissemination Plan (D6.1) will have to be delayed of four weeks. E. Tschirhart will send F. Voitier-Sienzonit a written justification to submit to the F&T platform.

Remark from partners: short videos to promote UNIVERSEH and Beyond UNIVERSEH would be appreciated to communicate about both projects to external working groups.

2. AOBs

Meetings in Krakow

Following the proposal of the rector of AGH, Jerzy LIS in Governing Board on 09/02/22, new dates of meetings have been decided. Polish partners offer to host us the 30th and 31st of May for the governance meetings. WP meetings could take place during the rest of the week.

If WP leaders wish to organise meetings, please let us know so we can keep track on the meetings schedule.

Consortium Agreement – amendment

The Student Council has updated its terms of reference. An amendment to the CA will be sent to include the following changes:

- Members: from "2" representatives to "at least two and at most three" representatives per partner
- Student Council President designation: from "the coordinator chairs the meetings" to an election of a President of the SC, by an absolute majority of the Student Council.
- Quorum: from 2/3 of its members to at least 60% + 1 representative per partner
- Frequency of meetings: from at least once a year to monthly

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Remarks from partners: the frequency of meetings is quite demanding and ambitious. The WP1 will check again with students to make sure the engagement is adequate with their academic schedule.

Another amendment may be included to adopt an election of the Advisory Board chair if necessary. There is a misunderstanding regarding the presence of student representatives in the Advisory Board: there is no student representatives in the Advisory Board.

Student contacts

The Student council has elected its representatives for each WP and governance bodies. The student contact name for each work package has been added on the [contact list on the GWS](#). Please make sure that you involve them in your discussion and the WP meetings.

EARMA and the European Universities initiative on March 15th

UNIVERSEH and Beyond UNIVERSEH are going to be represented at the Conference organised by the European Association of Research Managers and Administrators as E. Tschirhart is going to be a speaker, as well as someone to be defined from LTU.

[Click here for information and to register](#).

Continuation of the SWAFS

According to DG R&I representatives the continuation of the SwafS for alliances is planned but it is not yet known in what form.

With Horizon Europe there is no more SwafS instrument. It is now under the instrument "*Widening participation and strengthening the European Research Area*" that we will probably find a next call.

It is possible that for the elaboration of the call we will be asked by the EC for our contributions in order to know in which area and how we would need additional support.

We will be solicited via the Forum.

Summary of next steps

- UT to send a doodle for the next Steering Committee meetings.

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