

**Centre for Research, Innovation and Coordination of Mathematics Teaching****Centre Management Board**

Meeting Time: Tuesday December 03, 2013: 12.30-14.30

Place: J2-001, Gimlemoen

## AGENDA

01/13 Welcome, introductions

02/13 Membership of Centre Management Board

03/13 Apologies for absence

04/13 Agree agenda for the meeting, additional items to be added

05/13 Terms of Reference (ToRs) for Centre Management Board (attachment 1).

*Suggested resolution:*

*a) The Centre Management Board accepts the suggested terms of reference for the CMB (with the following changes: i. ....; ii. .... )*

*b) CMB will monitor the ToRs and discuss and develop as necessary.*

06/13 Centre Budget for 2014 (attachment 2)

*Suggested resolution:*

*CMB approves the proposed Centre budget for 2014 (with the following observations: i. ..., ii. ....*

07/13 International Advisory Board (IAB), terms of reference (attachment 3)

*Suggested resolution:*

*a) The Centre Management Board accepts the suggested terms of reference for the IAB (with the following changes: i. ....; ii. .... )*

*b) CMB will monitor the ToRs and activity of IAB and discuss and develop as necessary.*

08/13 Report from Centre Leader (attachment 4)

*Suggested resolution:*

*CMB accepts the Centre Leader's report (with the following observations: i. ... ii. ...)*

09/13 Appointment of Centre Administrator/Manager (attachment 5)

*Suggested resolution:*

*CMB approves the proposed job description for Centre Administrator/Manager (with the following observations/recommendations: i. ..., ii. ...)*

10/13 Relationship between Centre, UiA and partners. (attachment 6).

*Suggested resolution:*

*CMB recommends further discussions between representatives of Centre/UiA and principal collaborating partners (NTNU and NMBU) to develop some agreed terms of cooperation.*

11/13 Proposed Special Interest Working Groups (attachment 7).

*Suggested resolution:*

*CMB approves the SIWGs for 2014 and the proposed terms of reference (with the following observations recommendations: i. ..., ii. ...)*

12/13 Dates for future CMB meetings (suggestions):

- February 4, 2014
- April, 1, 2014
- June 24 2014
- September 2, 2014
- November 18, 2014

13/13 Date for Centre launch conference

March 12, 2014.

14/13 Open discussion

15/13 Any other business

Items for future CMB meetings:

- Centre Leader report
- Centre budget, expenditure and commitments
- Reports from coordinators of Special Interest Working Groups
- Quality management of Centr's activities and operation
- Centre's calendar and activities
- Centre policy, strategy & implementation plan: time-line, milestones, deliverables
- Reports from Centre events
- Reports from International Advisory Board
- Review of proposals for Centre activities and coordinators
- Centre appointments