



ASSOCIATION EUROPEAN CONSORTIUM FOR ACCREDITATION IN HIGHER EDUCATION (ECA)

The Hague – The Netherlands

Annual Report 2016

Annual Report 1 January 2016 - 31 December 2016

Annual accounts

1. Balance sheet as at 31 December 2016	3
2. Statement of income and expenditure 2016	4
3. Summary of significant accounting policies	5
4. Notes to the balance sheet	8
5. Notes to the statement of income and expenditure	8

Other information

1. Report of the Financial Committee	12
--------------------------------------	----

1. Balance sheet as at 31 December 2016
(after appropriation of net result)

	<u>31 December 2016</u>	<u>31 December 2015</u>
	€	€
<i>Current assets</i>		
Accounts receivable	-	2.000
Other current assets:	2.317	11.117
Cash at bank	<u>100.920</u>	<u>60.546</u>
	103.237	73.663
Total assets	<u><u>103.237</u></u>	<u><u>73.663</u></u>
 <i>Equity</i>	 93.100	 60.341
 <i>Current liabilities</i>		
Accounts Payable	2.317	3.699
Current accounts	3.820	6.061
Prepaid income	<u>4.000</u>	<u>3.562</u>
	10.137	13.322
Total liabilities	<u><u>103.237</u></u>	<u><u>73.663</u></u>

2. Statement of income and expenditure 2016

	Actual 2016 €	Budget 2016 €	Actual 2015 €
Fixed Income			
Contribution members	66.000	64.000	60.000
Contribution observers	4.000	4.000	2.000
Total income	<u>70.000</u>	<u>68.000</u>	<u>62.000</u>
Services & Project Income			
Cequint fees	3.200	2.400	12.000
Training fees	12.085	9.000	10.150
Project income Euro PS	12.000	12.000	-
Total Services Income	<u>27.285</u>	<u>23.400</u>	<u>22.150</u>
Total Revenues	<u>97.285</u>	<u>91.400</u>	<u>84.150</u>
Fixed Expenses			
Coordination costs	35.000	35.000	35.000
Information and communication	3.341	8.000	2.157
Meetings Board and Working groups	936	2.000	507
Contributions to ECA Events	4.282	9.000	5.546
Travel expenses	4.232	5.000	1.582
Other expenses	1.908	3.000	3.866
Total Fixed Expenses	<u>49.699</u>	<u>62.000</u>	<u>48.658</u>
Services & Project Expenses			
Cequint costs	982	-	-
Training costs	11.395	9.000	6.430
Fair project costs	854	4.000	-
Euro PS project costs	1.360	4.000	-
Impact project costs	25	-	-
Calohee project costs	211	4.000	-
Total Services Expenses	<u>14.827</u>	<u>21.000</u>	<u>6.430</u>
Total expenses	<u>64.526</u>	<u>83.000</u>	<u>55.088</u>
Net result	<u>32.759</u>	<u>8.400</u>	<u>29.062</u>

3. Summary of Significant Accounting Policies

a. About ECA

The Annual Report 2016 is the third one of the association ECA. The European Consortium for Accreditation in Higher Education (ECA) was incorporated as an association in The Hague, The Netherlands on 15 April 2014. The Annual Report 2016 covers the period from 1 January 2016 to 31 December 2016. Prior to the incorporation ECA was not a legal entity but a project consortium set up by accreditation agencies in 2003 in Córdoba. The existence of this project consortium ended with the incorporation of ECA as an association.

The membership of the association ECA consists of accreditation and QA agencies.

Eligible for Membership shall be an organisation:

- a. which has its registered office in a country which participates in the Bologna Process ("Bologna Countries");
- b. which has been established as a corporate body or is based on national and/or regional regulations and/or agreements;
- c. which has accreditation or accreditation-like practices as one of its principal functions;
- d. which contributes actively to the objectives of the Association; and
- e. which fulfils the ECA Code of Good Practice and/or the Standards and Guidelines for Quality Assurance in the European Higher Education Area.

The member organisations participating in ECA meet at least once year in a plenary General Meeting. The General Meeting will decide on the admission of a new Member. Two General Meetings were held in 2016: the Annual Meeting on 30 June 2016 in Santiago de Compostela and a General Meeting on 16 December 2016 in The Hague. The association has a Board appointed by the General Meeting and consisting of three to seven members, including a Chair, Vice-Chair and Treasurer. The members who are not Chair or Vice-Chair need to represent five different Bologna member countries. The Board had the following composition in 2016:

- Jürgen Petersen (ZEvA, Germany), Chair from 30 June, Board member from 1 January
- René-Paul Martin-Denavit (CTI, France), Chair from 1 January till 30 June
- Ivan Leban (SQAA, Slovenia), Vice-Chair from 1 January
- Izabela Kwiatkowska-Sujka (PKA, Poland), Treasurer from 1 January
- Madalena Fonseca (A3ES, Portugal), Board member from 1 January
- François Pernot (HCERES, France), Board member from 30 June
- Luis Carlos Velón Sixto (ACSUG, Spain), Board member from 30 June
- Ann Verreth (NVAO, The Netherlands and Flanders), co-opted Board member from 1 March till 30 June, Board member from 30 June

The Board met four times in 2016: on 21 March in Paris, on 29 June in Santiago de Compostela, on 11 October in Paris, and on 14 December in The Hague.

The Secretariat is responsible for the day-to-day operations of the Association, under the supervision of the Board. The memorandum of understanding between ECA and NVAO for providing secretarial support was in 2016 renewed for 2 years (until 30 June 2018). The Secretariat is led by the Coordinator who is appointed by the General Meeting and operates under the responsibility of the Board. Mark Frederiks (NVAO,

Netherlands and Flanders) was Coordinator in 2016; his appointment was renewed for 2 years by the Members on 30 June 2016. Monique Knoester (NVAO) provided secretarial support.

The objectives of the association ECA as stipulated in the Statutes are:

- to achieve mutual recognition of accreditation and quality assurance decisions, to enhance the conditions for such mutual recognition, especially- for joint programmes;
- to provide a platform for mutual learning and disseminating experiences with accreditation and accreditation-like practises;
- to provide transparent information on quality;
- to facilitate the internationalisation of institutions and students;
- and, furthermore, to perform any and all acts relating to the foregoing in the broadest sense.

The Association does not have the objective to make a profit. The Association cooperates with other relevant networks.

To achieve the objectives of ECA the Members agree to undertake activities in Working Groups. The Members agreed to the following restructuring of the Working Groups in 2016:

1. Mutual recognition and joint programmes
2. Innovation in QA and accreditation
3. Information strategies

In addition, the members have appointed the Certification Group as standing committee of ECA. The Certification Group is responsible for the methodology and due process to award ECA's Certificate for Quality in Internationalisation.

The topics of the activities of the Working Groups and Certification Group are determined in the Annual Work Plan which covers the period from Annual Meeting to Annual Meeting, so from June to June. All working groups (WG) and the Certification Group (CG) met in the reporting period:

- WG 1 met on 14 March in Barcelona, 30 June in Santiago de Compostela, 10 October in Barcelona, and 14 December in The Hague.
- WG 2 met on 8 April in Cologne, 30 June in Santiago de Compostela, 19 September in Cologne, and 16 December in The Hague.
- WG 3 met on 30 June in Santiago de Compostela, and 16 December in The Hague.
- CG met on 8 April in Cologne, 30 June in Santiago de Compostela, and 16 December in The Hague.

The strategy of the association is defined in the ECA strategic management plan. The strategic vision of ECA is to act as an internationally recognised driver of innovation in quality assurance. With its expertise, networking and services ECA contributes to the implementation of the European Higher Education Area (EHEA), promotes internationalisation of higher education and assures "state of the art" activities of its members. To implement its strategy, ECA offers a range of direct services (Certificate for quality of internationalisation, Trainings, expertise on joint programmes, thematic seminars) and online services (Qcrossroads, ECAspedia, EEEP, webinars and QAzette), events and publications. Services are related to working groups or committees: joint programmes to WG 1; internationalisation Certificate to the Certification Group; thematic seminars to WG 2; online services to WG 3. Similarly, projects in which ECA participates

are discussed in the working groups and/or the Board. In 2016 ECA was involved as project partner in:

- Focus on Institutional Automatic Recognition (FAIR; January 2015-March 2017)
- Measuring and Comparing Achievements of Learning Outcomes in Higher Education in Europe (CALOHEE; November 2015-December 2017).

Moreover, ECA is an external expert in the following projects:

- Quality and Impact of the Recognition Networks (IMPACT; 2016-2018)
- Joint MA European Political Science (EuroPS; 2016-2017).

b. Summary of Significant Accounting Principles

Basis of Preparation

These financial statements, which are expressed in Euros, are prepared in accordance with accounting principles mentioned below.

The net result is added to the reserves.

Assets

Assets are stated at nominal value net of a provision for doubtful debts.

Cash at bank

Cash at bank are at the disposal of the consortium and are interest bearing at prevailing market rates.

Current liabilities

Current liabilities are stated at nominal value.

Income and expenses recognition

Income and expenses are accounted for in the period to which they relate.

4. Notes to the balance sheet as at 31 December 2016

a. Current Assets

The current assets comprise cash at bank.

b. Equity (reserves)

Statement of movements

	<u>31 December 2016</u>	<u>31 December 2015</u>
	€	€
As at January 1	60.341	31.279
Net result reporting year	32.759	29.062
As at December 31	<u>93.100</u>	<u>60.341</u>

The net result was a bit higher than in 2015 and significantly higher than in the budget 2016 due to higher revenues and lower expenses than expected. Services and projects income and expenses are difficult to forecast as it is highly dependent on project selection and participation opportunities, as well as fluctuating demand for services. Higher reserves give the possibility of participating in EU funded projects where an own contribution is required. It is also possible to allocate in future years some funding for "internal" projects depending on the strategy and preferences of the members.

c. Current Liabilities

The current liabilities comprise of accounts payable, prepaid income and an amount due to NVAO.

5. Notes to the statement of income and expenditure 2016

a. Income

In 2016 a membership contribution of € 4.000 was invoiced to:

1. Agency for Science and Higher Education (ASHE), Croatia
2. Commission des Titres d'Ingénieurs (CTI), France
3. Agência de Avaliação e Acreditação do Ensino Superior (A3ES), Portugal
4. Akkreditierungsagentur für Studiengänge im Bereich Gesundheit und Soziales (AHPGS), Germany
5. Agentur für Qualitätssicherung durch Akkreditierung von Studiengängen (AQAS), Germany
6. Zentrale Evaluations- und Akkreditierungsagentur (ZEVA), Germany
7. Accreditation Organisation of the Netherlands and Flanders (NVAO), the Netherlands and Flanders
8. Polish Accreditation Committee (PKA), Poland
9. Agencia Nacional de Evaluación de la Calidad y Acreditación (ANECA), Spain
10. Catalan University Quality Assurance Agency (AQU), Catalunya, Spain
11. Slovenian Quality Assurance Agency (SQAA), Slovenia
12. The Danish Accreditation Institution (AI), Denmark
13. Agency for Quality Assurance in the Galician University (ACSUG), Spain
14. Swedish Higher Education Authority (UKÄ), Sweden
15. Higher Council for the Evaluation of Research and Higher Education (HCERES), France
16. Agency for the Quality of the Basque University System (Unibasq), Spain.

A membership fee of € 2.000 was invoiced to the following agency which became ECA member mid-year on 30 June 2016:

17. Aragon Agency for Quality Assurance and Strategic Foresight in Higher Education (ACPUA), Spain

An observer fee of € 2.000 was invoiced to:

1. Council for Higher Education (CHE), Israel
2. International Centre of Excellence in Tourism & Hospitality Education (THE-ICE), Australia.

b. Expenses

Cost of coordination

	Actual 2016	Budget 2016	Actual 2015
	€	€	€
Coordination: NVAO	35.000	35.000	35.000
Total	35.000	35.000	35.000

The cost of coordination is the contribution from ECA that NVAO receives to carry out the tasks of Coordinator and Secretariat. These costs include staff costs for the Coordinator and secretarial support (with a maximum of 0,4 FTE per year). Travel expenses of the Coordinator for attending ECA related meetings are excluded from the contribution (these costs are included in the budget under Travel Expenses). From 2017 onwards the contribution will be annually increased with the inflation of last year.

Services & Project Expenses

	Actual 2016	Budget 2016	Actual 2015
	€	€	€
Cequint costs	982	-	-
Training costs	11.395	9.000	6.430
Fair project costs	854	4.000	-
Euro PS project costs	1.360	4.000	-
Impact project costs	25	-	-
Calohee project costs	211	4.000	-
Total	14.827	21.000	6.430

The services expenses consisted of travel and subsistence costs for meetings to promote the internationalisation certificate (CeQuInt) and the expenses for trainings on: assessing joint programmes (9-10 May, Cologne and 27-28 October, Vienna); assessing the quality of internationalisation (5-6 May, Warsaw); and, capacity building in QA for the Commission for

University Education (17-19 February, Kenia). The project expenses consisted of travel and subsistence costs incurred for meetings of the projects mentioned in section 3a.

Information and communication

	Actual 2016	Budget 2016	Actual 2015
	€	€	€
Website ECA/Qcrossroads/EEEP	3.022	7.500	2.157
Logo, letters, envelopes, etc.	319	500	-
Total	3.341	8.000	2.157

The information and communication costs amounted to 3,341 euro which included the hosting and annual registration of the website domains, fixed errors and administrative secretarial expenses.

Meetings Board and Working Groups

	Actual 2016	Budget 2016	Actual 2015
	€	€	€
Board meetings	280	1.000	310
Working groups meetings	656	1.000	197
Total	936	2.000	507

These expenses include the costs for meetings of the Board and working groups, including meeting rooms and catering for the participants.

Contributions to ECA events

	Actual 2016	Budget 2016	Actual 2015
	€	€	€
ECA Events	4.282	9.000	5.546
Total	4.282	9.000	5.546

ECA has contributed to the costs of the Workshop organised by ACSUG in Santiago de Compostela (30 June-1 July) and the Seminar organised by NVAO in The Hague (15-16 December).

Travel expenses

	Actual	Budget	Actual
	2016	2016	2015
	€	€	€
Travel Expenses Secretariat	4.232	4.500	1.535
Travel Expenses Others	-	500	47
Total	4.232	5.000	1.582

Travel Expenses Secretariat include travel and accommodation costs of the Coordinator for the Board meetings, Workshop, EQAF, ENQA and EQAR meetings.

Other expenses

	Actual	Budget	Actual
	2016	2016	2015
	€	€	€
Affiliated memberships	2.317	2.500	2.317
Bank Charges	169	-	124
Legal entity	(578)	-	1.365
Other general expenses	-	500	60
Total	1.908	3.000	3.866

These expenses comprise the affiliate membership fee of ENQA and bank charges. ECA received a credit invoice for prior consultancy fees for legal and financial advice.

Hanover, Lisbon, Ljubljana, Paris, Santiago de Compostela, The Hague, and Warsaw,
22 June 2017

Signatures of ECA Board members:



Jürgen Petersen



Ivan Leban



Izabela Kwiatkowska-Sujka

Madalena Fonseca



François Pernot



Luis Velón



Ann Verreth



Report of the Financial Committee

To: The Annual Meeting of Members of the European Consortium for Accreditation in Higher Education (ECA)

Each year, the General Meeting will appoint a Financial Committee consisting of at least two members, who may not be Members of the Board. The Financial Committee will audit the Annual Report and will report to the General Meeting on its findings.

We have audited the accompanying financial statements 2016 of the association European Consortium for Accreditation in Higher Education (ECA), The Hague, which comprise the balance sheet as at 31 December 2016, the profit and loss account for the year from 1 January 2016 to 31 December 2016 and the notes, comprising a summary of the accounting policies and other explanatory information.

Responsibility of the Board

The Board is required to provide the Financial Committee with all of the information requested by it for the benefit of its audit, to show it the cash and assets if it so wishes, and to make the books, records and other data carriers of the Association available to it for its inspection.

Responsibility of the Financial Committee

Our responsibility is to express an opinion on these financial statements based on our audit. This requires that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Our audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.


Opinion

In our opinion, the financial statements are prepared, in all material respects, in accordance with the accounting policies selected and disclosed by the entity, as set out in the notes to the financial statements.

We advise the General Meeting of ECA to discharge the members of the ECA Board from liability for their activities during the year 2016.

Warsaw and Stockholm, 22 June 2017

Signatures of the members of the Financial Committee:



Mieczyslaw Socha



Loulou Von Ravensberg