



# EMREX User Group Yearly plan 2018

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## EMREX User Group

### 1. The EMREX User Group (EUG)

According to the statutes, the EMREX User Group is an association of organisations, institutions and other networks, who want to support the purpose and the activities of the network. The abbreviation is EUG.

The purpose of the EMREX User Group is to:

- maintain the EMREX network including architecture and specifications,
- support the uptake of EMREX in new countries and with new services,
- plan and support dissemination activities around EMREX,
- maintain the EMREX Policy Agreement to be signed by all full members,
- contribute to relevant standardization work, especially around ELMO.

### 2. Yearly activities at a glance

The EMREX User Group is in a very early stage. Therefore, the activities reflect this situation and consist of mostly building a solid network. Since funds are limited the tasks must be shared between the members according to their own capacity.

The activities in 2018 are the following:

- Extend the ELMO format to include Diplomas and DS information,
- Update the emrex.eu website,
- Strengthen the collaboration with ongoing EU-projects,
- Seek other collaboration opportunities,
- Create general information material,
- Send regular newsletters to the members,
- Seek to increase membership,
- Work on statutes for the organization,
- Hold the Annual Assembly meeting in April.



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Other specific goals and targets are set in the detailed descriptions. The outcomes of all activities should be presented at the Annual Assembly in 2019.

### **3. Statutes**

The goal for the year is that the Annual Assembly can decide upon statutes for the organization at the April meeting.

### **4. Annual Assembly**

The Annual Assembly shall be held in April and all administrative tasks concerning this should be performed at the best.

### **5. Information**

All information material is written in English as a standard but it is in a format that can be changed (like MS Word) so that every member can translate material to their own language.

#### **5.1. Website [emrex.eu](http://emrex.eu)**

During 2018 the goal for the [emrex.eu](http://emrex.eu) is that it should be operating on an independent and stable server and contain only updated and relevant information. Moreover, one main administrator and at least one more editor should be appointed. The [emrex.eu](http://emrex.eu) should be updated to reflect the new situation – EMREX is not the field trial financed by the EC but the network of services delivered by the EUG members in the production environment.

#### **5.2. General information material**

Information material should be produced that can be used by members in different situations. Apart from the website there should be:



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- A general PowerPoint presentation of EMREX, how it works and how to use it.
- An electronic document with an overview of EMREX, its partners, plans and contact information.
- A text suitable for email with a summary of EMREX.
- A contact list for all NCPs and SMPs, plus partners, in some form.

### 5.3. Newsletter

A newsletter with highlights from activities, conferences and other events should be sent out to the members, at least three times during 2018.

## 6. Collaboration

There are lots of initiatives going on in the area of IT solutions for student data exchange. EMREX plays an important part in this domain which must be communicated at every possibility.

### 6.1. Ongoing EU-projects

EMREX has working communication channels with EU projects that work in the same area. Until the end of the project EMREX, just as other projects, focused mainly on achieving the project goals. Now it is time to put effort in strengthening the collaboration with ongoing or recently finished EU projects. We aim at creating lasting partnership, starting with DigiRec, Erasmus Without Paper, the Erasmus App and ESMO (eIDAS-enabled Student Mobility, a CEF financed project). One more goal for 2018 is to keep in touch with all European projects regarding digitalization of education.

### 6.2. Other collaboration opportunities

It is equally important to seek collaboration outside EU. EMREX does not set any boundaries. There are some connections known already and they should be maintained. New possible



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collaborations should be looked for and followed up. The following is a non-exhaustive list of open collaborations:

- CHESICC,
- PESC,
- VTAC.

We will also keep in close contact with the Groningen Declaration Network.

### **7. Membership retention and marketing**

EMREX User Group does not need members just for attaining high numbers. Each member should support the EMREX idea, for instance by building an NCP, SMP or by other forms of collaboration. However, it is imperative in the long run that more countries start using EMREX. Therefore, energy must be focused on marketing and helping interested parties to install EMREX software.

The specific goal for 2018 is that at least three new parties start using EMREX.

### **8. Standards work**

The standard used for data transport, the ELMO format, needs to be maintained and updated according to new demands. During the year the goal is to assemble current demands, discuss them between the members and make a resolution of changes, if deemed necessary.

Specifically we plan to extend the ELMO format to include Diplomas and Diploma Supplement information.