

**These minutes are for information only. Any corrections to the minutes will be recorded in the minutes of the subsequent meeting of the committee.**

**Appendix A  
ER  
6<sup>th</sup> May 2008**

SCHOOL OF ORIENTAL AND AFRICAN STUDIES  
EXTERNAL RELATIONS COMMITTEE  
MINUTES

Tuesday 12<sup>th</sup> February 2008 at 1.15pm in Room 116

**Chair:** Professor Michael Hutt

**Members:** Dr Elizabeth Moore  
Dr Jeevan Deol\*  
Professor Gilbert Achcar  
Professor Werner Menski  
Ms Sharon Page  
Mr Nick Butler  
Ms Fiona McWilliams  
Mr Michael Sherry  
Ms Emily Huns  
Mr Alan Parker\*  
Ms Aileen Puhlman\*

**In attendance:** Ms Jamie Bruce

\* Those members whose names are marked with an asterisk were unable to be present

**5 Minutes**

The minutes of the meeting held on 2<sup>nd</sup> November 2007 were **APPROVED** subject to the following amendment:

Minute 1: 'as well as the marketing elements of student recruitment activity' is added.

**6 Brunei Advisory Panel**

The Committee **AGREED** that better use could be made of Brunei Gallery exhibitions and events for Development, Alumni Relations, Student Recruitment and Marketing initiatives. This is particularly true given the ambitious KPIs in the ER strategy and Estates Master plan.

It was also agreed that the Panel would benefit from representatives from the Languages and Culture and Law and Social Sciences Faculties.

The Committee also agreed that it would be beneficial to explore relationships with outside organisations such as the Arab World Institute.

## **7 External Relations Strategy**

The Committee received reports from Heads of Department on progress regarding action points in the External Relations Strategy. It was **AGREED** that the written updates will be circulated to Committee members in advance of future meetings. A written report from Interface will also be circulated. A final year report will be prepared for Governing Body in June outlining progress with KPIs.

## **8 Agreements and Student Exchange**

The papers in Appendices C and D were discussed. It was **AGREED** that the Head of Student Recruitment will review agreements to ascertain which agreements are current and live. An up-to-date list will be published on the School's website.

## **9 Dates of Meetings 2007/08**

The Committee noted the dates of the next meeting:

1.15pm on Tuesday 6<sup>th</sup> May 2008 in Room 116

### **Action points**

#### **Minute 6**

Head of Marketing to convene working group (which will include Student Recruitment) to look at how to exploit the Brunei Gallery exhibitions.

Professor Hutt to source new members for Brunei Advisory Panel from L&C and L&SS.

#### **Minute 8**

Head of Student Recruitment to review academic partnerships.

There were no reserved minutes.