

Guideline for Support Teams

Support Teams – Definition

Support teams deal with horizontal topics that are related to the aims of the Euroleague for Life Sciences such as quality assurance, e-learning, student mobility, policy related aspects, etc. The mandate of the support group is to develop and implement concepts for the achievement of the common purpose of ELLS and to support and facilitate the work of the Subject Areas and the Task Force. The teams should consist of at least one member of each ELLS university and one member of ELSA. In contrast to the Subject Areas support teams do not offer own study programs.

Establishment of Support Teams

Support teams are implemented by decision of the ELLS Board on the recommendation of the ELLS Task Force. Representatives for each ELLS university are named by the ELLS Board or Task Force. ELSA decides whether they nominate a permanent member or whether the local ELSA representative participates in meetings. At a kick-off meeting with all representatives the team decides on the coordination. The coordinator of a support team may be changed according to a joint decision of the group.

Responsibilities of Support Teams

The support team coordinators submit an annual report to the Task Force with information on the achieved progress and an activity plan for the following year. This activity report must include concrete milestones, time lines and identified responsible anchor persons for each milestone as well as a budget proposal. The reports are included into the annual ELLS Plan of Operation prepared by the Task Force. The Plan of Operation will be discussed at an annual meeting of the Board, the Task Force and the Subject Area and Support Team coordinators. The Board evaluates whether the goals of the past year were achieved and decides on the activities to be supported and financed during the next year.

Finance

Meetings and travel costs of support teams are financed by the ELLS budgets of the individual ELLS universities.

Funds for Incentives

Support teams can also apply for the fund for incentives raised by the ELLS Board on occasion of the meeting in Vienna in October 2004. Proposals of Subject Areas may also include activities of support teams if these activities are directly related to an initiative for a new joint study program.