

**University of the Future Network  
Meeting II, July 2017  
Policy document proposal**

**Guidelines to lead the work in teams**

**Welcome to the second UFN network meeting!** As a network, **we want to influence** the work that universities are currently doing to **respond to the challenges of the 21st Century**. Below you will find the **guidelines** to lead you and your team in the reflection and work to be done **before, during, and after the UFN network meeting in Hagen**. Please note:

- 1. The policy document to be written by the teams should be a ‘vision’ document, based on relevant literature on each topic, but envisioning the future possibilities**
- 2. The ideas and policies develop by each team should be oriented to influence policy at the institutional level**
- 3. Dream big and focus on success!**

**Goal**

Each team will write a short policy document that will guide the analysis at the meeting in Hagen. Once the analysis and discussion of the topics has been taken place during the meeting, a final version of the document will be published on the network web page and will be disseminated using social networks and academic contacts of the network members.

During the meeting in Hagen, teams will guide the discussion on the topic assigned and lead proposals or guidelines for future analysis.

**Document organization**

1. Document length: The first draft of the document should be short (max. 5 pages) and focus on the topic assigned
2. Document sections:
  - Introduction. A short introduction of the topic
  - Literature review (state of the art)
  - Future vision. Challenges and opportunities
  - Policy tracks: Channels and strategies for change.

**Schedule**

<b>Time</b>	<b>Milestone</b>
Mid of May 2017	Each topic team has had a kick off meeting in skype with one person of the program committee for basic idea of process and product.
End of June 2017	Each team has developed a short document following the above mentioned structure.
Hagen meeting (July 11-13, 2017)	Each team has presented and discussed the essentials of their document in their workshop with colleagues for sharpening and focusing. Each team has adapted their document after discussion
End of July 2017	All workshop documents are organized in one “policy document”, framed with introduction and executive summary. Final documents are disseminated on UFN-website, social networks and by network members in their communities and their universities.