**COMPANY NUMBER:** 09349804

**CHARITY NUMBER:** 1161218

**UNIVERSITIES AND COLLEGES INFORMATION SYSTEMS ASSOCIATION LIMITED (**the **Company”)**

**NOTICE** is hereby given of the ninth Annual General Meeting (the **'Meeting'**) of the Company, and the 31st Annual General Meeting of the association, to be held at 12:00 noon on Thursday 13th June 2024 online via MS Teams for the following purposes:

**1.** To receive **Chair’s welcome and apologies received**

**2.** To consider and, if thought fit, approve the following resolutions, to be proposed as **Ordinary Resolutions** of the Company:

1. To approve the minutes of the 2023 Annual General Meeting of the Company held on 8th June 2023.
2. To receive and adopt the annual report of the Trustees and the accounts of the Company for the financial year ended 31 December 2023.
3. To re-appoint Critchleys the auditors of the Company to hold office from the conclusion of this meeting until the conclusion of the next general meeting of the Company at which audited accounts are laid, and to authorise the directors to fix their remuneration.
4. To consider and, if thought fit, appoint the following honorary officers (each of whom has consented to act) to stand as honorary officers of the Company from the close of this meeting for a term of two years in accordance with its Articles of Association, or as otherwise specified in any future amendments made to the Articles which are approved by the members of the Company:
* Sarah Cockrill, as Treasurer of the Company
*Proposed by Dean Phillips, University of Aberdeen*

*Seconded by Nathalie Czechowski, University of South Wales*

* Matthew Flower, as Secretary of the Company
*Proposed by Sarah Cockrill, Canterbury Christ Church University*

*Seconded by James Crooks, Durham University*

1. To elect two Elected Member to serve on the Board of Trustees.

The nominees proposed for election to the role of Elected Trustee receiving the most votes from the members entitled to vote and attending, whether in person or by proxy, at this Annual General Meeting, shall be elected unless otherwise disqualified from standing by the Constitution or Articles of the Charity.

Nominations for the two positions (listed alphabetically by institution) are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominee** | **Member institution** | **Proposer** | **Seconder** |
| Karen Bates | London Business School | Paul Butler, University of Greenwich | Vipin Ahlawat, Loughborough University |
| Nick Gilbert | London School of Economics and Political Science | Paul Butler, University of Greenwich | James Smith, Birkbeck University of London |
| Rupa Dey | Queen Mary University of London | Nick Leake, King’s College London | Andy Smith, University College London |
| Mark Johnston | University of Glasgow | James Smith, Birkbeck University of London | Karen Bates, London Business School |
| Nathalie Czechowski | University of South Wales | Rachael Johnson, Bath Spa University | Sarah Cockrill, Canterbury Christ Church University |
| Iain McCracken | University of Sussex | Jason Oliver, University of Sussex | Sarah Cockrill, Canterbury Christ Church University |

1. In accordance with the Articles of Association of the Company:

To accept the nominations of the Special Interest Group Committees and appoint the Chairs of the Special Interest Groups of the Charity

|  |  |  |  |
| --- | --- | --- | --- |
| **Group**  | **Chair**  | **Proposer**  | **Seconder**  |
| **Business Relationship Management (BRM)**  | Richard Manley, University of the West of England (Inaugural chair) | Matthew Flower, University of Wolverhampton | Karen Bates, London Business School |
| **Business Technology Standard (BTS CoP)**  | John Butterworth,King’s College London | Nick Leake, King’s College London  | Krish Pilicudale, University of Huddersfield  |
| **Corporate Information Systems Group (CISG)**  | James Smith, Birkbeck, University of London  | Ian Maitland,Leeds Beckett University | Martin Rodenby,Nottingham Trent University |
| **CISG sub-group****Web Services Group (WSG)**  | Claire GibbonsLeeds Trinity University (Inaugural Chair) | James Smith,Birkbeck University of London | Nick Gilbert, London School of Economics and Political Science |
| **Digital Capabilities Group (DCG)**  | Annette Webb, York St John University | Samantha Clarkson,University of Hertfordshire | Alison Waters,Cranfield University |
| **Digital Education Group** **(DEG)**  | Richard Goodman, Loughborough University  | Farzana Latif, University of Leeds    | Julie Voce, City, University of London  |
| **Digital Infrastructure Group (DIG)**  | Jim Florence, Robert Gordon University  | David Graham,Edinburgh University    | Jim McKeee,Stirling University |
| **Enterprise Architecture (EA)**  | *Joint Chair:* Russell Boyatt, University of Warwick | Rosie Coffey, University College Cork  | Lex Wilkinson, Sheffield Hallam University    |
| *Joint Chair:* Rosie Coffey University College Cork  | Lex Wilkinson, Sheffield Hallam University  | Russell Boyatt, Warwick University  |
| **Enterprise Service Management (Inaugural Chair) Inaugural COP** | Iain McCrackenUniversity of Sussex | Emma Woodcock, York St John University | James Crooks, Durham University |
| **HEWIT****Higher Education Wales Information Technology** | Simone Barbaresi, Bangor University(Inaugural Chair) | Nathalie Czechowski, University of South Wales | Mark Johnston, University of Glasgow |
| **Higher Education Information Directors Scotland (HEIDS)**  | Claire Taylor, Napier University   | Brian Henderson, University of Aberdeen | Kris Gretchell, Fife College |
| **Immigration Administration Community of Practice –** **(IA CoP)**  | *Joint Chair:* Ross PorterLondon Business School | Alex Lock, Anglia Ruskin University | Bethan Ovens, London School of Economics |
| *Joint Chair:* Alex LockAnglia Ruskin University | Ross Porter, London Business School | Maria Wylie, University of Cambridge  |
| **UCISA London Group**   | Trevor Baxter, King’s College London  | Marion RoseburgBirkbeck, University of London | Okan KibsrogluImperial College London |
| **Midlands Group** | Alex Goffe,  University of Manchester   | Mathew Carter-Rix,University of Wolverhampton | Christopher McEvoy, Keele University |
| **Project and Change Management Group (PCMG)**  |  Simon Baker,Birmingham City University |  Sally Jorjani, University of Stirling | Marguerite McEnery, University of Limerick |
| **Security group (SG)**  | David Thornley, Sheffield Hallam University  | Pri Alagoda, Nottingham Trent University  | Bruce Rodger,University of Strathclyde |
| **Procurement Group (PG)**   | Rob Moore, Leeds Beckett University  | Mel Gomes, Royal Holloway | Mark Allinson, Edge Hill University |
| **Support Services Group (SSG)**  | *Joint Chair*: Andy Scott, Durham University  | Henrik Brogger, Queen Mary University of London  | Lisa McDonald, University of Edinburgh  |
| *Joint Chair*: Jo Mortimer, University of Reading  | Iain Cameron, University of Aberdeen  | Henrik Brogger, Queen Mary University of London  |
| **Sustainability Group – (SG)**  | Henrik Brogger, University of Reading | Andrew Meikle, University of Lancaster | Michael Shaw, Southampton University |
| **Women in Tech (WiT)**   | Christi Hopkinson, University of the West of England  | Tatiana Hepplewhite, Leeds Beckett University | Katie Wilde, Aberdeen University |
| **User Experience Community of Practice (UX CoP)**  | *Joint Chair*: Emma Horrell, University of Edinburgh       | Sonia Virdi, University of Edinburgh      | David Goddard, University College London   |
| *Joint Chair*: Joseph Talbot   University of Oxford   | Sonia Virdi, University of Edinburgh      | David Goddard, University College London   |

G. To receive the Treasurer’s Commentary on the financial year ended 31 December 2023, the summary Budget for the current financial year ending 31 December 2024 and the summary budget for the financial year ending 31 December 2025.

H. To approve the increase in subscription fee by 5 % for 2025.

*Explanatory Note:
The following table sets how each institution’s band is determined together with the current 2024 subscription fee. The fourth column of the table shows what the 2025 subscriptions will be if the resolution is approved.*

|  |  |  |  |
| --- | --- | --- | --- |
| Band Type | Size as reported to HESA  | **2024 Subscription fees** **(ex VAT)** | **2025 Subscriptions with 5% uplift (ex VAT)** |
| Band 1 | Small and specialist institutions  | £868.00 | £912.00 |
| **Band 2** | Less than 10,000 students reported to HESA in **22/23 year** | £2,169.00 | £2,277.00 |
| **Band 3** | 10,001 to 20,000 students reported to HESA in **22/23 year** | £3,037.00 | £3,189.00 |
| **Band 4** | 20,001 to 30,000 students reported to HESA in **22/23 year** | £3,470.00 | £3,644.00 |
| **Band 5** | More than 30,001 students reported to HESA in **22/23 year** | £3,967.00 | £4,165.00 |

1. To consider **any other business**
2. To receive **Chair’s closing remarks**

By order of the board

Matthew Flower, Director

Registered office: UCISA, c/o Critchleys LLP, Beaver House, 23-38 Hythe Bridge Street, Oxford, Oxfordshire, OX1 2EP

**Notes**:

1. A member of the Company is entitled to appoint another person as their proxy to exercise all or any of their rights to attend and to speak and vote at the meeting.
2. A form of proxy is enclosed. To be effective, the proxy form or other instrument appointing a proxy must be completed and signed then delivered by electronic communication as specified below not later than 24 hours before the time for holding the meeting. Any power of attorney or any other authority under which the instrument appointing a proxy is signed (or a duly certified copy of such power or authority) must be included.
3. Where the member is not an individual person, a statement by the person submitting the proxy form of their authority to appoint a proxy must also be included.
4. Appointing a proxy does not preclude a member from attending and voting at the meeting in person.
5. To deliver an appointment of a proxy by electronic communication, scan the duly signed instrument appointing a proxy and any supporting documents in a .pdf, .jpg or .tiff format (so that the documents are legible, and the signature is clearly visible) and send to the email address for delivery of proxies specified below. Any document or information relating to proxies for the meeting or otherwise relating to proceedings at the meeting may be sent by email to that address (but not to any other address or number for electronic communications mentioned in this document or any document accompanying it) provided that it is received no less than 24 hours before the meeting, but any electronic address or number provided in this notice or in any related document (including the proxy form) may not be used to communicate with the Company for any purposes other than as expressly stated.
6. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his discretion. Your proxy will vote (or abstain from voting) as he thinks fit in relation to any other matter which is put before the meeting or any adjournment thereof.
7. Any appointment under a proxy notice may be revoked by delivering a notice to the Charity by the member who gave the proxy notice to the email or postal address below or by hand at the meeting. Such notice will only be effective if received by the Charity prior to the start of the meeting.

**Email address for the delivery of proxy forms:** admin@ucisa.ac.uk