

eduhub SIG E-Assessment SEB Consortium Mandate on behalf of SWITCH

Outset

On behalf of Swiss HEIs SWITCH will provide a startup support for the SEB Consortium for the duration of three years, up until the end of 2018. To this end SWITCH has become Principal Member of the SEB Consortium, having received signed Letters of Intent (LOI) to use SEB in near future from Swiss HEIs representing >50% of Swiss HEI students. Through SWITCH's Principal Membership all Swiss HEIs receive Silver Membership through their association with SWITCH. SWITCH is asking the eduhub SIG E-Assessment as community of experts, whether it would be willing to exercise SWITCH's Principal Member mandate within the SEB Consortium on behalf of SWITCH.

Modalities

- Motivation & Goals: SWITCH is participating in the SEB Consortium on behalf of Swiss HEIs, and by this supports the universities to participate in the mandate associated with Principal Membership. SWITCH asks the eduhub SIG E-Assessment to exercise this mandate on SWITCH's behalf.
- Scope: As Principal Member SWITCH's mandate includes *building a feature list for SEB, as well as suggesting and prioritizing SEB development goals* together with the other Principal Members. These responsibilities shall be the main concern of the SIG EA mandate in the SEB Consortium on behalf of SWITCH.
- Decision making & voting: All Swiss HEIs that have written a LOI to SWITCH with regards to SEB (see above) shall be entitled to one vote through a delegate of their choosing (Mandate Voting Delegates") for decision making within the eduhub SIG E-Assessment with regards to the SWITCH SEB Consortium mandate. It shall be possible for Swiss HEIs to join by signing a LOI to SWITCH. By doing so they receive a vote as described above.
- Prioritizing SEB development goals: All eduhub SIG E-Assessment members shall be able to suggest SEB development goals through an online collaboration tool (e.g. the SIG EA toolbox). The Mandate Voting Delegates shall then discuss and vote (online and/or offline) on an ordered priority list of the collected SEB development goals.
- Mandate representative: The Voting Delegates (see above) shall elect one Mandate Representative and one Deputy Mandate Representative from their midst. The Mandate Representative shall represent SWITCH in the SEB Consortium meetings with the representatives of the other Principal Members. This Mandate Representative, due to governance considerations, shall not be a member of ETH and can be revoked by SWITCH. The representative is bound to instructions by SWITCH, represented by Christoph Herzog, team leader Interaction Enabling with regard to the following items (according to SEB Consortium Agreement part 5.2):
 - o Admission of new members and exclusion of members
 - o Approving the annual budget

- Financial controlling including approval of audited annual accounts
- Defining the membership levels and fees
- Modification of the Consortium Agreement
- Deciding on actions to take if the consortium runs out of budget or unexpected financial losses occur.

He or she is otherwise free in representing the planning priorities as decided by the eduhub SIG E-Assessment, especially:

- Approving SEB development roadmap
 - Prioritizing SEB development targets
- Reporting to SWITCH: There shall be a minimum of two status meetings per year where the elected Mandate Representatives report to the SWITCH Consortium Manager, Nathalie Roth, who also shall accompany SIG EA SEB mandate activities. For governance reasons, Christoph Herzog shall verify the reporting or make the necessary decisions with regards to the above listed items.