MEMORANDUM CAIE

May 30, 2011
Vancouver, British Columbia
Canada
The Conference of the Americas on International Education

Preamble

Inter-American collaboration in the field of research and mobility has grown significantly over the past decade. Moreover, many experts highlight the importance of developing academic cooperation in the Americas and the need to promote extensive linkages of collaboration in higher education within the parameters of new trends of the 21st century.

In 2009, the Canadian Bureau for International Education (CBIIE), the Consortium for North American Higher Education Collaboration (CONAHEC) and the Inter-American Organization of Higher Education (IOHE)1 established The Conference of the Americas on International Education (CAIE). The three organizations were supported by Canada’s Department of Foreign Affairs and International Trade (DFAIT).

The CAIE creates the opportunity to achieve the goals noted above within the higher education sector, drawing together institutions from all the regions of the Americas and fostering a space for the development of mutually beneficial partnerships.

The first CAIE was held in October 2010 in Calgary, Canada. It was attended by over 650 participants from 44 countries spanning 5 continents. The proposed objective of creating a common space for higher education in the Americas was achieved. This was only made possible by the broad participation of organizations and higher education institutions that collectively represent a major force in the hemisphere.

CAIE Objectives

- Provide an Inter-American space to share paradigms, models and best practices on international education/internationalization issues that contribute to quality and innovation of higher education in national, regional and international dimensions.
- Foster an Inter-American space for dialogue and meetings that encourage the construction of networks and promote new opportunities for strategic alliances as well as enhance partnerships at the bilateral, regional and multilateral levels.
- Contribute to raising awareness of key stakeholders of higher education on hot topics of regional interest related to international education/internationalization.
- Provide an Inter-American space to debate on different policies, approaches, perspectives, trends and challenges that equally affect higher education from a North-South and South-South perspective.
- Participate in the definition of guidelines and recommendations on the internationalization of higher education aimed at international organizations and national, regional and international forums.
- Provide a venue where the international community can meet with a broad inter-American constituency, meeting on a consistent schedule, and each time in a different location to showcase the rich diversity of the Americas, timed to the extent possible in cooperation with national and regional organization conferences or meetings.

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1 BCIE, CONAHEC, IOHE, Memorandum of Understanding, Ottawa, 2009.
Associated Members of CAIE

The CAIE is constituted of national, regional, international and hemispheric organizations and institutions that share a common vision on the contribution of international education/internationalization to the quality of higher education, and that adhere to this Memorandum.

Steering Committee

The Steering Committee is designated by the Associated Members of CAIE and is the entity in charge of the management of CAIE.

The founding members of CAIE are permanent representatives on the Steering Committee. Two additional representatives will be selected by the Steering Committee.

In this transitional phase, for CAIE-2012 the Steering Committee will consist of 5 representatives comprising: one for each founding organization (CBIE and CONAHEC), the organization and institution designated by the National Committee CAEI-Brazil 2012, AMPEI as the hosting organization of CAIE-Mexico 2013, and the organization responsible for CAIE’s Executive Secretariat (IOHE that is also a founding organization assuming the role of Executive Secretariat 2011-March 2014). The above Steering Committee structure will be evaluated after the conclusion of CAIE 2012.

The Steering Committee will meet, usually by teleconference, three to four times per year.

The Steering Committee will decide on all matters regarding the CAIE, including, but not limited to:

- Designate the Executive Secretariat in March 2014 after conclusion of the mandate of the current Executive Secretariat².
- Propose the frequency of CAIE and hosting cities after the 2013 edition. CAIE 2012 will be held in Brazil on April 25-28, 2012 and CAIE 2013 will be held in Mexico within the context of the AMPEI Conference (usually early November).
- Receive and select proposals for the hosting and implementation of this periodic event (organizations and institutions, city, dates, venues).
- Approve the final program based on the recommendations of the Inter-American Academic Committee.
- Identify the Advisory Committee membership and select members of the Inter-American Academic Committee.
- Monitor compliance of the guidelines of the Executive Secretariat of CAIE.
- The Steering Committee bears no financial responsibility relating to CAIE.
- The Steering Committee agrees to contribute reasonable time in support of CAIE for three to four meetings, preparatory time, promoting the event, etc.

Advisory Committee

The members of the Advisory Committee are selected by the Steering Committee.

The Advisory Committee shall be composed of internationally renowned personalities, representatives of national, regional and hemispheric organizations in the Americas and outside the continent committed to the goals of CAIE.

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² IOHE was appointed CAIE’s Executive Secretariat for the period 2011-March 2014 by virtue of the Memorandum of Understanding, Ottawa, 2009.
The Steering Committee will seek to maintain a balance in the Advisory Committee of both the number and representativeness of the regions of the Americas, as well as outside the continent.

The Advisory Committee will work in close collaboration with the Steering Committee and the Executive Secretariat, and will be responsible for the following activities:

- Make recommendations to the Steering Committee on the objectives, guidelines and results of CAIE;
- Make recommendations on the event (2012-2013): themes, program structure (plenary, workshops, seminars etc.), academic and political authorities to be invited, guidelines for the calls for session proposals, funding sources, sponsors, and members of the Inter-American Academic Committee.

Inter-American Academic Committee

The Inter-American Academic Committee is a sub-committee of the Advisory Committee whose members are selected by the Steering Committee.

The Inter-American Academic Committee is constituted of: representatives of national associations of higher education from the regions of the Americas, academic and researchers specializing in the issues related to Higher Education and international education/internationalization and representatives of national associations that specialize in internationalization issues.

The Steering Committee will seek to maintain a balance of both the number and representativeness of the regions of the Americas.

The Inter-American Academic Committee will be responsible for the following activities:

- Make recommendations on the Academic Program of CAIE and support its activities.
- Provide support during the process of making CAIE’s Academic Program.

National Committee

Reporting to the Steering Committee, the National Committee is comprised of representatives from member institutions of the host country organizations.

The National Committee, under the leadership of a Coordinator/Chair, will work in close collaboration with the Secretariat, and will be responsible for the following activities:

- Sign a Collaboration Agreement with the Executive Secretariat, for organizing the event.
- Propose host city/institution and dates.
- Propose the academic program of the event.
- Propose theme or themes.
- Identify keynote speakers and panelists.
- Produce the program schedule in coordination of the Executive Secretariat.
- Sign an agreement with service providers of the event.
- Develop, in coordination with the Executive Secretariat, the overall budget and define CAIE registration fees.
- Provide support on communications, marketing and promotion at national level.
- Develop event logistics and coordination.
- Organize tours, optional pre-/post-CAIE activities, entertainment for the banquet and other events.
• Compile materials for kits focusing on the region in which the CAIE is to be held (e.g. maps, restaurant guides, souvenirs, tourist items, general local historical information).
• Provide information for preliminary and final program by the deadlines established at the beginning of the planning process.
• Identify volunteers to assist with conference – distribution of evaluation forms, photography, registration desk, etc.
• Program printing and final documents.
• Produce final report and evaluation.
• Arrange local transportation.
• Manage Registration (including letters for payment confirmations and letters for visa purposes).
• Identify funding resources including sponsors (equipment, coffee breaks, lunches, receptions, advertisers, for the preliminary program and final program).
• Undertake to prepare, in coordination with the Executive Secretariat, the overall budget of CAEI-2012 and CAIE-2013 and define the registration fees.

Executive Secretariat

The Executive Secretariat activities include but are not limited to:

• Implement decisions of the Steering Committee
• Coordinate the meetings of the Steering Committee, the National Committee and the Inter-American Academic Committee.
• Promote CAEI in various conferences and high-level meetings (APAIE, NAFSA, EAIE, IAU etc.).
• Communications and marketing of CAIE.
• Administer CAIE’s website.
• Coordinate the translation of documentation in four languages.
• Maintain CAIE’s logos.
• Create a repository of presentations, workshops, activities, photos, news and maintain them in CAIE’s website.
• Create a repository of letter templates and models.
• Establish budgets, identify funding, and manage the finances of CAIE within the framework of its competencies.
• Identify, funds to cover the expenses of participation by the Steering Committee members and for travel to promote CAIE at other events, if necessary, as part of the budget of CAIE.
• Be jointly responsible, with the respective National Committees for the seeking of financial resources and negotiate in respect to the financial results of CAIE 2012 and CAIE 2013.
• Work closely with the National Committee in organizing the CAIE event in all dimensions and in particular:
  o Coordinate the missions to the hosting countries of CAIE to work with the National Committees.
  o Support programming workshops and activities pre and post conference.
  o Coordinate the printing of materials and final program of the event.
  o Coordinate the evaluations and final programs.

Official languages

Taking into consideration CAIE’s hemispheric character, all parties agree on the importance of the presence of the four main languages of the Americas (English, French, Spanish and Portuguese). In this context, all members of the Steering Committee, National Committee, Inter-American Academic Committee and the Executive Secretariat engage to guarantee that all programs, promotional documents
and communications will be offered in the above specified languages, and guarantee simultaneous translation during the CAIE to the extent possible.

**Duration**

The partners are committed to a long-term collaboration to ensure the sustainability of the CAIE. This Memorandum provides for collaboration from May 30, 2011 to March 31, 2014.

This memorandum will be revised by the Steering Committee in February 2014, following the CAIE-Mexico 2013.

IN WITNESS WHEREOF, this Memorandum has been duly executed on behalf of the Parties by their duly authorized officers in the city of Vancouver, British Columbia, Canada.

**AMPEI**

30/5/2011

Date

**CBIE**

May 30, 2011

Date

**CONAHEC**

5/30/2011

Date

**CRUB**

30/5/2011

Date

**FAUBAI**

30.05.2011

Date
IOHE-OUI

30 mayo 2011

Date

[Signature]
MEMBERS OF CAIE

30.5.2011

Date

Institution

Junio 28 de 2011

Date

Consejo Nacional de Rectores (CONARE)

9/6/11

Date

Asociación Dominicana de Rectores de Universidades (ADRU)

June 20, 2011

Date

Consejo Superior Universitario Centroamericano (CSUCA)
MEMBERS OF CAIE

Date

Agence universitaire de la Francophonie (AUF)

Association of International Education Administrators (A:EA)
Date

Signature and name of institution

Date

Signature and name of institution

Date

Signature and name of institution

Date

Signature and name of institution

Date

Signature and name of institution
WITNESSES OF HONOUR

20 May 2011

Date

30 May 2011

Date

Roberto Salles
President
Universidade Federal Fluminense

Allan Cahoon
President
Royal Roads University