



**CercleS**

**Coordinating Committee Meeting**

**17 May 2024, 09:00-12:00, Zoom**



National Associations	Presidents / Delegates
ACLES	Juana Sanmartín
AICLU	Carmen Argondizzo (Proxy: Alessandra Fazio)
AKS	Maike Engelhardt
AULC	Mark Critchley
CASALC CZ	Blanka Pojslová
CASALC SK	Peter Gergel (Proxy: Erika Jurišová)
FINELC	Emmi Huttunen
NUT	Katja Hunfeld
RANACLES	Tom Grainger (Proxy: Laurent Rouveyrol)
ReCLes	Manuel Moreira da Silva
SERMO	Lueyna Skwarko
SSH-CHES-CSUS	Elisabeth Paliot / Sara Cotelli Kureth
VUS	Katrin Mayr

## Executive Committee

- Sabina Schaffner (President)
- Carmen Argondizzo (Vice-President)
- Anne Chateau (Secretary General)
- Mia Panisse (Deputy Secretary General)
- Marta Estella Clota (Treasurer)
- Tom Grainger (Deputy Treasurer)
- Zaan Bester (Assistant: General Secretariat)

**(Total votes CC meeting: 15 (16) (12 + 3))**

*Except for the election of the Executive Committee (see Standing Orders), the Coordinating Committee decides by a simple majority of the votes cast by the members present and represented. The majority shall be calculated based on the votes cast, excluding abstentions, blank or invalid votes. (Statutes 2020, 8.3)*



## Agenda

### 1. Welcome and approval of agenda

**Approval of CC minutes of meeting of 13 October 2023**, Zoom → *email attachment*

### 2. Short reports of the EC activities – questions and feedback by CC members

September – December 2023: E-Bulletin No 11 → *email attachment*

January – May 2024: new developments

- a. President: Working groups, Cooperation with partner institutions, Follow-up discussion of CC meeting of 13 October 2023, CercleS Teacher Training project “Boost your language teaching skills” (outline)
- b. General Secretariat: Membership management, Talks, webinars and meetups, Teacher Training week in Nancy, Focus Groups, Update election process of the Executive Committee
- c. Vice President: LLHE publications, Cooperation with De Gruyter: Annual Report 2023 → *email attachment*
- d. Treasurer’s report: final balance budget 2023 and updated budget 2024 → *email attachments*





### **3. Proposals, reports, motions from members**

- a. Update on XVIII CercleS Conference 2024 (Mark Critchley)
- b. Report on CercleS review of research practice and culture in CercleS member institutions (results to be presented first at CercleS Conference)
- c. Other?

### **4. Discussion**

- a. Member management: Associate membership versus institutional membership within national association of LCs in Universities of Applied Sciences
- b. CercleS Conference prizes to be allocated for posters and presentations

### **5. Outlook on activities May and June 2024**

- a. Talks / Webinars / Trainings
- b. Research
- c. Other?

### **6. AOB**

Next CC meeting: Wednesday 11 September 2023, 14:00-17:00 CET (University of Durham)

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## 1. Approval of minutes of CC meeting on 13 October, Zoom

All those who **approve the minutes**, please raise your hand.

All those who **do not approve the minutes**, please raise your hand.

All those **who abstain from voting**, please raise your hand.





## 2. Short reports of EC activities - questions and feedback by CC members

### a. President:

- Working groups
- Cooperation with partner institutions
- Follow-up Round Table discussion of CC meeting of 13 October 2023
- Outline of CercleS Teacher Training Project “Boost your language teaching skills”
- (Research)





## 2. Short reports of EC activities - questions and feedback by CC members

### a. President:

- Working groups: research

linked to research, offspring of FG on Management & Leadership: Mark Critchley (Lead), Irmgard Wanner, Sabina Schaffner (Short report by Mark under agenda point 3)



## 2. Short reports of EC activities - questions and feedback by CC members

### a. President:

- Cooperation with partner institutions: ECML

Our CercleS delegate, Libor Štěpánek. participated in the Conference *Inspiring innovation in language education: Changing contexts, evolving competences*” held on 13-14 December 2023 and the Professional Network Forum (PNF) meeting held on 15 December 2023

#### Conference:

- Speeches dedicated to the end of the 2020-2023 period and to the launch of the new 2024-2027 ECML programme.
- Panel discussion on the future of language education within and beyond the ECML’s programme: addressing new challenges (with representatives of the ECML Governing Board and European Commission and CercleS)
- Four parallel sessions each including presentations of projects delivered within the area and follow-up discussions. Johann Fischer presented CEFR Companion Volume Toolbox project with great success and became the centre of the discussion which addressed topics such as flexibility, applicability and accessibility of the materials produced, empowerment of teachers and teacher educators, as well as meaningfulness and relevance of tasks for learners.





## 2. Short reports of EC activities - questions and feedback by CC members

### a. President:

- Cooperation with partner institutions: ECML

#### PNF meeting:

Information about activities in 2023 and invitation all to conferences and events held in 2024.

- CercleS presented a “Boost your language skills – become a social agent” project to increase collaboration within the PNF group, which received a positive reaction and provoked discussion on more intensive collaboration among the PNF members in general.
- Discussion of issues of interest:
  - a) **ECML** encouraged language teachers and teams to focus on formative assessment, its methodologies, tools and best practice.
  - b) **EALTA** – represented by Cristina Rodriguez presented a project proposal for collaboration which focuses on revival of CEFTTrain, which needs to be updated in accordance with the changes in the CEFR
  - c) **ECSPM** – encourages everybody, individually or as institutions to support and sign the [Declaration for Multilinguism in Higher Education](#)
  - d) **CEL/ELC** – invites everybody to their **annual conference in Cluj, Romania, 28-29 November 2024**



## 2. Short reports of EC activities - questions and feedback by CC members

### a. President:

- Follow-up Discussion of CC meeting of 13 October 2023: strategic goals

#### MISSION: See CercleS Statutes

- Promotion at **international level** of research in related fields, with publication of the results
- Promotion of **international and interdisciplinary cooperation\*** between Language Centres

#### Meetups

Teachers, Leadership

#### Webinars

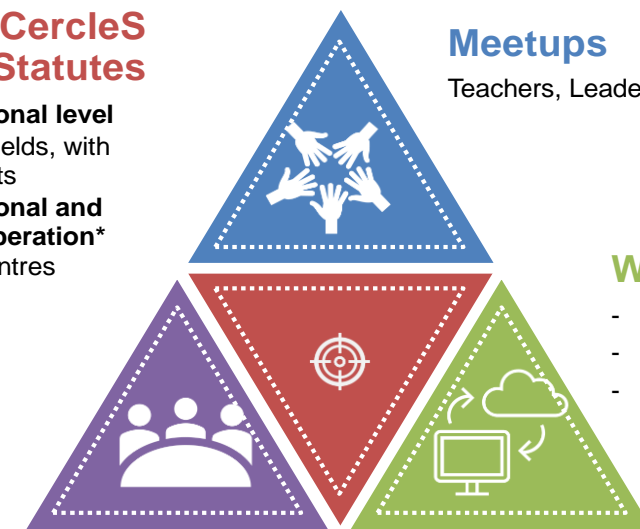
- Research
- Best practice
- Further development

#### Conferences

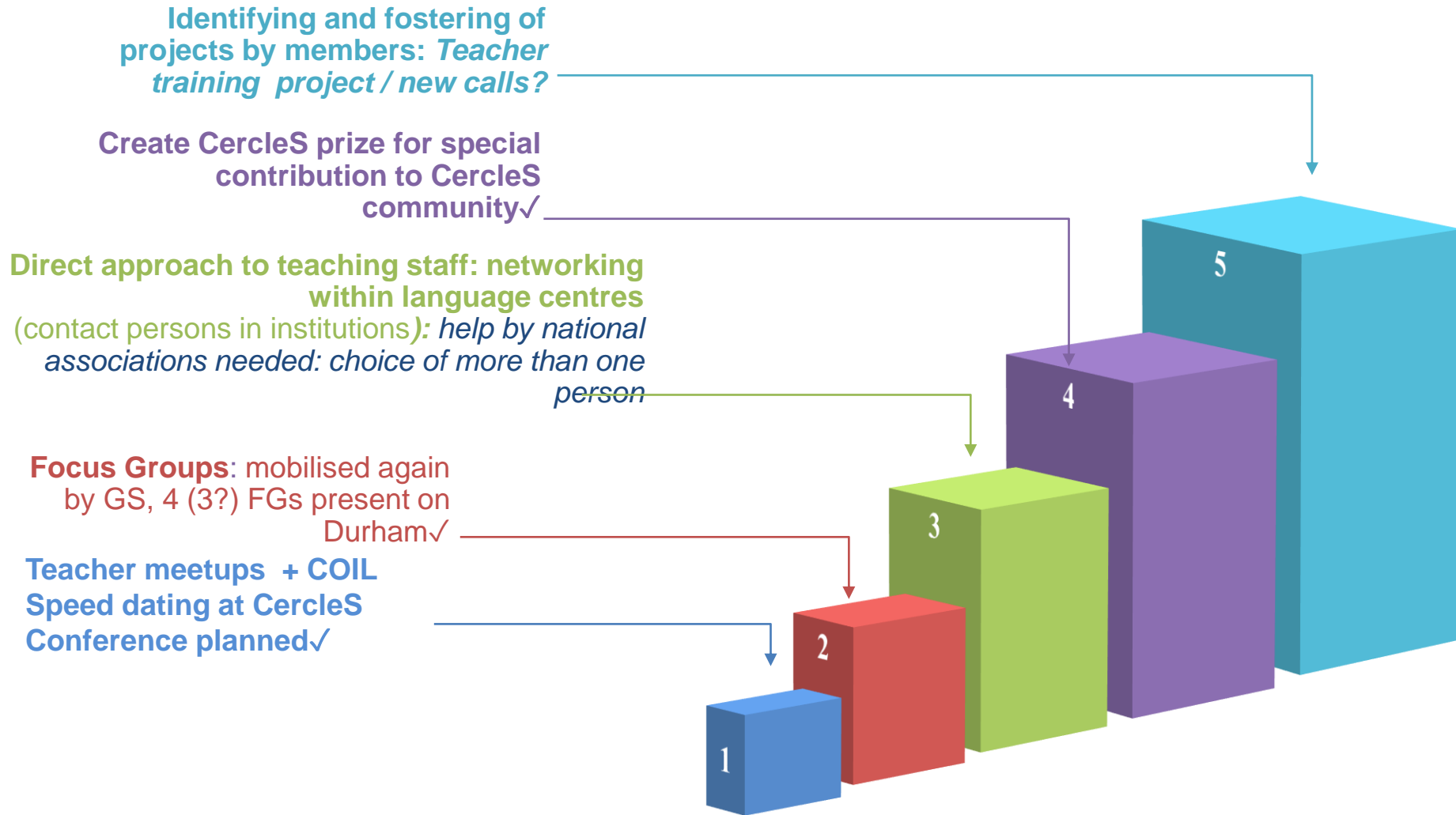
National and international

#### \* Measures

Promote scholarships for conferences (also of national associations) (Fees, travel costs)



# Measures to implement opportunities for international cooperation



## 2. Short reports of EC activities - questions and feedback by CC members

### a. President:

- CercleS Teacher training project “Boost your language teachings skills”

### ECML programme of activities 2024-2027 “Language education at the heart of democracy”

Proposal for a 3-year project under the title “**Boost your language teaching skills as facilitator, coach and evaluator**” submitted on 31 August 2023: not shortlisted;

- **Idea to follow up the project idea within the PNF:** no funds, not enough partners
- **Transformation into a CercleS teacher Training project in 2024:** Project duration is to be two three years: 2024-2026





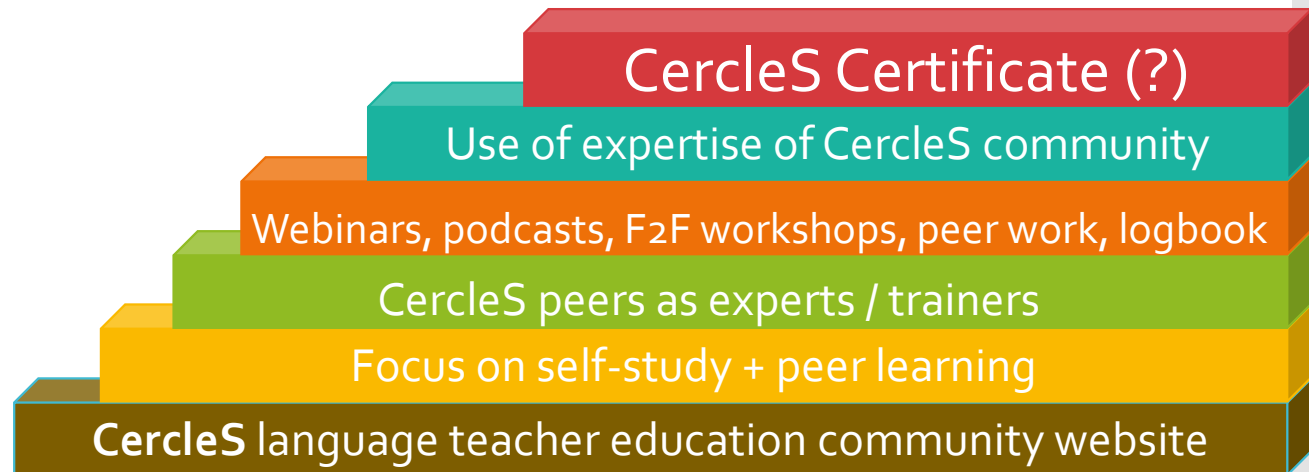
Our vision encompasses language teaching in Higher Education across Europe. At the same time, we are committed to making a tangible impact on Higher Education in Ukraine.

Sabina Schaffner, Barbara Sawicka , Julia Zabala Delgado, Marta Demchyshyn, Tetiana Kibalnikova

## Project outcomes

New materials  
to be developed  
in English

Some materials  
to be translated  
into Ukrainian



# CercleS Language teacher Training elements



Training Concept



Implementation of Teacher Training

Peer groups

Logbook

Webinars

F2F workshops

Podcasts

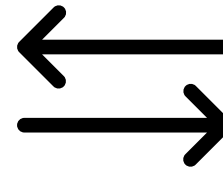
Forum



Online teaching materials (CercleS, other)

Database linking existing quality resources (slides, podcasts, videos. ...)

ECML resources  
\_e.g, VITbox



New materials developed regarding

- Tasks and best practice examples on topics of database
- Three main roles (facilitator, trainer, assessor),
- Peer observation and feedback
- Professional development

Project resources

# Project organisation

## Project group

Marta Demchyshyn (UCU, Lviv, Ukraine); Julia Zabala Delgado (Universitat politècnica de València, Spain), Barbara Sawicka (Poznan University of Technology, Poland), Tetiana Kibalnikova (Masaryk University, Brno, Czech Republic), Sabina Schaffner (University of Zurich, Switzerland / CercleS)

The project group will be accompanied by **experts in consultancy roles\*** and a **sounding board** of experts of the CercleS community who give feedback on the process. A small group of committed peers might be most appropriate.

\*Consultancy regarding autonomous language learning: Anne Chateau (Université de Lorraine / CercleS)

## Supervision

The **Coordinating Committee** will – based on the project group’s application and the sounding board’s recommendation - decide about the project’s strategy and budget and the creation and its conditions of a CercleS certificate in language teaching in Higher Education.

The **CercleS Executive Committee** – mandated by the CercleS Coordinating Committee – will supervise the projects development and outcomes.

**Cooperation** A cooperation with EALTA, in the section of the training on the CEFR and its Companion Volume is envisaged, but still needs further follow-up.



# Project schedule

**The project duration is to be three years: 2024-2026**

## **Pre-project**

- **Coordinating Committee meeting of 17 May 2024: First project idea presentation**
- Pre-project planning-meeting to take place in Valencia on 30 May and 31 May 2024: finalizing project goals, expected outcomes, distribution of roles and tasks; project planning
- Coordinating Committee meeting of 12 September 2024: Project application for budget(s) 2025 (and 2026)

## **Project**

- Individual and online peer / group work between August 2024 and August 2025/2026
- **Parallel development of new training elements and implementation of initial training sessions**
- Regular meetings with sounding board and reports to CC and EC

## 2. Short reports of EC activities - questions and feedback by CC members

### b. General Secretariat:

- Membership management
- Webinars / Talks
- Meetups
- Teacher Training week in Nancy
- Focus Groups
- Update on the election process of the Executive Committee



## 2. Short reports of EC activities - questions and feedback by CC members

### b. General Secretariat: Membership management

- 378 members (from National Associations)
- 23 Associate Members
- 1044 users of the website (including the 6 members of the EC) → recent increase (by more than 200)

But NA presidents can still encourage new (and existing) members in their NAs to subscribe.

Please emphasise that subscription to the website means getting the newsletter - our *primary* way of communicating news and events.



## 2. Short reports of EC activities - questions and feedback by CC members

### b. General Secretariat: Webinars

#### Recent webinars & workshops:

- 15 Nov: Policy paper applied. Best practices on COIL formats (32 attendees) 3 input sessions
- 24 Nov: CercleS, UNITAR (United Nations Institute for Training and Research) and TU Dublin: round table, Language education for sustainability (well-attended, around 33 participants)
- 25 April: AI webinar (very successful, around 70 participants)



## 2. Short reports of EC activities - questions and feedback by CC members

### b. General Secretariat: Meetups

**Leadership meetups** (run by Leadership & Management Focus Group):

- 9 Nov - Focus on activities of the Focus Group Leadership and Management
- 12 Dec
- 16 Jan - Supporting staff appraisal & development
- 20 Feb - Future-proofing classroom-based language teaching
- 26 Mar - Research in language centres
- 14 May - Languages, politics & social justice/ the role of language centres

**Teachers' meetups** : Sessions organised around breakout rooms where teachers of a specific (target) language talk about the specific issues concerning its teaching.

- 16 Nov - Assessment in all its forms (only 4 people)
- 13 Dec - Evaluation (small group of 10, no breakout rooms)
- 30 Jan - Resource catalogues in language centres (presentations by A. Mamoli & A. Chateau, then discussion)
- 12 Mar - 3 breakout rooms
- 16 Apr - (only 5 people)





## **2. Short reports of EC activities - questions and feedback by CC members**

### **b. General Secretariat: Training**



**PROVISIONAL  
PROGRAMME  
TUESDAY 11 JUNE**



Teacher Training Workshop – NANCY 11-14  
JUNE 2024

Time	Event		
9:30 - 10:30	Workshop leaders meeting		
10:30 - 11:00	Welcoming of the participants – Coffee break		
11:00 - 12:00	Opening roundtable		
12:00 - 13:30	Lunch		
13:30 - 15:00	Communication 1 : <b>ChatGPT genesis and evolution / pitfalls / limits? Benefits for students/teachers?</b> Maxime AMBLARD (University of Lorraine / Loria lab)		
15:00 - 15:30	Break		
15:30-16:30	Multilingual workshops		
	<i>English</i>	<i>Spanish / Portuguese</i>	<i>French</i>
16:30 - 17:00	Daily debriefing		

**PROVISIONAL  
PROGRAMME  
WEDNESDAY 12 JUNE**



Teacher Training Workshop – NANCY 11-14  
JUNE 2024

Time	Event	
9:00-9:30	Coffee	
9:30 - 10:45	Communication 2: <i><b>AI &amp; language teaching FFL students</b></i> <i>Nicolas MOLLE &amp; Guillaume NASSAU (University of Lorraine / CRAPEL / DÉFLE / Lansad)</i>	
10:45 - 11:00	Break	
11:00 - 12:30	WORKSHOP 1 <b>Digital Literacy in University Context –</b> Sara COTELLI (University of Neuchâtel – CH)	WORKSHOP 2 <b>AI as a conversational tool –</b> Anouchka DIVOUX (University of Lorraine - DÉFLE Lansad)
12:00 - 13:30	Lunch	
13:30 - 15:00	WORKSHOP 1 <b>Digital Literacy in University Context –</b> Sara COTELLI (University of Neuchâtel – CH)	WORKSHOP 2 <b>AI as a conversational tool –</b> Anouchka DIVOUX (University of Lorraine - DÉFLE Lansad)
15:00 - 15:30	Break	
15:30 - 16:30	Daily debriefing	



# PROVISIONAL PROGRAMME THURSDAY 13 JUNE



Teacher Training Workshop – NANCY 11-14  
JUNE 2024

Time	Event	
9:00-9:30	Coffee	
9:30 - 11:00	<b>WORKSHOP 3</b> <b>DeepL &amp; ChatGPT as learning tools</b> Szilvia SZITA (University of Strasbourg)	<b>WORKSHOP 4</b>  CercleS facilitator
11:00 - 11:15	Break	
11:15 - 12:45	<b>WORKSHOP 3</b> <b>DeepL &amp; ChatGPT as learning tools</b> Szilvia SZITA (University of Strasbourg)	<b>WORKSHOP 4</b>  CercleS facilitator
12:45 - 13:30	Lunch	

**PROVISIONAL  
PROGRAMME  
THURSDAY 13 JUNE**



**Teacher Training Workshop – NANCY 11-14  
JUNE 2024**

Time	Event	
13:30 - 15:00	<p>WORKSHOP 5</p> <p>CercleS facilitator</p>	<p>WORKSHOP 6</p> <p>AI as a tool for EFL Workshops, Conversations, and Organization</p> <p>Arlo ELLIOTT (University of Lorraine)</p>
15:00 - 15:15	Break	
15:30 - 17:00	<p>WORKSHOP 5</p> <p>CercleS facilitator</p>	<p>WORKSHOP 6</p> <p>AI as a tool for EFL Workshops, Conversations, and Organization</p> <p>Arlo ELLIOTT (University of Lorraine)</p>
17:00 – 17:30	Daily debriefing	
18:00 – 19:00	Old town visit	
20:00 – 22:00	GALA DINNER « Brasserie FOY »	

**PROVISIONAL  
PROGRAMME  
FRIDAY 14 JUNE**



**Teacher Training Workshop – NANCY 11-14  
JUNE 2024**

<b>Time</b>	<b>Event</b>		
<b>9:00 - 9:30</b>	Coffee		
<b>9:30 - 10:45</b>	Communication 3 : <b>TBA</b> CercleS contributor		
<b>10:45 - 11:00</b>	Break		
<b>11:00-12:00</b>	Multilingual workshops		
	<i>English</i>	<i>Spanish / Portuguese</i>	<i>French</i>
<b>12:00 - 13:00</b>	Closing roundtable		
<b>13:00</b>	Lunch		

## 2. Short reports of EC activities - questions and feedback by CC members

### b. General Secretariat: Update on the election process of the Executive Committee



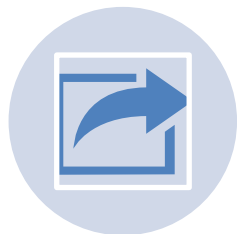
#### **Deadline for nominations:**

3 May 2024



#### **Number of applications:**

1 for every office + 2 for two roles  
(Deputy Secretary General &  
Deputy Treasurer)



#### **Information about nominees to be sent out to national presidents:**

end of May 2024



**Letter by Election Officer** to be sent to nominees about preparation at the CC meeting in September // online talk for National Presidents / Associations in early July:  
to be sent by the end of May 2024



## **2. Short reports of EC activities - questions and feedback by CC members**

c. Vice-President: Editing and publication news

**LLHE Issue 14.1 (May 2024)**

*Worldwide voices of experience in language education*

**is online**

**13 Research articles**



## 2. Short reports of EC activities - questions and feedback by CC members

### c. Vice-President: LLHE publication news

LLHE Issue 14.1 (May 2024)

#### Main Topics

Note taking inEMI; Students' use of epistemic modal verbs in academic writing; The impact of ChatGPT in academic writing; The relationship between attitudinal and non-attitudinal variables and the utilization of digital technology; Verbal Engagement Strategies in Iranian Teachers' Talk; Sustainable language learning and an ePortfolio application; Intercultural citizenship in the foreign language classroom; Language Enjoyment and Anxiety in the EFL Class; Songs in English for ESP; Training Attitudes of Primary School Foreign Language Teachers; Language Learning Strategies of College Student Athletes; Components of word knowledge.

#### Countries

Spain (2), Hungary, UK (2), Japan; Vietnam; Iran; Czech Republic; China; Turkey (2); Italy



## 2. Short reports of EC activities - questions and feedback by CC members

### c. Vice-President: LLHE publications 2020-2022-2023-2024

#### Research Articles (RAs); Activity Reports (Ars)

10.2 (October 2020) 14 RAs, 2 ARs

11.1 (May 2021) 14 RAs, 3 ARs

11.2 (October 2021) 13 RAs, 2 ARs

12.1 (May 2022) 15 RAs, 1 AR

12.2 (October 2022) 12 RAs (5 Special Section on LESD\*), 2 ARs

13.1 (May 2023) 15 RAs (6 Porto proceedings), 3 ARs (Porto proceedings)

13.2 (October 2023) 12 RAs (4 Porto proceedings), 3 ARs (Porto proceedings)

14.1 (May 2024) 13 RAs

\*Language Education for Sustainable Development

Total of **96 Articles, 14 Activity Reports**



## 2. Short reports of EC activities - questions and feedback by CC members

### c. Vice-President: Outlook on cooperation within the Editorial Board

*If you remember, we had an:*

***Urgent Call for EXPERT REVIEWERS*** (13 October 2023)

In 2024, LLHE has 5 new reviewers:

1 FINELC; 3 RANACLES; 3 SSH-CHES-CSUS

Editorial Board meeting to be held in Durham (September 2024)





## 2. Short reports of EC activities - questions and feedback by CC members

### c. Vice-President: A new format for the LLHE Board

#### Current format

- Editors-in-chief
- Assistant Editors
- Scientific Board
- Technical Assistants

→ *Strengths; Weaknesses*

#### Proposal for a new format

- Editors-in-chief
- Editorial Board
- Advisory Board

→ *Expected Strengths*

- better balance in terms of reviewing commitment by all components of the Editorial Board
- continuing information about the editorial work received by the CercleS Executive Committee



## 2. Short reports of EC activities - questions and feedback by CC members

### c. Vice-President: De Gruyter LLHE Annual Report: Some fact and figures (2023)

**Editorial Office Statistics:** 56 submissions; 37 published: 27 research articles, 7 activity reports, 598 pages, 16 pages average article length, 6 open access articles;

#### **Timeliness for publication**

May and October each year; Delay in months (1 for 13.1; 0 for 13.2)

#### **Submissions by country**

15 Kazakhstan; 8 Saudi Arabia; 5 Iran and Spain; 4 Turkey; 2 Taiwan, UK, Yemen; 1 (several)

#### **Online Usage**

The highest in October 2022: 1.755; The highest in October 2023: 2.109 – **Total 20 301**



## 2. Short reports of EC activities - questions and feedback by CC members

### d. Treasurer:

- Final balance budget 2023: Accounting basis
- Final balance budget 2023 : Accrual basis
- Budget 2024: Forecast



## 2. Short reports of EC activities - questions and feedback by CC members

### d. Treasurer: Final balance budget 2023: Accounting basis

Balance January 2023:		116.580,22			
Income		Expenditure			
	Budget	December		Budget	December
<b>FIXED COSTS</b>					
Membership fees	39.800,00	39.667,94	Personnel costs	6.000,00	4.410,00
Institutional members (375)	37.500,00	37.867,94	Assistant to General Secretariat	6.000,00	4.410,00
Associate members (23)	2.300,00	1.800,00			
Journal ILHE	2.150,00	3.192,42	Journal ILHE	12.750,00	13.260,00
Editorial and admin work	1.500,00	1.500,00	Subscription 2022		12.510,00
Royalty statement	650,00	1.692,42	Subscription 2023 (30€/member)	11.250,00	
			Editorial work + copy editing	1.500	750,00
			Bank fees and payment charges	250,00	221,51 €
				250,00	221,51 €
			Web maintenance	600,00	894,00
			Hosting and domain		195,00
			E 50 per month	600,00	699,00
			Zoom license	167,88	167,88
				167,88	167,88
			<b>Total fixed costs</b>	<b>19.767,88</b>	<b>18.953,39</b>
<b>VARIABLE COSTS</b>					
			Travel expenses (transport, accom., meals)	3.000,00	7.001,92
			CC meeting	4.000,00	
			Scholarships and contribution to conferences/ activit	1000	3.891,07
			Contribution to Focus Groups (accomodation) [3]	1000	
			CercleS projects	3.000,00	
			Extraordinary/Unexpected expenses	1.000,00	81,36
			<b>Total variable costs</b>	<b>19.000,00</b>	<b>10.974,35</b>
Total income	41.950,00	42.860,36	Total expenses	38.767,88	29.927,74
Total income + surplus		159.440,58			
Balance					129.512,84

## 2. Short reports of EC activities - questions and feedback by CC members

### d. Treasurer: Final balance budget 2023: Accrual basis

Balance January 2023:	116.580,00				
Income			Expenditure		
	Budget	September		Budget	December
			<b>FIXED COSTS</b>		
Membership fees	39.800,00	39.567,94	Personnel costs	6.000,00	4.245,00
Institutional members (375)	37.500,00	37.867,94	Assistant to General Secretariat	6.000,00	4.245,00
Associate members (23)	2.300,00	1.700,00			
Journal LLHE	2.150,00	3.192,42	Journal LLHE	12.750,00	750,00
Editorial and admin work	1.500,00	1.500,00			
Royalty statement	650,00	1.692,42	Subscription 2023 (30€/member)	11.250,00	
			Editorial work + copy editing	1.500	750,00
			Bank fees and payment charges	250,00	211,32 €
				250,00	211,32 €
			Web mainatenance	600,00	894,00
			Hosting and domain		195,00
			E 50 per month	600,00	699,00
			Zoom license	167,88	167,88
				167,88	167,88
			<b>Total fixed costs</b>	<b>19.767,88</b>	<b>6.100,32</b>
			<b>VARIABLE COSTS</b>		
			Travel expenses (transport, accom., meals)	3.000,00	7.001,92
			CC meeting	4.000,00	
			Scholarships and contribution to conferences/activit	1000	3.891,07
			Contribution to Focus Groups (accomodation) [3]	1000	3.000,00
			CercleS projects	3.000,00	
			Extraordinary/Unexpected expenses	1.000,00	81,36
			<b>Total variable costs</b>	<b>19.000,00</b>	<b>10.974,35</b>
Total income	41.950,00	42.760,36			
Total income + surplus		159.340,36	Total expenses	38.767,88	17.074,67
Balance					142.265,69

## 2. Approval of of the final balance of budget 2023

All those who **approve the final balance of the budget 2023**, please raise your hand.

All those who **do not approve the the final balance of the budget 2023**, please raise your hand.

All those **who abstain from voting**, please raise your hand.



## 2. Short reports of EC activities - questions and feedback by CC members

### d. Treasurer: Budget 2024: Special items

#### Variable costs

#### Contributions to conferences / activities: EUR 19,100

- Sponsoring of CercleS Conference fee: EUR 50 per person (200 persons) → EUR 10,000
  - Sponsoring of CercleS Conference travel fees: EUR 80-100 per person (100-125 persons) → EUR 10'000
  - Prize for CercleS projects: EUR 500 per project → EUR 2,500
  - Contribution to ECML project work: EUR 2,000 per person → EUR 4,000
  - Contribution to National Associations contributing to professionalisation:  
→ EUR 3,000 per person → EUR 6,000
  - Contribution to Focus Group meetings (accommodation): EUR 1,000 per meeting  
→ EUR 3,000
- Contribution to Teacher Training week: EUR 5,000



## 2. Short reports of EC activities - questions and feedback by CC members

### d. Treasurer: Forecast Budget 2024: Accounting basis

Balance January 2024:	129.512,84						
Income	Budget	April	December	Expenditure	Budget	April	December
Membership fees	39.800,00			<b>FIXED COSTS</b>			
Institutional members (375)	37.500,00	18.400,00		Personnel costs	6.000,00	1.410,00	
Associate members (23)	2.300,00	700,00		Assistant to General Secretariat	6.000,00	1.410,00	
Journal ILHE	3.000,00			Journal ILHE	13.530,00		
Editorial and admin work	1.500,00	1.500,00		Subscription 2024 (30€/member)	12.030,00		
Royalty statement	1.500,00			Editorial work + copy editing	1.500		
				Bank fees and payment charges	250,00	41,35 €	
					250,00	41,35 €	
				Web maintenance	660,00	236,00	
				Hosting and domain			
				E55 per month	660,00	236,00	
				Zoom license	176,27	179,88	
					176,274	179,88	
				<b>Total fixed costs</b>	<b>20.616,27</b>		
				<b>VARIABLE COSTS</b>			
				Contributions to conferences and projects	40.500,00		
				Contribution to conferences	20.000,00		
				Sponsoring of Cercles Conferenc fee	10.000,00		
				Sponsoring of Cercles travel fees (100xp)	10.000,00		
				CercleS projects	9.500,00		
				Prize for CercleS projects (500 per project)	2.500,00		
				Contribution to ECMLproject work (2000 per p)	4.000,00		
				Contribution to Focus Group meetings (1000/meeting)	3.000,00		
				Contribution to nat assoc contrib to professionalisation (3000 per p)	6.000,00		
				Contribution to Teacher Training Week	5.000,00		
				Travel expenses (travel, accommodation, meals)	4.000,00	1.877,40	
				Extraordinary/Unexpected expenses	1.000,00		
				<b>Total variable costs</b>	<b>45.500,00</b>		
Total income	42.800,00	20.600,00		Total expenses	66.116,27	3.744,63	
Total income + surplus							
Balance							



## 2. Short reports of EC activities - questions and feedback by CC members

### d. Treasurer: Forecast Budget 2024: Accrual basis

Balance January 2023:	116.580,00				
Income			Expenditure		
	Budget	September		Budget	December
			<b>FIXED COSTS</b>		
Membership fees	39.800,00	39.567,94	Personnel costs	6.000,00	4.245,00
Institutional members (375)	37.500,00	37.867,94	Assistant to General Secretariat	6.000,00	4.245,00
Associate members (23)	2.300,00	1.700,00			
Journal LLHE	2.150,00	3.192,42	Journal LLHE	12.750,00	750,00
Editorial and admin work	1.500,00	1.500,00			
Royalty statement	650,00	1.692,42	Subscription 2023 (30€/member)	11.250,00	
			Editorial work + copy editing	1.500	750,00
			Bank fees and payment charges	250,00	211,32 €
				250,00	211,32 €
			Web mainatenance	600,00	894,00
			Hosting and domain		195,00
			E50 per month	600,00	699,00
			Zoom license	167,88	167,88
				167,88	167,88
			<b>Total fixed costs</b>	<b>19.767,88</b>	<b>6.100,32</b>
			<b>VARIABLE COSTS</b>		
			Travel expenses (transport, accom., meals)	3.000,00	7.001,92
			CC meeting	4.000,00	
			Scholarships and contribution to conferences/ activit	1000	3.891,07
			Contribution to Focus Groups (accomodation) [3]	1000	
			CercleS projects	3.000,00	
			Extraordinary/ Unexpected expenses	1.000,00	81,36
			<b>Total variable costs</b>	<b>19.000,00</b>	<b>10.974,35</b>
Total income	41.950,00	42.760,36			
Total income + surplus		159.340,36	Total expenses	38.767,88	17.074,67
Balance					142.265,69





### **3. Proposals, Reports, motions from CC members**

- a. Update on XVIII CercleS Conference 2024 (Mark Critchley)
- b. Report on the survey on research practice and culture in language centres (Mark Critchley)



### 3. Proposals, Reports, motions from CC members

#### a. Glimpse on XVIII CercleS Conference 2024, AULC/Durham University (Mark Critchley)

- Conference title: Multilingualism & the Anglosphere
- Dates: 12-14 September 2024
- Conference website available and being updated routinely
- Multilingual conference: DE, EN, ES, FR with interpreting
- 4 keynote speakers: Colin Crooks (UK ambassador to South Korea), John Bei (Universität Oldenburg), John O'Regan (University College London), Manuela Guilherme (Universidade de Coimbra)
- Call for Papers: 170 abstract submissions received.
  - 130 presentations accepted after review; 12 workshops accepted
  - 18 requests for revisions; 8 declined
  - 2 poster presentations accepted
  - 3 late presentation submissions declined
- 9 parallel sessions; Poster session for students and early-career academics
- Sessions for EC & CC meetings and Focus Groups on 11-12 September, including EC elections



### 3. Proposals, Reports, motions from CC members

#### a. Glimpse on XVIII CercleS Conference 2024, AULC/Durham University (Mark Critchley)

- Registrations progressing.
  - 63 registrations as of 10 May 2024
  - Anticipating 300 registrations in total
- Early bird deadline of 30 June 2024.
- Closing date for registrations 27 August 2024
- Conference venue: Teaching & Learning Centre
- Welcome Reception: Durham Castle
- Conference Dinner: Ramside Hall Hotel
- Social excursion: Beamish open-air museum

Meetings also to be organised for Teacher meetup, COIL speed-dating event, LLHE Editorial Board, poster session and various exhibition activities.



Sponsors: Cambridge University Press & Assessment, Oxford University Press, Sanako. Hachette tbc

### 3. Proposals, Reports, motions from CC members

#### c. Report on Survey on research culture in language centres (Mark Critchley)

**Survey intended to provide an overview of the research activities carried out in LCs** with the goal to inform CercleS member institutions about how a research- enhanced teaching & learning culture can contribute positively to the LC's mission and how it can be supported and sustained within a language centre environment.

- Working group: Sabina Schaffner, Irmgard Wanner, Mark Critchley
- Survey launched October to November 2023.
- 99 responses received, 74 from ACLES, AKS, AULC, FINELC & SSH-CHES-CSUS
- Report nearing completion (May 2024), with a presentation of results planned for CercleS conference, and a paper for LLHE



## 4. Discussion: Member management

### Member management:

Associate membership versus institutional membership within national association of LCs in Universities of Applied Sciences

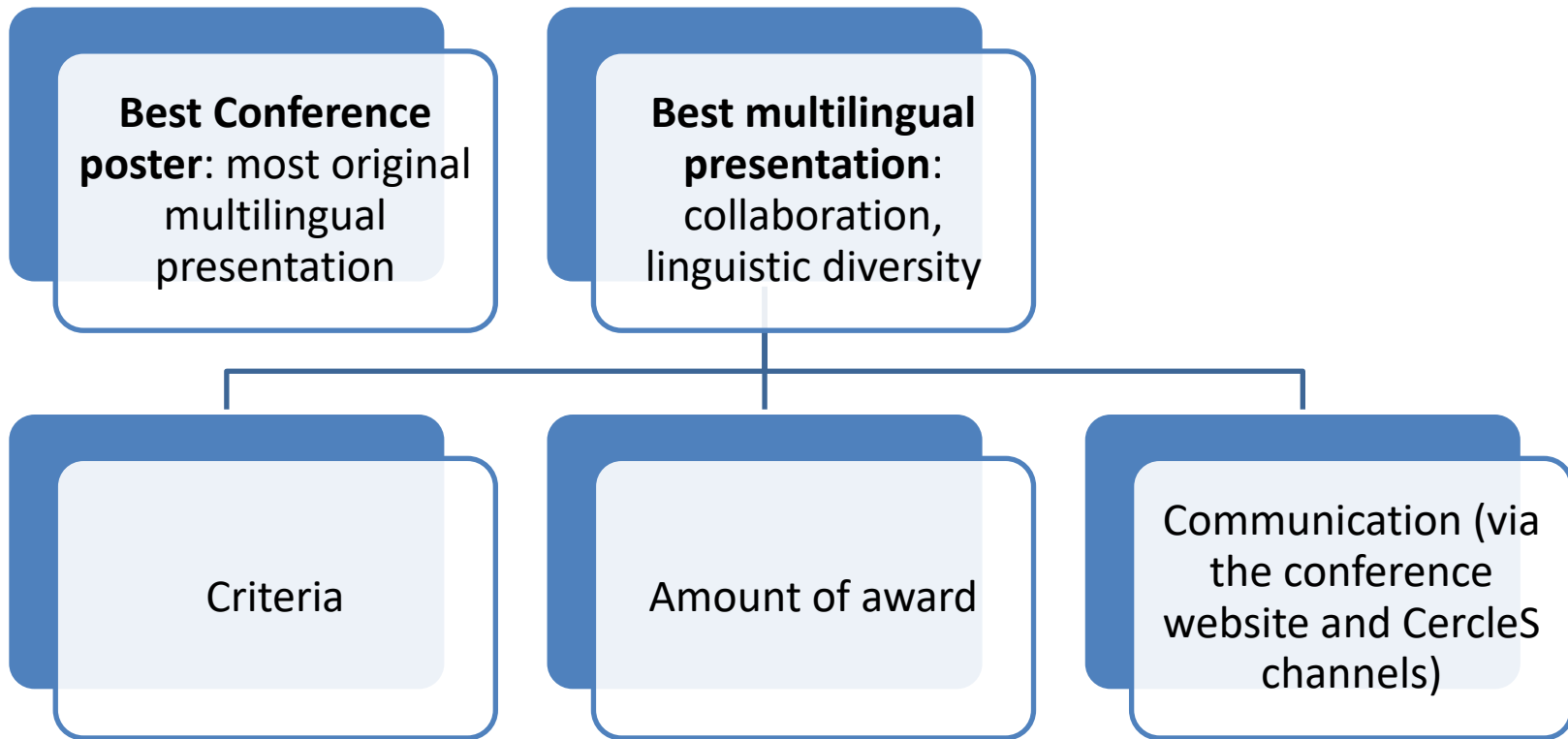
- Starting point and examples: 2 requests (in Finland & Austria)
- First considerations brought up in the EC (Statutes, other)

### Possible solutions to be discussed

- Consider the integration of Universities of Applied Sciences by all NAs
- Give the possibility to these universities to join other NAs?



## 4. Discussion: CercleS Conference Prizes





## 4. Discussion: CercleS Conference Prizes



- Exchange among national associations in 2 breakout groups – 15' minutes



- Plenary discussion: Reporting back – 10'



- Discussion – 10'



- Decision about measures



## 5. Outlook on activities: May-June 2024

### General Secretariat: Meetups

- **Leadership meetups:**  
25 June: Income generation
  
- **Teachers' meetups:**  
28 May

The groups have been asked to send ideas for future topics to be discussed.





## 6. AOB

- a. Next CC meeting: Wednesday, 11 September 2024, 14:00-17:00 local UK time / 15:00-18:00 CET  
(At the University of Durham)

### On the Agenda

Election of the new Executive Committee





**Thank you!**

Looking forward to  
working with you – and hopefully  
meeting you in Durham!

