CercleS

Coordinating Committee Meeting

11 September 2024, 14:00-17:00 BST

Durham University

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

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: 16 (13 + 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**

2. **Approval of CC minutes of meeting of 17 May 2024 (via Zoom)** → *email attachment*

3. **Short reports of the EC activities – questions and feedback by CC members**
   January–August 2024: e-bulletin No 12 → *email attachment*

   a. President: Working groups, Cooperation with partner institutions; Project application for CercleS Teacher Training project "Boost your language teaching skills" → *email attachment*
   b. General Secretariat: Membership management, Talks, webinars and meetups; Teacher Training week in Nancy; Focus Groups
   c. Vice-President: LLHE publications; Cooperation with De Gruyter; Editorial Board
   d. Treasurer's report: Budget 2024; updated forecast up to August 2024 → *email attachment*

4. Proposals, reports, motions from members
    a. Update on XVIII CercleS Conference 2024 (Mark Critchley)
    b. Applications for the XIX CercleS Conference in September 2026

5. Election of the new Executive Committee: September 2024-September 2028
    a. Explanation of election procedure by Election Officer Dr. Regina Mügge
    b. Short presentations by candidates
    c. Election
    - President of the Association
    - Secretary General of the Association
    - Treasurer of the Association
    - Vice-President of the Association
    - Deputy Secretary General of the Association
    - Deputy Treasurer of the Association

6. AOB
    Next CC meeting to be set and announced by the new Executive Committee

2. Approval of minutes of CC meeting on 17 May via 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.

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

a. President:

- Working groups: Research

- Cooperation with partner institutions

- Outline of CercleS Teacher Training Project "Boost your language teaching skills"

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

a. President:

- Working groups: Research

Survey on Research practice and culture in European universities' language centres

- Product of FG on Management & Leadership: prepared by Mark Critchley (lead), Irmgard Wanner, Sabina Schaffner

- October 2023: survey launched after designing and piloting the questionniare

- November 2023 - July 2024: analysis of the results of the survey and preparation of both a presentation for the upcoming CercleS conference and an article to be published in LLHE

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

a. President:

- Cooperation with partner institutions: ECML: ongoing

  No new events since report at CC meeting of 17 May 2024 May 2024 regarding the December Conference and PNF network meeting in Graz

3. 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; PNF project: no funds

- **Transformation into a CercleS teacher training project in 2024:**
    Project duration is to be two years:
    2024: preparation + promotion of training
    2025: first edition of training

Boost your language teaching skills

**CercleS language teacher training** project proposal

Sabina Schaffner (Coordinator) Director of the Language Center of UZH and ETH Zurich; CercleS President, Switzerland

Marta Demchyshyn
Deputy Director and Senior teacher of English, Ukrainian Catholic University, Lviv, Ukraine

Julia Zabala Delgado
Deputy Director of the Language Centre of Universitat Politècnica de València, Spain

Barbara Sawicka
Associate Professor of the Centre of Languages & Communication, Poznan University of Technology, Poland

Tetiana Kibalnikova , English lecturer, Masaryk University, Brno, Czech Republic
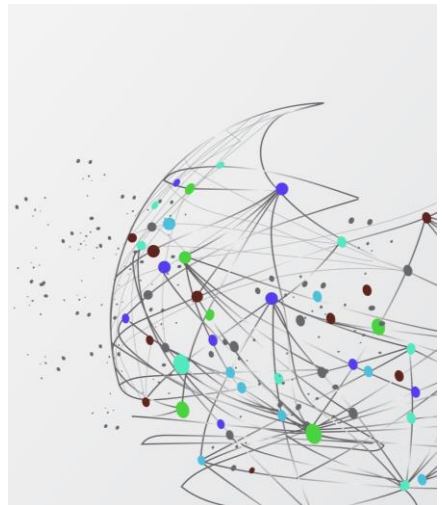
Project outline after pre-project workshop in Valencia

31 May 2024

Project goals

New materials
to be developed
in English

CercleS certificate (?)

Use of expertise of CercleS community

Webinars, podcasts, F2F workshops, peer work, logbook

CercleS peers as experts / trainers

Focus on self-study and peer learning

CercleS language teacher education community website

The language teacher training in a nutshell

Pedagogic approach

Peer learning

Individual learning

Participants = Teachers accumulating professional experience

Trainers with practical and theoretical skills in language teaching and adult education

Pedagogic approach focusing on
- finding one's own identity as a language teacher in Higher Education
- active learning and participation
- self-evaluation and self-reflection
- constructive alignment
- application of skills at home institution

Target group: Teachers broadening professional experience and gradually gaining greater autonomy and competence as professionals

Social interaction and peer learning: the training aims at:
- creating a solid international community of continuous improvement between the participants
- supporting professional reflection and discussion concerning one's own teaching practice and its challenges

Individual learning
The training allows to complete the compulsory core modules by choosing elective modules aligned to
- current teaching challenges
- the needs of the home institution
- personal development goals

Trainers combine
- a solid expertise in language teaching practice
- theoretical knowledge in the field of their teaching
- pedagogical skills in adult education
- coaching + mentoring skills

The language teacher training concept

- Competence-oriented teaching

- Action-learning

- Reflective learning

- Constructivist understanding of learning

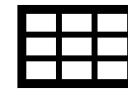|	
Competence-oriented teaching (Wilhelm / Förster et al. 2019) From teaching practice to values and meta-theories and the other way around	**Action-learning** (based on Revans 1982) Complex question – Action – Reflection – Learning effect
Reflective learning (based on Gibbs 1988) Description – Feelings – Evaluation – Analysis – Conclusion – Action Plan	**Constructivist understanding of learning** (Piaget 1953 Vygotsky 1978) - Social constructivism - Cognitive constructivism

CercleS Language teacher Training elements

Peer tasks

Individual tasks

Webinars

Sessions on Zoom

Podcasts

Logbook

Webpage linking existing quality resources (slides, podcasts, Videos. ...)

Online teaching materials (CercleS, other)

ECML resources e,g, VITbox
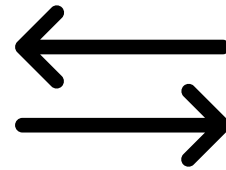
New materials developed regarding

a) Tasks and best practice examples on topics in the database
b) Three main roles (coach, educator, assessor),
c) Language teacher identity
d) Professional development

Project resources

Key learning outcomes

We have specific and transversal outcomes (between the modules)

To use the **constructive alignment approach for planning, teaching and assessment** in one's own teaching practice

The role of the teacher in the language classroom

To reflect on and apply the **teaching roles of educator, coach and assessor** in one's teaching practice

Constructive alignment in the language classroom

Identity as a Language Teacher

To reflect on and develop one's **identity as a language teache**r, one's values, strengths and challenges

Core module 1:

The role of the teacher in the language classroom

Participants are able to reflect on and develop further their identity as a language teacher by

- identifying their **beliefs and valu**es regarding teaching

- managing **self-development** strategies

- identifying and implementing **resources enhancing their strengths** and fostering **development**

- integrating **social agency** in teaching

- incorporating **real-life tasks and social issues**

- **Reflecting** on their teaching practice

Learning outcomes

1. Language teacher identity

Time for session: 1 x 2hrs
Pre- and post-tasks: 2h

Language teacher identity (based on Barkhuizen, Gary 2017)

Participants are able to reflect on and develop their **identity as a (language) teache**r, their values, strengths and challenges by

- identifying their beliefs and values regarding teaching
- managing self-development strategies, autonomously and professionally, for their educational contexts
- identifying and implementing a range of tools, resources and processes to enhance their strengths and to address areas for development

Learning outcomes

2. Role of the teacher as a social agent

Time for session: 2 x 2hrs
Post-task: 2hrs

Assessment (portfolio): scenario of action-oriented teaching in own context (course): 3 hrs

The role of the teacher as social agent

Participants are able to

- describe social agency in teaching
- create engaging, context-rich learning experiences that go beyond traditional language instruction
- develop actionable lesson plans and activities that incorporate real-life tasks and social issues
- incorporate reflective practices into their routine, leading to ongoing professional growth.

Core module 2:

Constructive alignment in the language classroom

Participants are able to reflect on and develop further their identity as a language teacher by using constructive alignment and

- reflecting and applying it to the **teaching role of an educator**
- reflecting and applying it to the **teaching role of an assessor**
- reflecting and applying it to the **teaching role of a coach**

Learning outcomes

Time for session: 1 x 2 hrs

Pre- and post-tasks: 2hrs

Assessment (part of portfolio) = final version of post -task: own course syllabus
3 hrs

Constructive alignment (based on Biggs John and Tang, Catherine 2011)

Participants are able to apply the **constructive alignment approach for planning, training and assessment** for their own teaching practice by

• considering the individual elements of a course such as the teaching/learning activities, the learning objectives as well as the type of assessment as a whole

• planing and implementing them in a well-coordinated manner to support the learning process of the students in the best possible way.
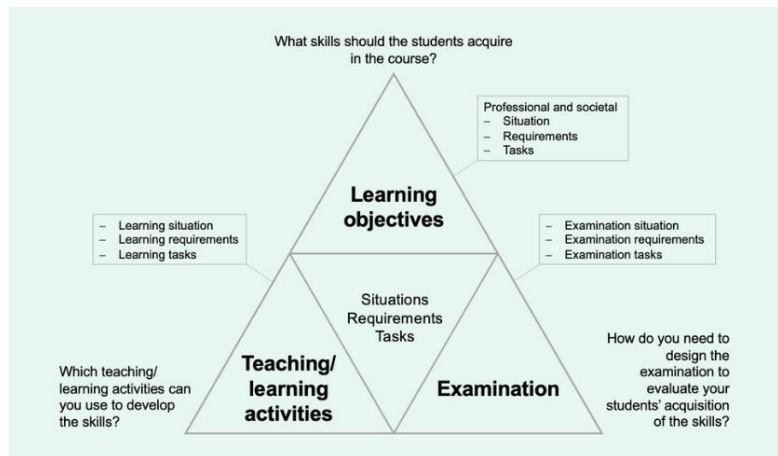
Learning outcomes

2. Role of the assessor in the language classroom

Time for session: 3 x 2 hrs

Pre- and post-tasks: 2hrs

Assessment (part of portfolio): final version of assessment task : 3 hrs

The role of the assessor

Participants develop their assessment literacy.

Participants are able

- to describe the fundamental concepts of language assessment,
- to reflect on them in their teaching and assessment practice
- to apply different assessment types and techniques in their teaching context
- develop assessment criteria and scoring techniques relevant to their context

Learning outcomes

3. Role of the coach in the language classroom

Time for session: 3x 2 hrs
Pre- and post-tasks: 5 hrs

Assessment (portfolio):
post-task scenario +
self-reflection: 4 hrs

The role of the coach

Participants are able

- to relate the role of the coach to teaching and to their one teaching practice

- to appreciate trust and creativity as a pre-requisite of successful coaching in their teaching

- to apply coaching skills (listening and asking powerful questions + giving feedback) in their teaching practice

Structure of the CercleS Teacher Training Boost your language teaching skills

Certification
CercleS certificate

Social roles in the language classroom
Core module 1
- Identity as a language teacher
- The teacher as a social agent
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Self-Study and research
Research and reflection in your own working context

Mentoring
Feedback from trainers

Constructive alignment in the language classroom
Core module 2,
- elements of constructive alignment
- teaching as a coach and assessor

Additional skills
Elective modules 1-3 (e.g. AI in the language classroom, Social agency and the action-oriented approach)

Peer learning
Online activities with peers

Assessment
Peer and expert feedback in sessions and during final presentations
Portfolio: updated collection of all tasks (learning outcomes) linked to the core modules including applied research in one´s own context, reflection in logbook incuding self-assessment

Workload of the CercleS Teacher Training Boost your language teaching skills
Peer learning integrated in session or tasks

Core module 1: The role of the teacher in the language classroom

- 3 Zoom sessions @ 2 hours = 6 hours virtual

- 4 hours of **self study**

Total learning hours Core module 1: 10 hrs

Core module 2: Constructive alignment in the language classroom

- 7 Zoom sessions @ 2 hours = 14 hours virtual

- 9 hrs of **self study / group work**

- **Total learning hours Core module 1: 23 hrs**

Elective modules 1- 3

- 3 Zoom sessions @ 2 hours = 6 hours virtual

Total learning hours Electives: 6 hrs

Portfolio: 13 hrs

Logbook (4hrs) integrated into the portfolio

Assessment and expert and peer feedback: portfolio + reflection

- **2 hrs (session in breakout rooms with trainer present)**

- 30' min per person (15' presentation + 15' feedback)

Kick-off and certification

3 hrs

Total hours for whole programme: 57 hours

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 if Zurich, Switzerland / CercleS)

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

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Supervision

The **Coordinating Committee** will – based on the project group's application and the experts' recommendation - decide about the projects' 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.

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Training schedule

Training

- January 2025 - December 2025
- Specific dates to be planned

Promotion

- early October, through CercleS website, newsletters, through national association
- Training website to be prepared

Project budget

- **Application for funds**
- The application refers to project development work and meetings. The teaching and mentoring during the training will not be charged and is perceived as a service to the community.

2024 ✓

- **Pre-project planning meeting in Valencia** :
  - travel costs + venue: Marta, Tetiana, Sabina)
  - **Total: Euros 3'000-4'000**

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2024 Project work – upon application to the Coordinating Committee of 11 September 2024 for 2025 at least

Remuneration preparation core modules: **7'680 Euros**

Remuneration preparation Elective modules: **1'440 Euros**

Total preparation of training (core modules and elective modules):

Total Euro 9'100*

* Calculation: Each hour of teaching = 4 hrs of preparation; 1 hr = 60 Euros: **240**

Cost for training CercleS webpage and Moodle to be confirmed (lump sum of **3'000 Euros**)

Project schedule

The project duration is to be two years: 2024-2025

Pre-project

- Coordinating Committee meeting of 17 May 2024: First project idea presentation
- Pre-project planning-meeting in Valencia on 30 May and 31 May 2024: finalising 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)

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Project

- Individual and online peer / group work between August 2024 and December 2024:

a) Preparation of core online modules and kickoff (slides, videos, podcasts)

b) Webpage for materials (linking existing resources and newly created ones)

c) Preparing Moodle for participants

- Start of first training planned for January 2025
- Participants number: 10-20
- To be defined: Meeting with experts and reports to CC and EC in 2025

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

a. President:

- CercleS Teacher training project "Boost your language teachings skills"

- Q&A

- Voting on application

All those who **approve the funds for the Teacher training application**, please raise your hand.

All those who **do not approve the funds of the Teacher training application**, please raise your hand.

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

3. 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

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

b. General Secretariat: Membership management

- 387 members (from National Associations)

- 23 Associate Members

- 1071 users of the website (including the 6 members of the EC) → increased again since last CC meeting (+ 27)

But NA presidents can still encourage new (and existing) members in their NAs to subscribe (especially at the beginning of the university year).

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

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

b. General Secretariat: Webinars

Recent webinars & workshops:

- 30 May 2024: LLHE webinar about issue 13.2 (2023)

- Recording available on our <u>YouTube channel</u> as usual

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

b. General Secretariat: Meetups

Leadership meetups
Run by Leadership & Management Focus Group

- 25 June - Income generation

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

- 28 May - not many people attended

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

b. General Secretariat: Training

First Ranacles-CercleS Teacher Training week

Theme: Language Teaching and Artificial Intelligence

Held 11 - 14 June at the University of Lorraine in France

32 participants from 12 countries: Belgium, Cyprus, Finland, France, Germany, Greece,

Latvia, the Netherlands, Spain, Switzerland, the United Kingdom, and Ukraine

See **detailed report** in E-bulletin No 12 (Aug 2024)

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

b. General Secretariat: Focus Groups

- 10 Focus Groups; not all very active

- New coordinator for FG for Associate members

- Regular messages sent to FG coordinators to obtain feedback about their activities, what they are planning for the year (included in the newsletters sent in Spring 2024), and the FG session during Durham conference, 6 FG present)

- List of all FGs, their areas of focus and their coordinators (and contact details) on our website. CercleS website → What we do → Focus groups

- Minutes of the meetings of the FG in the members' area of the website → Focus groups

- FG Autonomy webinars on CercleS YouTube channel

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

c. Vice-President: Editing and publication news – LLHE

September 2024
    Call for Papers to be published as an invitation to the presenters who will participate in the **XVIII CercleS Conference, Durham University, 12-14 September 2024**.

    Issues 15.1 and 15.2 (2025) are planned to publish submitted and accepted papers from the Conference.

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

c. Vice-President: News from De Gruyter - Some Figures about LLHE

Information from Katarzyna Grzegorek (De Gruyter)

2023 **Journal Impact Factor** for LLHE = 0.7
LLHE now ranked as 520/756 in the Education and Educational Research category - quartile 3
Improvement from 2022 JIF – good news!

SCOPUS journal metrics for 2023:
2023 **CiteScore** for LLHE = 1.0, also representing an increase from the previous year

LLHE is now a **Class A journal**

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

c. Vice-President: Editing and publication news - LLHE

May 2024

    LLHE Issue 14.1 (May 2024) *Worldwide voices of experience in language education*
    online with **13 Research Articles**

September 2024

    LLHE Issue 14.2 (October 2024) has been forwarded to De Gruyter for production

    It features 10 Research Articles and 1 Activity Report

    Topics:
Shared leadership strategies for languages education; Students' academic writing of research proposals; U.S. students learning Czech in study abroad; Focus on form, forms, or meaning in grammar instruction; Enhancing speaking abilities; Translanguaging in content assessment: Voices, experiences and practices of EMI university students; Delivering a pilot institution-wide Language Programme (IWLP) at an Irish university; Utilizing peer evaluation as a collaborative learning tool: Fostering autonomy satisfaction in English presentation classes.

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

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

Editorial Board meeting, Durham 12 September 2024 - A new format for the LLHE Board?

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

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

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

d. Treasurer:

- Budget 2023: final balance

- Budget 2024: until August 2024

d. Treasurer: Final balance budget 2023: Accounting basis

Balance January 2023:   116.580,22

Income	Budget	December	Expenditure	Budget	December
			FIXED COSTS		
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 LLHE	2.150,00	3.192,42	Journal LLHE	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 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
			Total fixed costs	19.767,88	18.953,39
			VARIABLE COSTS		
			Travel expenses (transport, accom., meals)	3.000,00	7.001,92
			CC meeting	4.000,00	
			Scholarships and contribution to conferences/activit 1000	5.000,00	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
			Total variable costs	19.000,00	10.974,35
Total income	41.950,00	42.860,36			
Total income + surplus		159.440,58	Total expenses	38.767,88	29.927,74
Balance					129.512,84

d. Treasurer: Final balance budget 2023: Accrual basis

Balance January 2023:	116.580,00					
Income			**Expenditure**			
	Budget	September			Budget	December
			FIXED COSTS			
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
			Total fixed costs		19.767,88	6.100,32
			VARIABLE COSTS			
			Travel expenses (transport, accom., meals)		3.000,00	7.001,92
			CC meeting		4.000,00	
			Scholarships and contribution to conferences/activit	1000	5.000,00	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
			Total variable costs		19.000,00	10.974,35
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

d. Treasurer: Forecast Budget August 2024: Accounting basis

Balance January 2024:	129,512.84			Expenditure	Budget	August	December
Income							
	Budget	August	December	**FIXED COSTS**			
Membership fees	39,800.00	33,700.00		**Personnel costs**	6,000.00	3,307.50	
Institutional members (375)	37,500.00	31,900.00		Assistant to General Secretariat	6,000.00	3,307.50	
Associate members (23)	2,300.00	1,800.00					
Journal LLHE	3,000.00	2,782.30		**Journal LLHE**	13,530.00	12,120.00	
Editorial and admin work	1,500.00	1,500.00					
Royalty statement	1,500.00	1,282.30		Subscription 2024 (30€/member)	12,030.00	12,120.00	
				Editorial work + copy editing	1,500		
				Bank fees and payment charges	250.00	285.47 €	
					250.00	285.47 €	
				Web maintenance	660.00	236.00	
				Hosting and domain			
				E 55 per month	660.00	236.00	
				Zoom license	176.27	179.88	
					176.274	179.88	
				Total fixed costs	20,616.27		
				VARIABLE COSTS			
				Contributions to conferences and projects	40,500.00	8,370.49	
				Contribution to conferences	20,000.00	3,052.49	
				Sponsoring of Cercles Conferenc fee	10,000.00	1,467.49	
				Sponsoring of Cercles travel fees (100xp)	10,000.00	1,585.00	
				CercleS projects	9,500.00	5,318.00	
				Prize for CercleS projects (500 per project)	2,500.00		
				Contribution to ECML project work (2000 per p)	4,000.00		
				Contribution to Focus Group meetings (1000/meeting)	3,000.00	318.00	
				Contribution to nat assoc contrib to professionalisation (3000 per p)	6,000.00		
				Contribution to Teacher Training Week	5,000.00	5,000.00	
				Scholarships		1,500.00	
				B Llopis (Budapest)		500.00	
				A Baran		500.00	
				K Borodin		500.00	
				Travel expenses (travel, accommodation, meals)	4,000.00	4,942.31	
				Extraordinary/Unexpected expenses	1,000.00	234.00	
				Plugin license		234.00	
				Total variable costs	45,500.00		
Total income	42,800.00	36,482.30					
Total income + surplus				**Total expenses**	66,116.27	31,175.65	
Balance							

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

d. Treasurer: Forecast Budget August 2024: Accrual basis

Balance January 2024:	129,512.84			Expenditure			
Income							
	Budget	**August**	**December**		**Budget**	**August**	**December**
				FIXED COSTS			
Membership fees	39,800.00	33,700.00		Personnel costs	6,000.00	3,007.50	
Institutional members (375)	37,500.00	31,900.00		Assistant to General Secretariat	6,000.00	3,007.50	
Associate members (23)	2,300.00	1,800.00					
Journal LLHE	3,000.00	2,782.30		Journal LLHE	13,530.00	12,120.00	
Editorial and admin work	1,500.00	1,500.00					
Royalty statement	1,500.00	1,282.30		Subscription 2024 (30€/member)	12,030.00	12,120.00	
				Editorial work + copy editing	1,500		
				Bank fees and payment charges	250.00	285.47 €	
					250.00	285.47 €	
				Web maintenance	660.00	236.00	
				Hosting and domain			
				E 55 per month	660.00	236.00	
				Zoom license	176.27	179.88	
					176.274	179.88	
				Total fixed costs	20,616.27		
				VARIABLE COSTS			
				Contributions to conferences and projects	40,500.00	8,370.49	
				Contribution to conferences	20,000.00	3,052.49	
				Sponsoring of Cercles Conferenc fee	10,000.00	1,467.49	
				Sponsoring of Cercles travel fees (100xp)	10,000.00	1,585.00	
				CercleS projects	9,500.00	5,318.00	
				Prize for CercleS projects (500 per project)	2,500.00		
				Contribution to ECML project work (2000 per p)	4,000.00		
				Contribution to Focus Group meetings (1000/meeting)	3,000.00	318.00	
				Contribution to nat assoc contrib to professionalisation (3000 per p)	6,000.00		
				Contribution to Teacher Training Week	5,000.00	5,000.00	
				Scholarships		1,500.00	
				B Llopis (Budapest)		500.00	
				A Baran		500.00	
				K Borodin		500.00	
				Travel expenses (travel, accommodation, meals)	4,000.00	4,942.31	
				Extraordinary/Unexpected expenses	1,000.00	234.00	
				Plug-in license		234.00	
				Total variable costs	45,500.00		
Total income	42,800.00	36,482.30					
Total income + surplus				**Total expenses**	66,116.27	30,875.65	
Balance							

Stay for a chat…

Have a cup of coffee…

Use the bathroom …

…fill your water bottle

15 min

4. Proposals, Reports, motions from CC members

a. Update on XVIII CercleS Conference 2024 (Mark Critchley)

b. Applications for the XIX CercleS Conference in September 2026

4. Proposals, Reports, motions from CC members

a. Last update on XVIII CercleS Conference 2024, AULC / Durham University

   (Mark Critchley)

4. Proposals, Reports, motions from CC members

b. Applications for the XIX CercleS Conference in September 2026:

Laurent Rouveyrol says that RANACLES will submit a proposal for the conference to be held in Paris

5. Elections of the new Executive Committee

a. Explanation of election procedure by Election Officer Dr. Regina Mügge

Standing Orders - Statutes of 2020, 4. Voting rights – Threshold for representation

For the elections for the Executive Committee, the representation in the Coordinating Committee and the distribution of voting rights among the members of the Coordinating Committee is as follows:

- **Full Members** shall be represented on the Coordinating Committee by their chairperson **for their first thirty paid-up members and by additional representatives for every thirty (30) (or fractions of thirty) additional paid-up members**. Each chairperson and each additional representative has one (1) vote, with the understanding that a proxy vote between the Chair and additional representative and/or between additional representatives is possible when the Chair and/or the additional representative(s) cannot be present at the Coordinating Committee meeting.

- The **President,** the **Secretary General** and the T**reasurer** or their deputies as members of the Coordinating Committee have one (1) vote each, **it being specified that each function (President, Secretary General, Treasurer) has only one (1) vote**. In case of re-election, they abstain from voting when their own position is being elected.

5. Elections of the new Executive Committee

a. Explanation of election procedure by Election Officer Dr. Regina Mügge

Standing Orders - Statutes of 2020, Election process 5.1 - 5.4

o   Majority calculated based on the votes cast, excluding abstentions, blank or invalid votes, which shall thus not be added to negative votes for the calculation of the majority.

o   No candidate may be elected to more than one office.

o   During the election, all candidates present leave the room when their position is discussed.

o   Voting **shall take place by secret ballot during the meeting of the Coordinating Committee** following the call for nominations.

5. Elections of the new Executive Committee

a. Explanation of election procedure by Election Officer Dr. Regina Mügge

National Association	Members*	Votes
ACLES	63	3
AICLU	50	2
AKS	57	2
AULC	50	2
CASALC CZ	16	1
CASALC SK	3	1
FINELC	14	1
NUT	25	1
RANACLES	60	2
ReCLes	17	1
SERMO	10	1
SSH-CHES-CSUS	16	1
VUS	6	1
	387	19

*Number of members as on 22 July 2024

As members of the CC:
the President: 1
the Secretary General: 1
the Treasurer* 1
In case of re-election, they abstain from voting when their own position is being elected.

Total votes: **22**
Simple majority: **12**
Two-thirds majority: **15**

5. Elections of the new Executive Committee

b. Short presentations of candidates

President	Julia Zabala, ACLES
Secretary General	Mia Panisse, FINELC
Treasurer	Tom Grainger, RANACLES
Vice-President	Libor Štěpánek, CASALC CZ
Deputy Secretary General	Alessandra Fazio, AICLU
Deputy Treasurer	Ruth Tobias, AKS & Cesare Zanca, AICLU

5. Elections of the new Executive Committee

c. Instructions regarding the use of ballots

Voters **select 1 candidate** and the candidate with the most votes wins. (**Plurality voting**)

Remember: according to the Statutes, the majority calculated will be based on the votes cast, excluding abstentions, blank or invalid votes, which shall thus not be added to negative votes for the calculation of the majority.

Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate you are voting for.

- In case of one candidate per office: if you do *not* want to elect the candiate running for office, do not mark a cross.
- In case of several candidates: vote **for one candidate** only

- Put no other mark on the ballot paper, or your vote may not be counted.

5. Elections of the new Executive Committee

c. Instructions regarding the use of ballots (examples of ballots)

Voting for the new CercleS Executive Committee – 11 September 2024

Treasurer of the Association

Art. 13.3: to be elected by the by the Coordinating Committee by a simple majority for a period of four (4) years.

May be re-elected once (1) for the same office.

Tom Grainger, RANACLES

5. Elections of the new Executive Committee

c. Instructions regarding the use of ballots (examples of ballots)

Voting for the new CercleS Executive Committee – 11 September 2024

Deputy Treasurer of the Association

Art. 13.3: to be elected by the Coordinating Committee by a simple majority for a period of four (4) years.

May be re-elected once (1) for the same office.

Ruth Tobias, AKS ☐

Cesare Zanca, AICLU ☐

5. Elections of the new Executive Committee

d. Elections

Total votes: **22**
Simple majority: **12**
Two-thirds majority: **15**

President of the Association

Art. 11.3: to be elected by the Coordinating Committee by a two-thirds (2/3) majority at the first or second ballot and by a simple majority at a third ballot for a period of four (4) years.
May be re-elected once (1) for the same office.

All those who vote for **Julia Zabala,** ACLES as **President of CercleS,** please
mark a cross (X) in the box on the right-hand side of the ballot paper.

5. Elections of the new Executive Committee

d. Elections

<div style="text-align:right">

Total votes: **22**
Simple majority: **12**
Two-thirds majority: **15**

</div>

Secretary General of the Association

Art. 12.2: to be elected by the Coordinating Committee by a simple majority for a period of four (4) years. May be re-elected once (1) for the same office.

All those who vote for **Mia Panisse, FINELC** as **Secretary General of CercleS,** please mark a cross (X) in the box on the right-hand side of the ballot paper.

5. Elections of the new Executive Committee

d. Elections

Total votes: **22**
Simple majority: **12**
Two-thirds majority: **15**

Treasurer of the Association

Art. 13.3: to be elected by the Coordinating Committee by a simple majority for a period of four (4) years. May be re-elected once (1) for the same office.

All those who vote for **Tom Grainger, RANACLES** as **Treasurer of CercleS,**
please mark a cross (X) in the box on the right-hand side of the ballot paper.

5. Elections of the new Executive Committee

d. Elections

Total votes: 22
Simple majority: **12**
Two-thirds majority: **15**

Vice-President of the Association

Art. 11.3: to be elected by the Coordinating Committee by a two-thirds (2/3) majority at the first or second ballot and by a simple majority at a third ballot for a period of four (4) years.
May be re-elected once (1) for the same office.

All those who vote for **Libor Štěpánek,** CASALC CZ as **Vice-President of CercleS,**
please mark a cross (X) in the box on the right-hand side of the ballot paper.

5. Elections of the new Executive Committee

d. Elections

Total votes: **22**
Simple majority: **12**
Two-thirds majority: **15**

Deputy Secretary General of the Association

Art. 12.2: to be elected by the Coordinating Committee by a simple majority for a period of four (4) years. May be re-elected once (1) for the same office.

All those who vote for **Alessandra Fazio, AICLU** as **Deputy Secretary General of CercleS,** please mark a cross (X) in the box on the right-hand side of the ballot paper.

5. Elections of the new Executive Committee

d. Elections

Total votes: **22**
Simple majority: **12**
Two-thirds majority: **15**

Deputy Treasurer of the Association

Art. 13.3: to be elected by the Coordinating Committee by a simple majority for a period of four (4) years. May be re-elected once (1) for the same office.

All those who vote for **Ruth Tobias, AKS** as **Deputy Treasurer of CercleS,** please mark a cross (X) in the box on the right-hand side of the ballot paper.

All those who vote for **Cesare Zanca, AICLU** as **Deputy Treasurer of CercleS,** please mark a cross (X) in the box on the right-hand side of the ballot paper.

Vote for **one candidate** only.

# 5. Elections of the new Executive Committee - Results

Office	Candidates	Votes obtained	Possible votes	Votes required
President	Julia Zabala, ACLES	21	22	15
Secretary General	Mia Panisse, FINELC	22	22	12
Treasurer	Tom Grainger, RANACLES	22	22	12
Vice-President	Libor Štěpánek, CASALC CZ	22	22	15
Deputy Secretary General	Alessandra Fazio, AICLU	21	22	12
Deputy Treasurer	Ruth Tobias, AKS Cesare Zanca, AICLU	21 1	22	12

New Executive Committee elected

Congratulations!

- Presentation of the new Executive Committee and ratification of the newly elected President at the General Meeting of 13 September

- Handover ritual at the closing ceremony

- "The new Executive will take office within two months of their election." (Statutes 2020, standing orders 6)

- A handover meeting with the current and the Executive Committee is planned to take place in Durham.
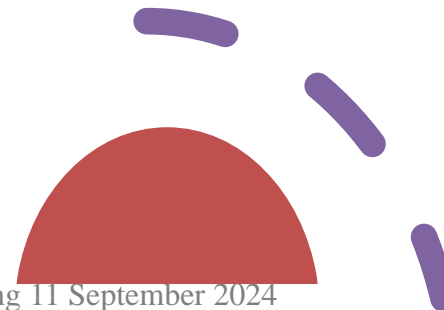
6. AOB

a. Next CC meeting to be decided and announced by the new Executive Committee

CercleS

Thank you!
It has been an honour and pleasure working with you!