Confédération Européenne des Centres de Langues dans l'Enseignement Supérieur

European Confederation of Language Centres in Higher Education

Europäischer Verband der Hochschulsprachenzentren

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CercleS Executive Committee Meeting
08 December 2025: 16:00-17:30 CET / 17:00 Finnish time, via Zoom

Minutes

- **Approval of EC minutes of 27 Oct 2025**

The minutes are approved.
Update on tasks from previous minutes - asking NAs for nominees for Conference Scientific Committee.
Julia will address this in the CC meeting on 12 December and we can then send the mail afterwards.

Update from President

a. Preparation of the Coordinating Committee meeting
The slides of the meeting are on the Google drive.
Slide for priorities for 2026.

b. Update on NULTE's alignment process
The alignment process went very well, and the sessions were very productive. The external experts worked very hard, and all the objectives that were identified at the beginning were reached.

c. Results of Survey (focus on challenges and needs)
More than 100 responses have been received, but not many from France. Julia is thinking about reaching out to individual centres.

d. CercleS manifesto
There was a request by Sarah Breslin from the ECML for CercleS to create a manifesto in support of Language Centres. The idea is that this manifesto would be backed by the ECML and supported by all European organisations. Libor notes that it should not be a long document that nobody will read, but should rather be a one-page document. The EC agrees to creating this document.

e. Budget for Rome Conference
For this part of the meeting, Paola Claudia Scioli of the organising committee joins discussion.
Julia notes that a larger direct contribution than the €5000 euro that has historically been allocated by CercleS is not advisable as it creates a precedent and transfers the budget responsibility to CercleS, which has never been and should not be the solution. Options should rather be to allocate money to the conference dinner directly, or towards the membership fees, and/or travel or accommodation grants for members.

Libor suggests that we pay €5000 now and ask the CC to vote on it at the meeting on 12 December, so that the organisers have access to finances to do their work. If we decide that any further budget allocations are needed, it will be presented to the CC and they can vote on it at the meeting in May 2026.

There is a suggestion that – in addition to the €5000, CercleS also subsidise €30 euro per CercleS members' registration fees. Julia notes that CercleS should only subsidise CercleS members, not non-members.

Mia mentions that there should be more categories for fees, including one-day on-site and one-day online participation. Paola feels that it is not worth introducing such a fee because too few people use it. Since the conference runs over two half-days and one full day, it is decided that there will not be a one-day fee.

Presidency
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Paola asks about the need to have an early-bird fee. Libor notes that having an early-bird fee is important because it incentivises registering early. It is decided to have an early-bird fee until 31 May 2026.

Julia summarises: CercleS contributes €5000 now, and also pledges to subsidise €30 per CercleS member registering. The early-bird fee will be valid until 31 May (€220 per CercleS member). After 1 June 2026, there will be no subsidy and the price for all will be €250.

Alessandra notes that Foro Italico Language Centre, together with the International Relations Office, is planning an International Week (7–12 September 2026) for teachers and staff from EU universities with Erasmus+ funds. In other words, participants will be able to enjoy both the Conference and the International week. This will give them the opportunity to cover travel and accommodation expenses, thanks to the Erasmus funds. They are ready to set up an Erasmus+ mobility agreement, and this can also be discussed at the upcoming EC meeting in February.

Paola notes that the costs for the conference dinner have been quoted at €80 per person. Tom suggests that one way to reduce the costs is to not include alcohol in the price, but to rather have a cash bar – as was done in Durham. Ruth agrees that it is better if we do not subsidise the alcohol and reduce the price to €50 per person. Paola will draft the final budget and send it to Alessandra to share with the EC.

Update from Vice-President

a. Cercles to go programme

Libor has sent a proposal by Alex Grimm that we can propose to the Coordinating Committee at the meeting on Friday 12 December. The initiative, provisionally called "CercleS to Go" aims to provide support to any LC that need an administrative/formal platform of collaboration in order to start a partnership or exchange (even informal ones) or to put to practice things they would like to do, e.g., trips with students, mobilities, informal in-class collaborations that need to be formalised. CercleS could provide a "stamp/signature" for a MoU, or any type of agreement. The proposal includes that we allocate a maximum of €2000 in the next budget for this initiative, and that institutions could request up to €200 (maximum per institution) from this allocation.

Ruth supports this idea that CercleS can help promote collaboration and facilitate exchange (e.g. COIL). She asks if it is possible for CercleS to assure the quality of these partnerships.
Julia also expresses support for this initiative. Some Language Centres are not necessarily part of Erasmus, or are looking for partners to collaborate with. She notes that, as for assuring the quality, CercleS can demand a short report from the universities involved.

b. Quality mark checklist

Based on the White Papers generated by the Focus Groups, we would like to create a checklist of quality or quality activities. This will be discussed at the February EC meeting, and then presented to the CC.

c. LLHE contract renewal

The 2026 contract with De Gruyter has to be signed. We will again benefit from a lower price per member because we have more than 400 members (396 institutional members, 3 honorary members, 27 associate members).

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d. Participation in European Projects

If CercleS wants to be involved in European projects, there could be some co-financing involved. We have to ask the CC if they agree that we could pursue such activities or projects.

Update from Secretary General / assistant

a. **Non-payment of 2025 membership fees** by Associate member Mohammed VI Polytechnic University, Morocco despite 3 reminders and a warning of exclusion. Suggestion: remove them as website subscribers. In case of non-payment in 2026, we can ask GM to vote on exclusion in September 2026. It is agreed that Zaan can remove them as website subscribers in January.

b. **Membership: 14 Full members, 396 Institutional members, 27 Associate members**

Subscribers to the cercles.org website: 1307 (as on 8.12.2025)
All six Belgian CLUB-members are subscribed to the website, 40 subscriptions (as on 8.12.2025)

c. **Meetups and webinars during 2025**
Teachers' Meetups: 10.3, 28.4, 16.6, 13.10, 17.11, 16.12
Leadership Meetups: 24.2, 17.3, 19.5, 6.10, 10.11
Webinars: 9.4, 29.4, 14.5, 11.11, 20.11, 10.12

d. **Focus Group ADAPT**
We have received an application for a new Focus Group ADAPT – it is focused on learners with special needs. They want to promote inclusive and accessible language education. This is approved by the EC. Mia to contact them and ask for a White Paper. Zaan will add them to website and ask Mr Dumonceau to create a space for them in the restricted area.

Update from Treasurer

a. Tom gives an overview of the 2025 budget (execution) that he will present to the CC at the meeting. gives the He also gives an overview of the proposed Budget for 2026, which must be voted on. At this stage, the CercleS contribution to the XIX Conference will be €5000 and an average amount (of the highest and lowest number of subsidies of the conference fees for CercleS members). If more than the budgeted amount is needed, the CC can vote on this in the CC meeting of May 2026. The projected 2026 budget seems to show a loss of €23 350. However, we feel that the initiatives that are proposed all benefit CercleS members and are justifiable.

b. The EC should ensure ALL planned expenses are declared so the budget to be voted is as comprehensive as possible.

AOB

a. CercleS Conference 2026 in Rome: Akdem Publishing offered participation at the next conference (EC Meeting minutes 24.03.2025) Alessandra will contact them.
b. Julia will ask the CC at the meeting on 12 December to nominate people for the Conference Scientific Committee.
c. CC meeting on 12 December2026
Zaan will start the CC meeting on Zoom. All to finish their slide contributions by Tuesday evening so that Zaan can edit them on Wednesday.

Next EC meeting: 4-5 Feb 2026 in Berlin

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