



Executive Committee meeting no 11

4-5 February 2026

MINUTES

Approval of minutes from the previous meeting

The minutes of the EC meeting on 8 December 2025 are approved.

Update from the Presidency

● CercleS trainings

○ Framework for financial support by CercleS

- CercleS should create a framework that can be applied to all CercleS trainings, so that there is standardisation and agreement regarding hours of work, remuneration per hour, fees per participant, cost of the training, CercleS subsidy, distribution of fees (to trainers or to CercleS), and certification. There will be differences between specific courses, but we need a better set of guidelines for all courses.
- Tom mentions that for the budget, we need to allocate a specific amount, and cannot just say “one third” of the cost (when we don’t know what that amount is). So we could perhaps stipulate one third of the cost of the training, up to a maximum of 1000 euro. The EC agrees with this.
- The idea is that CercleS subsidises a third of the cost of the training (up to 1000 euro) if the minimum number of participants is reached. If there are more participants, and the CercleS subsidy is not necessary, we don’t subsidise the training. Extra profit goes to CercleS (to the amount of the subsidy). If the profit is bigger than the subsidy, the EC may grant an extra bonus to the trainers. The justification for this is that a larger profit means more participants and therefore, additional work for the trainers.

○ Protocol for over-budget cases

- Proposal: decide on the minimum number of participants that ensures that over-budget is difficult to occur. We do accept the possibility of emergencies, such as with participants abandoning the training for health reasons.
- Proposal: a member of the EC cannot be part of the team that organises and presents the training. A member of the EC can be invited to be a guest trainer once the costs have been covered. The EC agrees with this.

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○ Administrative support on the part of CercleS

- Administrative support regarding promotion and website admin, Moodle should be included in the budget of the training.
- We need to add some fine print stating that a participant cannot withdraw from the training because a specific trainer is not available.

○ Addition of other courses/topics

- We can issue a call for training where we ask for specific topics that are currently relevant. Formal approval for courses can occur during the CC meetings each year, when we vote on the budget. We should include a template that presenters/trainers must complete. **Zaan** to draw up a template, and the EC to share a call for training courses/topics.

● **LLHE**

○ Changes in the amount received by the editors

- There was a request from the editors for a greater amount for their editorial work than the current 1500 euro for the editorial work on the LLHE. This amount is not paid by CercleS, but is paid by De Gruyter. We are paying the amount that we receive from DG. So the EC feels that it is reasonable to renegotiate with DG for an increased amount. **Libor** and **Julia** will follow up with De Gruyter.

○ Proposal for special issues

- There was a request for a special issue of the LLHE on Assessment from the NULTE group, and there was also a request for a special issue focused on EMI. The EC agrees that we can send the request for a special issue to the editors-in-chief, and they can discuss it with the LLHE board and De Gruyter to follow up. **Julia** and **Libor** to follow this up with Carmen and Anne.
- The EC suggests that the idea of an LLHE advisory board should be raised again. The matter will be raised by **Julia** and **Libor**.

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● Placement tests for CercleS webpage

- Julia proposes making placement tests in various languages available on the CercleS website for Language Centres to use for free. The EC decides that Julia should first make it available to us, and then we can discuss it further.

● Proposal for collaboration in a research project on AI and teacher support

- See [proposal](#) from LinguAI. Julia feels that it will benefit our members and will have a positive impact on CercleS' visibility. The EC agrees that we will participate. **Julia** will follow this up with them.

● Updates on CercleS Conference Rome 2026 (Alessandra will have the floor)

An Erasmus training week will be held during the week and will include the conference. It will not be a teaching mobility, but a training mobility.

We will include awards for the best poster – we must finalise the categories and the prizes and the criteria

1. The agreement

The formal agreement between CercleS and Roma Foro Italico has not yet been signed. , and Julia, Alessandra and Carmen will continue to communicate about this. **Alessandra** will send the Agreement signed by Alessandra and Carmen to Julia by to formalise the Agreement for the Conference organisation.

2. Fees for the whole conference (no one-day fee)

Early Bird Registration

Cercles Members: 220 €

AICLU Members: 170 €

Non-Members: 270 €

Students and Online Participants: 100 €

Networking dinner: 50 €

Optional Guided tour: 25 €

Regular Registration

Cercles Members: 250 €

AICLU Members: 200 €

Non-Members: 300 €

Students and Online Participants: 100 €

Networking dinner: 50 €

Optional Guided tour: 25 €

3. Conference promotion and launch

The conference will be promoted again through the newsletter, on the web, and on LinkedIn.

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4. Registration Timetable

Early Bird Registration opening: March 1, 2026

Early Bird Registration closing: May 31, 2026

Regular Registration opening: June 1, 2026

Regular Registration closing: August 31, 2026

5. General provisional program

The programme includes time for the EC meeting on the morning of 9 September, the CC meeting on the afternoon of 9 September, and Focus Group meetings on the morning of 10 September. The programme includes time for keynotes and parallel sessions, as well as the welcome reception on the evening of 10 September, and the General Meeting in the afternoon of 11 September, and the networking dinner in the evening of 11 September.

6. Contact and information

The information is given on [this page](#). **Julia** will send out an email to the CC regarding participation in the Conference Scientific Committee and ask about their willingness to review abstracts, or to otherwise nominate someone from their NA.

7. Hotels

The organising committee has reserved 12 rooms for the conference at Hotel Villa Glori, Via Bernardo Celentano 11, Rome, 00196. This is about 15 minutes' walk from the University. The special rate will be fixed (€130-€150 for bed and breakfast per person). In order to confirm the reservation, they need to know immediately and exactly how many people are coming. The EC will be expected in Rome from Tuesday 9 to Sunday 13 September (5 nights). **Everyone** must please confirm their dates of arrival by the end of February.

Tasks for the coming weeks:

website updates, deadlines, contacting the Coordinating Committee, relaunch and call for participation, information on Erasmus mobility opportunity, contact keynote speakers, hotel accommodation for EC members.

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Update from the Vice Presidency

● Plans for “new associations” (support in creating new NAs) in Croatia and Greece

- We would like to approach the Croatian LCs and ask if they want to formalise their cooperation and submit an application for Full Membership at the GM in 2026. In Greece and Cyprus there are three and two associate members respectively. Perhaps we can ask them if they have an interest in joining CercleS as a formal National Association? **Libor** will follow up with the LCs in Croatia, and **Mia** will follow up with the LCs in Greece and Cyprus.
- Julia suggests that we also approach Turkey to join CercleS as a National Association. **Julia** says that she will also contact LCs she has contact with in Turkey.

● Dates for the Leadership and Management FG meetups

- The times of the meetings will move one hour earlier, to Mondays 16:00-17:00 CET. The dates of the meetings will be on 9 March, 13 April, 11 May, 8 June. The aim is to bring some points or proposals to the General Meeting at the Conference in Rome.
- **Libor** will submit a final version of the white paper for the FG Leadership and Management next week.

Update from the General Secretariat

● Subscribers to the website and membership matters:

As on 30.01.2026 there were 1320 website subscribers. We are happy to report that there are 42 registrations from the NA CLUB.

We have received an expression of interest in associate membership from Kauno kolegija University of Applied Sciences in Lithuania. There is already one AM in Lithuania. **Ruth** will follow up about the creation of a possible NA in Lithuania with Saulė Petronienė from Kaunas University of Technology. **Libor** will follow up with Vytautas Magnus University.

We have a new SERMO member: Gdynia Maritime University.

The Language Centre at the Czech Technical University in Prague (Faculty of Electrical Engineering) reached out about joining as an associate member. Zaan referred them to CASALC CZ.

● Assistant to the General Secretariat workload

Zaan noted that she sees her role within the EC as primarily supporting the implementation of tasks identified and assigned by the EC. She observed that there may be value in clarifying

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timelines and responsibilities to ensure smoother workflow and shared awareness of upcoming tasks. It was suggested that the EC make use of the annual overview document previously developed, which outlines key tasks and responsibilities throughout the year, in order to support planning and coordination. **Zaan** will upload this document and share it with the EC.

● Workshops and webinars 2026

Zaan to update the [document on the drive](#). Libor asks that meetups also be added so that we have an overview of all events and don't have any clashes.

Update from the Treasurer

● Protocol for applying for financial aid for Focus Groups, etc. which have already been included in the budget (cf. inquiry by Libor in December 2025).

FG members can submit the reimbursement form for members. They must complete it, send proof of expenses, and send it back to the FG convenor to approve and send to Julia and Tom.

In the case of more claims and the total amount is more than the 1000 euro allocated to a Focus Group per year, then the convenor should determine the allocation per person. The convenor would send all the claims together to Julia/Tom.

Libor suggests that the payment of support to a Focus Group be linked to outcomes – a report and a product or something measurable (like a webinar). The EC accepts this proposal.

It is also suggested that a sentence be added on the website: FG Coordinators should contact the EC before confirming the budget and the event. **Zaan** will add this to the website.

We should send an email to the FG coordinators with the following content: good luck for the new year, reminder of money available to FG meetings, Rome FG in-person meetings, and information about the process for asking for FG meetings. Zaan and Mia to follow up on this.

The process for payment will therefore be as follows:

1. FG convenor submits proposal for financial support
2. FG convenor gathers the claims from members and sends them to the Treasurer
3. The budget will be paid out depending on the outcomes (deliverables)

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● **Query as to date / destination of financial support for Rome 2026.**

The Conference organisers have not yet asked for the money that is allocated for the organisation for the CercleS Conference. Alessandra feels that the agreement between CercleS and Foro Italico must first be signed, and then she will contact Tom about payment. **Julia** and **Alessandra** to follow up on the formal agreement about hosting the CercleS Conference.

● **AOB**

○ Dates of EC meetings (Mondays 16:00-17:00 CET):

Monday 23 Feb 16:00-17:00 CET

Tuesday 3 Mar 16:00-17:00 CET – Conference meeting: scientific committee etc.

Tom to join at 16:15

Friday 20 Mar 16:00-17:00 CET – additional possible emergency meeting

Monday 20 Apr 16:00-17:00 CET

Monday 4 May 16:00-17:30

CC meeting 15 May 10:00-13:00 CET

Monday 15 Jun 16:00-18:00

Monday 29 Jun 16:00-17:00 CET – additional meeting

Tasks from the meeting:

- **Zaan** to draw up a template to submit along with proposals for CercleS training courses, and the EC to share a call for training courses/topics.
- **Julia** will send out an email to the CC regarding participation in the Conference Scientific Committee.
- **Everyone** must please confirm their dates of arrival in Rome by the end of February.
- **Libor** and **Julia** will follow up with De Gruyter about the amount of money the LLHE editors-in-chief receive from De Gruyter.
- **Julia** and **Libor** to raise the issue of the LLHE advisor board with Carmen and Anne again.
- **Julia** will follow up with LinguAI about their proposal.
- **Libor** will follow up with the LCs in Croatia about creating a National Association.
- **Mia** will follow up with the LCs in Greece and Cyprus about creating a National Association.

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- **Julia** will follow up with the LCs in Turkey about creating a National Association.
- **Ruth** will follow up about the creation of a possible NA in Lithuania with Saulė Petronienė from Kaunas University of Technology.
- **Libor** will follow up with Vytautas Magnus University.
- **Libor** to submit a final version of the white paper for the FG Leadership and Management next week.
- **Zaan** will upload the document giving an overview of EC tasks during the year and share it with the EC.
- **Zaan** to update the document with an overview of webinars and meetups during the year.
- **Zaan** to update the CercleS calendar on the website.
- **Zaan** will add a sentence to the website about FG Coordinators contacting the EC before confirming their FG event and budget.
- **Julia** and **Alessandra** to follow up on the formal agreement about hosting the CercleS Conference.

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