



Confédération Européenne des Centres de Langues
dans l'Enseignement Supérieur

European Confederation of Language Centres in
Higher Education

Europäischer Verband der Hochschulsprachenzentren

Secrétariat Général

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CercleS Executive Committee Meeting

23 February 2026: 16:00-17:00 CET / 17:00 Finnish time, via Zoom

Minutes

Approval of EC minutes of 4-5 February 2026

The minutes are approved.

Update from President

a. Signing of Erasmus agreements with Grial, acceptance of collaboration with Politecnico de Lisboa Language Centre

We have submitted our agreements for collaboration with these two institutions, and we will now wait to hear from them whether the projects have been approved. Libor notes that the information about approval is normally sent around August.

b. Templates for Training Proposals (see folder of this meeting)

The folder contains templates for short training and for longer training that will be sent out with the Call for Training Proposals.

→ Libor notes that it may be a long form to complete at an initial stage. It is suggested that initial proposals to the EC can be shorter, and when the EC approves the initial idea, we request completion of the full form, which will be sent in time for the CC meeting. The aspects that must be completed in the first stage of the application will include: the topic, when the training would take place, who the trainers are, a 100-word summary, and whether a subsidy is expected from CercleS.

→ In terms of the training courses currently offered (*Boost Your Language Teaching Skills, Leadership Training Programme*): if they want to be offered again in the future, we will ask the coordinators to also complete the form.

c. Conference:

i. **Promotion of travel subsidies:** (see the folder of this meeting) The travel subsidies will be promoted via the website (news post) and in the next newsletter.

ii. **Keynote speakers:** Neus Figueras has accepted being a keynote speaker

iii. **Abstracts:** About 80 abstracts have been received so far. We will extend the Call for Papers once the first deadline has passed, on 28 Feb (by 1 week).

iv. **Erasmus+ agreements:** Alessandra has already signed 2 Erasmus agreements, and will sign another 4 (so a total of 6). We must be aware that Erasmus+ cannot fund people to attend the conference (conference fee).

d. Change of university for the Presidency

Julia will send the details of her new university, and Zaan will update the information on the letterhead and website.

Update from Vice-President

No items

Presidency

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Update from Secretary General / assistant

a. Reorganisation of the CercleS Google Drive

The GS invites all EC members to look at the layout of the proposed new Google drive and to give feedback at the next EC meeting on 3 March.

b. Website subscribers: Total of users on the cercles.org site: 1 327 (22.02.26)

Update from Treasurer

a. Financial support available to members and FGs

- i. **Scholarship application forms for 2026** (see the folder of this meeting) The scholarship form and information documents for 2025 will be edited and made available for 2026. There are three scholarships of 500 euro available, and only one candidate from each NA may be awarded such a scholarship. The application must include a recommendation or support from the NA president.
- ii. **FGs who do not use the full amount of 1000 euro during the year.** FGs should arrange and budget to meet in-person for a single event with a planned outcome. If they do not use all the money potentially allocated to them (1000 euros) for the one event, the money will not be available for further events. They may, however, submit a subsequent request for another event with a different outcome in the same year.
- iii. **Decision of combination of financial support possible per person** (travel subsidy, 'regular' scholarship, FG support). We had a request from a coordinator of a FG for a "general" scholarship to attend the CercleS Conference in Rome. It is decided that Zaan will reply, advising them to rather use the FG financial support, and also make use of the travel subsidy that will be offered to members, as these are available to them. Since more people may apply for the "general" scholarship, we would accept an application from them for this scholarship, but will have to be fair in the allocation of such grants, taking into consideration – for example – whether they have access to other forms of financial support.

AOB

- a. Someone must please start the FG Assessment webinar (CercleS Zoom) on Wed 18 March before 16:00. **Zaan** will organise with Basia.

Next EC meeting: Tuesday 3 March 16:00-17:00 CET / 17:00-18:00 Finnish time

On the agenda: to look at Conference Submissions
to look at the Google Drive

Tasks from the meeting

- **Zaan** to organise with Barbara Sawicka about starting the FG Assessment webinar on 18 March
- **Zaan** to update the information of the Presidency on the website and the CercleS letterhead
- **Zaan** to edit the Scholarship forms and information for 2026 and upload them to the website.
- **All EC members** to look at the layout of the proposed new Google drive and to give feedback at the next EC meeting
- **All EC members** to indicate travel plans **by 28 Feb** so that Alessandra can confirm hotel booking for the EC in Rome

Presidency

Dr Julia Zabala Delgado | Institut de Ciències de l'Educació Josep Pallach-Servei d'Aprenentatge i Innovació Docent |
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