



Minutes of the Cercles Coordinating Committee Meeting 14 September 2022, 14:00-17:30

Porto, ISCAP, Meeting Room, 4th floor

The following members of the Coordinating Committee and the Executive Committee were present:

National Association	Members	Votes	Country	President present or represented
ACLES	64	3	Spain	Juana Sanmartin
AICLU	49	2	Italy	Carmen Argondizzo - proxy A. Fazio arrived late and was not represented
AKS	49	2	Germany	Maike Engelhardt
AULC	48	2	UK	Mark Critchley
CASALC CZ	15	1	Czech	Libor Štěpánek
CASALC SK	3	1	Slovak	Peter Gergel (proxy: L. Štěpánek)
FINELC	14	1	Finland	Nina Pilke (proxy: M. Panisse)
NUT	26	1	Netherlands	Katja Hunfeld
RANACLES	64	3	France	Tom Grainger (proxy: L. Rouveyrol)
ReCLES	17	1	Portugal	Manuel Moreira da Silva
SERMO	8	1	Poland	Kinga Studzińska Pasieka
SSH-CHES-CSUS	12	1	Switzerland	Stefanie Neuner
VUS	6	1	Austria	Simone Klinge (proxy: N. Kraml)
Total		20		

Executive Committee	Members	Votes	Present
		3	Sabina Schaffner (President) Anne Chateau (Secretary General) Marta Estella Clota (Treasurer) Carmen Argondizzo (Vice-President) Mia Panisse (Deputy Secretary General) Tom Grainger (Deputy Treasurer) Zaan Bester (Assistant to the General Secretariat)
Total number of votes		23	

1. Welcome and approval of agenda

Sabina welcomes everyone to the meeting

Excused: Peter Gergel (CASALC SK) represented in voting by L. Štěpánek; Nina Pilke (FINELC) represented in voting by M. Panisse; Simone Klinge (VUS) represented in voting by N. Kraml.

Members of the Executive Committee who are also NA presidents: Tom Grainger (RANACLES) represented in voting by L. Rouveyrol; Carmen Argondizzo (AICLU) was to be represented in voting by A. Fazio, but travel delays meant she was not able to attend the meeting.

All other NA presidents present (*CC meeting slide 2*)

Presidency

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No points are added to the agenda. (*CC meeting slides 3-4*) is approved (15 votes in favour).

Approval of CC minutes of meeting of 20 May 2022, Zoom.

The minutes are approved (15 votes in favour).

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

- For a summary of activities from January 2022 – May 2022, please see the e-bulletin No 8.
- June 2022 – August 2022: New developments
 - a. President (*CC meeting slides 7-13*):

Agreements:

De Gruyter: We are happy that new agreements were reached. Carmen Argondizzo and Gillian Mansfield have agreed to continue as editors-in-chief for another 2 years.

Memorandum of Cooperation:

- ELC: We have not had that much cooperation – it is mostly based on the nature and organisation of the ELC. But Maria Teresa Zanola is very open to cooperation, e.g. through the APATCHE project. Maria sent a video greeting message to CercleS for the conference and the 30th anniversary, which was shared at the meeting.
- ECML: We have had a more intensive collaboration with ECML and Manuel and Libor have represented CercleS at some of their events. Libor: all workshops where CercleS has participated have been useful as it gives an indication of where Europe is heading in future (schools and languages), and regarding methodologies. The ECML is also linked to many other institutions, so networking within this group is valuable. Sarah sent a video greeting message to CercleS for the conference and the 30th anniversary which was shared at the meeting.
Libor agrees to continue as a CercleS representative for ECML while Manuel has to resign due to his professional duties. **Nicola Kraml** is nominated as second CercleS representative.

Working groups:

Research outcomes: Policy Paper for stakeholders of University management, Guide for LC managers. Both of these will be promoted during the conference (Focus group meeting held by Mark Critchley and Sabina Schaffner and workshop presented by Ruth Tobias and Isabella Stefanutti).

Cooperation with Ukrainian Language Centres:

The Executive Committee decided to provide practical support to Ukrainian colleagues by offering extraordinary honorary membership for the duration of 2022. The hope is that some of these colleagues will join as a National Association or as Associate Members.

CASALC CZ decided to offer support to two Ukrainian colleagues working at Czech universities so that they could attend the conference. CercleS and ReCLes have offered financial support to CASALC CZ if the increased costs necessitated it.

Interest in institutional cooperation and collaboration (matchmaking with European universities)? We have to keep in mind the uncertainty of the future situation, the structure of LCs in Ukraine, and the fact that Ukraine does not want to lose its intellectuals to the rest of Europe.

The CC members agree that a good form of support would be to offer Ukrainian colleagues a community of practice by prolonging honorary membership, though the length of the extension might be unclear. Another option would be to offer a new Ukrainian NA one year's free membership. Different NAs can offer a space for Ukrainian colleagues to meet at their own national conferences. It is decided to speak with Ukrainian colleagues attending the conference in Porto and to others remotely to find out what their needs are and then follow up. It is agreed that **Libor** will be the CC contact person for Ukraine and will be supported by Sabina from the EC.

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b. General Secretariat (*CC meeting slide 14*):

Talks and webinars:

There were several very interesting talks (list on the slides). Some of these are available on the YouTube channel.

Membership management:

We get a discount for 400 members or more, so we would be happy for any new members. We have 398 members right now, but 3 AMs will be excluded, and one new AM asked to join. If honorary members are added, we will be over 400, and will then qualify for a reduced fee from De Gruyter.

Sabina will contact De Gruyter in this regard.

c. Vice President (*CC meeting slides 15-17*):

LLHE publications, Cooperation with De Gruyter: New Editors' Agreement:

Gillian Mansfield sends greetings to the Coordinating Committee. Carmen presents the aims of the LLHE journal, as well as the most frequently discussed topics. A topic that we may consider in future is "language competence of administrative staff". This conference is also indexed in Scopus – which is a good achievement for CercleS.

Carmen recaps information about the previous issues of the LLHE journal in this reporting period: a total of 56 articles and 8 activity reports. De Gruyter's contract with all journals will change in 2023, and it will no longer be based on number of pages, but on number of articles (15 articles per issue.) The LLHE is in line with this already.

The **editors-in-chief** will send out a letter and meet with the members of the scientific board to discuss the tasks and guidelines.

d. Treasurer's report (*CC meeting slides 18-19*):

Updated budget 2022 and budget 2023 for approval:

Marta discusses the budget of 2022. She proposes the 2023 budget. Tom mentions that we have enough money, but not enough projects on which to spend it. Libor asks whether we could allocate some money to Focus Groups to encourage meeting and projects. In the budget, the specification for "accommodation" for FGs will be removed to open up possible uses, e.g. focus group projects.

Sabina reminds the possibility that the invitation of a colleague from a different NA/CercleS member as a keynote/trainer/speaker at a conference also qualifies for financial support.

Laurent suggests specifically issuing a call for projects (with particular guidelines/requirements) on topics that are of interest in the CercleS community that we can send out. The roundtable will also provide insight in terms of future projects and tasks. **Mark** and **Laurent** volunteer to be part of a committee that will formulate such a call. They will inform the EC about the timeline and sending the call for dissemination.

It was agreed that 3000 euro for special CercleS projects should be added to the budget.

The budget amended as described above is unanimously approved (15 votes). The budget sent out with the minutes also takes into account the exclusion of 3 associate members as approved by the General Meeting on 16 September 2022.

3. Short reports from the exchange in groups about the national associations: current challenges and developments

Libor's group discussed the possibility to arrange a workshop for Ukrainian teachers working in Poland, Czech Republic, Slovakia, and focus on topics related to them. No immediate assistance is needed from CercleS, but if the workshop is a success, CercleS could help with further such sessions in other countries/regions.

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4. Proposals, reports, motions from members

a. Mark Critchley:

Report on Working group on CercleS training initiative (CC meeting slide 23):

A small working group came up with disparate ideas around training, so it was decided to determine the needs through a survey. This was already sent out to NA presidents. There may be some short pilot programmes that can be tested to see whether they are effective. In the survey, presidents can also indicate trainings already running, how CercleS training can complement these (not duplicate them), and any training already in place that could perhaps be made available more widely.

Internationalisation initiative (CC meeting slide 24):

This initiative wishes to take advantage of the new online options available to promote international collaboration and exchange between members.

5. XVII CercleS Conference 2022: Last update by Conference Organisers (CC meeting slide 25):

a. Programme:

There will be 38 parallel sessions, workshops, 4 FG meetings, 4 keynote speakers, 1 poster session, and 252 participants from 23 countries, 5 online sessions, 15-20 online participants. Plenary sessions will be streamed. An online platform has been created.

Despite inflation, the conference budget can be met.

b. Anniversary activities:

Mostly concentrated around the conference dinner, and the welcome drink will also be a celebratory moment.

c. Other issues:

There were some last-minute cancellations for health and ecological reasons (about 15 in the last 2 weeks).

6. XVIII CercleS Conference 2024: Applications (CC meeting slide 26):

a. AULC: Durham University

The AULC Executive Committee has agreed to offer to host the conference. The Durham University senior management and School of Languages also support the application. The dates (12-14 Sept 2024) are based on availability of conference facilities. Visa-free travel is possible for people from the EU, but a passport is needed. The Coordinating Committee approves the proposal (14 votes – AICLU and AULC not voting).

7. Outlook on activities 2022 and 2023 (CC meeting slides 27-33):

a. LLHE publications

Already discussed in 2c above.

b. Talks / Trainings

- The second edition of *Aspire to Inspire* will not take place in the format originally planned, but there will be three shorter training courses offered. The leadership module is aimed specifically at Language Centre managers (and not at project managers, for example).
- The LLHE webinar dedicated to LLHE 12.1 will be on 7 December.

8. AOB

- Next CC meeting: 12 May 2023, 9:00-13:00 CET via Zoom (CC meeting slide 34):
- Kinga will step down as SERMO president in October this year. The new SERMO president may be a German or French-speaking colleague. It was agreed that English competency should not be the basis for excluding any candidate and that multilingual communications should be fostered at CC meetings.

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