



Confédération Européenne des Centres de Langues  
dans l'Enseignement Supérieur

European Confederation of Language Centres in  
Higher Education

Europäischer Verband der Hochschulsprachenzentren

**Secrétariat Général**

**Secretary General**

**Generalsekretariat**

**Université de Lorraine**  
UFR Lansad (Langues pour Spécialistes  
d'Autres Disciplines)  
CLSH – 23 Boulevard Albert 1er –  
B.P. 60546  
54001 Nancy Cedex / France  
tel. +33 3 72 74 31 87  
e-mail: [generalsecretariat@cercles.org](mailto:generalsecretariat@cercles.org)  
website: <http://www.cercles.org>

---

## **CercleS Coordinating Committee Meeting 20 May 2022, 10:00-13:00 (CET)**

<https://uzh.zoom.us/j/62210092946?pwd=S3h4cEh1OWtBcUxOeUMyTFNHsFR3QT09>

Meeting ID: 622 1009 2946

Passcode: 753800

### **Agenda**

- 1. Welcome and approval of agenda**  
**Approval of CC minutes of meeting of 10 September 2021**, Université de Lorraine, Nancy / Zoom
- 2. Short reports of the EC activities – questions and feedback by CC members**
  - September 2021 – December 2021: E-Bulletin No 7 → *email attachment*
  - January 2022 – May 2022:
    - a. President: Working groups, Aspire to Inspire Training, Policy Paper for stakeholders of University management, Guide for LC managers → *email attachment*, Cooperation with Ukrainian Language Centres
    - b. General Secretariat: Talks and webinars, Membership management, Update on website (Promotion of forum: ideas, Instagram quizzes, other ideas)
    - c. Vice President: LLHE publications, Cooperation with De Gruyter: Annual Report 2021 → *email attachment*
    - d. Treasurer's report: final balance budget 2021 and updated budget 2022 → *email attachments*
- 3. Proposals, reports, motions from members**
  - a. CASALC SK: Motion regarding membership → *email attachment*
  - b. Mark Critchley: Report on Working group on CercleS training and Internationalisation initiative
- 4. XVII CercleS Conference 2022: Presentation by Conference Organisers**
  - a. Provisional programme outline
  - b. Focus Groups meetings
  - c. Keynotes and roundtable
  - d. Update on abstracts received
  - e. Important dates
  - f. Anniversary activities
- 5. Outlook on activities 2022**
  - a. Talks / Webinars / Trainings
  - b. Research: machine learning? Internationalisation?
  - c. Other?
- 6. AOB**
  - Next CC meeting: 14 September 2022, 14:00-17:30, Porto ISCAP
  -

---

#### **Presidency**

Dr Sabina Schaffner / University of Zurich / Language Center of UZH and ETH Zurich  
Rämistrasse 71 / CH-8006 Zürich /Switzerland  
Tel. +41 44 634 52 80 / e-mail: [sabina.schaffner@sprachen.uzh.ch](mailto:sabina.schaffner@sprachen.uzh.ch)

#### **General Secretariat**

Dr Anne Chateau / Université de Lorraine / UFR Lansad (Langues pour Spécialistes d'Autres Disciplines)  
CLSH – 23 Boulevard Albert 1er – B.P. 60546 / 54001 Nancy Cedex / France  
Tel. +33 3 72 74 31 87 / e-mail: [generalsecretariat@cercles.org](mailto:generalsecretariat@cercles.org)