



# AEA-Europe Annual Report 2016

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**The Council of AEA-Europe**

21 October 2015

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## Introduction

The activities in the past year are reported briefly in this section. Much has happened in the 12 months since the last General Assembly. Several new members have been elected to the Council, and many changes in committee membership have taken place. The Council has been working towards future conferences and other activities for members, as well as actively addressing our financial situation.

### *New members getting involved while we are saying goodbye to others*

While the Council saw few changes for many years, in 2014–2016, several terms came to an end. A large turnover in Council membership occurred and will still occur. In June and July 2016 elections were held for a new Vice-President and President elect and for a new council member. Only one candidate stood for election for the role of Vice-President. For the role of council member, we had three candidates. In September 2016 Jannette Elwood, Queens University, Belfast, UK, and Rolf V. Olsen, University of Oslo, Norway participated in their first council meeting, and at the general assembly in Limassol, they will be inaugurated to the roles of Vice-President/President elect and council member respectively.

Two council members have or will soon stand down. Council member Antonella Poce, University Roma Tre, Italy left a big gap in the Council this summer. The voluntary work of Antonella on behalf of the Association's membership has been invaluable. Indeed, the Association's activities have closely depended upon it. Working with her in the Council has been a pleasure, and I thank her for her professional contributions to the work of the Association. In addition, I am standing down from my role of President and welcome Thierry Rocher, DEPP, France to be my successor. I wish Thierry the best of luck.

AEA-Europe currently has two committees—the Professional Development Committee (PDC) and the Publication Committee (PC). Also in the committees, members who have served the committees for many years retire, and new members are recruited. We welcome Stéphanie Berger, University of Zürich, Switzerland, into the PDC, and Jeanne-Marie Ryan, Oxford University, United Kingdom, Lesley Wiseman, independent educational consultant, United Kingdom and Amina Afif, Luxembourg Government, Luxembourg, into the PC.

The Council expresses its gratitude to Stuart Shaw, UK, for his long and very dedicated services to AEA-Europe and all the time he devoted to the PDC. Yet another PDC member stood down after the general assembly in 2015. Yasmine El Masri started out in the PC and moved to the PDC in 2013. She has had a firm hand on the work toward junior members of the association, in particular the Ph.D-students and we thank her for all her dedication, for growing our membership and for making the next generation of assessment researchers feeling welcome.

A main strategic goal of AEA-Europe is involving members across Europe to reflect and represent the membership of our Association. One such way is to host conferences. We are currently working with two committees (Limassol and Prague), each dedicated to hosting an annual conference. Seeing so much effort and skill, as well as so much time selflessly spent for the benefit of the organisation we all share, is satisfying and stimulating. In addition, a Cito team has started working towards the 2018 conference which will be held in Arnhem. We are very pleased to prepare for this conference together with one of our corporate members who has supported the work of the association throughout the history of AEA Europe. 2018 is also the 50<sup>th</sup> anniversary of Cito, so we expect this conference to also celebrate this.

### *Work in the Council and the committees*

The Council has had four regular council meetings and four Skype meetings. The work within the Council has focused on preparing for future conferences. Several bids have been received, and as of this writing, the conferences for 2016–2018 are starting to take shape. Visits have been made to and Limassol and Prague to meet with local organising conference committees.

Within the years 2014–2016, every role in the Council has come to its end of term, so many turnovers have been seen. Establishing good working relationships within the Council and anchoring decisions in a mutual understanding of the goals of the Association have thus been the main activities. The Council has had three extended rounds of strategic discussions. In addition, much time has been devoted by all new members to perform their roles in the Council.

This year, the PC has re-established and at the same time followed up on work strategic decisions started in 2013, particularly on publications strategies.

The work conducted by the PDC has mainly been focused toward maintaining already established strategies. While a new member was recruited this year, two more members have resigned and the Committee still has openings that need to be filled.

### *Getting to grips with the financial situation*

In 2015 the council revised the business plan of the Association to better reflect the financial situation. The proposed changes were supported by the General Assembly. The attached, revised, business plan for the years to come demonstrates the success of these changes. AEA Europe is solvent, but has to be careful and choose wisely what activities to enter into. Activities close to the main aims of the association, or necessary to maintain the association needs to be prioritised. For instance, the website needs to be revised and rebuilt in the near future. This will be a major cost and will cost the equivalence of one year's surplus. Still, having a healthy economy, this will not affect the overall financial situation.

The Association has funds that secure operations for more than a year without any income. After two years with a negative outcome, 2015 showed a healthy surplus. So will 2016. Administrative support to run proficiently has been sought from our corporate members that hold the post of Executive Secretary and Treasurer. Some of our income is spent to reimburse a small part of the work they have offered. On pages 13–16 of this document, you will find the revised business plan that will be discussed at the General Assembly.

This November (2016), my two years as President of the Association end. Holding this position and working with my fellow Council members and other volunteers that fill our committees and the two teams planning future conferences have been truly a privilege. I am grateful to all of you for dedicating so much time and energy to the Association's business.

*Thank you*



Guri A. Nortvedt, President of AEA-Europe  
21st October 2016

## Evaluation in Relation to Strategic Aims

A strategic plan was developed for the years 2012–2015 and an adjustment to this was adopted at the 2015 general assembly. The overall strategy of AEA Europe is *to be the association to which assessment professionals throughout Europe look for information, contacts and career development*. To achieve this, three goals were set: (1) to increase the authority of the Association, (2) to increase membership, and (3) to enhance standards of professionalism

In the following, we present activities to date in relation to the strategic priority areas identified. The activities accomplished in 2016 are marked with an asterisk (\*).

### 1. AEA-E Authority

- The number of submissions for the annual conference continues to increase; the number of members and non-members who submit proposals grows.\*
- New groups of established academics find the conference attractive.\*
- For 2016, the new conference presentation format mini-symposium is piloted. Unfortunately it has not been possible to repeat the successful vocational symposium from 2015.\*
- The annual evaluation of the quality of conferences (keynotes, presentation, structure) continues to be positive. Attendance numbers are growing.
- Conference submission and peer review procedures were assessed.\*
- Introduction of an audit committee for the Treasury\*
- Adjustment of the Business Plan to best reflect the activities that can be achieved within the annual income\*

#### Plans

- Market the Association and conference through new channels
- Pilot and evaluate new presentation formats also in future conferences
- See reports from the committees below.

### 2. Membership

- Members recruited from areas of Europe that are under-represented (to some degree)\*
- Future conferences planned for regions with few members\*

Current membership has increased somewhat since last year. In 2014, the number of members seemingly exceeded the 5% expected growth rate used in the previous business plan. However, many members did not pay their subscriptions, so membership numbers in November each year might not accurately reflect the active membership. Previously student membership has been handled in the same manner as individual and corporate membership. The Council will propose to the 2016 general assembly that student memberships will have to be actively renewed each year.

Table 1. Membership

| Membership | 2013 | 2014 | 2015 | 2016 |
|------------|------|------|------|------|
| Individual | 119  | 132  | 139  | 151  |
| Corporate  | 38   | 41   | 42   | 41   |
| Student    | 34   | 46   | 48   | 8    |

### Plans

- We should grow organically in relation to the intellectual work of the Association, so that we maintain our character.
- We aim to continue recruiting new members from regions that are under-represented in the Association.
- We should support the PC to enable new channels for communication and publication.

### **3. To become more professional, we conducted the following:**

- Rebuild the Publication Committee\*
- Held elections for Vice-President and President elect\*
- Held elections for a new council member\*
- Shared Council member responsibilities ('Cabinet responsibilities') to maximise the use of members' respective skills\*
- Cooperated with a conference organiser to ease registration and conference participation\*
- Increased funds to support the work of the Treasurer\*
- Reviewed committee structures\*
- Introduced committee membership selection procedures
- Continued to use EasyChair for conference submissions\*

### Plans:

- Improve archives, databases and document sharing facilities for the Association
- Collect systematic information about conference subscriptions and sponsorship to make realistic conference budgets

## **AEA-E Council Members and Activities**

The Council has met four times since the last General Assembly (November 2015 in Glasgow, January and June 2016 in London, September 2016 in Oslo). Between council meetings, the Council has had a total of four Skype meetings. These Skype meetings have been used to maintain the involvement of Council members in the activities and decisions made within the Association. This has freed time for strategic discussions during physical Council meetings. Skype meetings were conducted in March, April, June and October of this year.

### **Agenda items**

The main points of discussion during these meetings were as follows:

- election of new Council members
- finances and business plan
- conferences: past, current and future
- sponsorship policies
- marketing
- committee business
- aims and strategy
- administrative systems (sharing of information etc.)
- strategic planning
- the website

Table 2 shows the members of the AEA-E Council during 2016 up to the General Assembly at the annual conference. The table also lists the terms of office for the different members and provides comments on changes during the year or for the coming year, where appropriate.

Following the Association’s Constitution, nominations sought from the membership for the two elections (Vice-President/president elect and Council member). For the role of Vice-President only one candidate stood forward and was appointed to the Council. Three candidates stood forward for the role of Council member, and following procedures in the constitution, election were held. The two newly elected members will take up their posts in November 2016.

**Table 2: Council Members and Terms of Office 2014–2015**

| Name                                | Position in the Council | Start of the Present Term of Office | End of the Present Term of Office | Number of Previous Terms Fulfilled | Comment  |
|-------------------------------------|-------------------------|-------------------------------------|-----------------------------------|------------------------------------|--|
| Guri A. Nortvedt (Norway)           | President               | Nov 14                              | Nov 16                            | 0                                  | Vice-President, May 13–Nov 14                  |
| Thierry Rocher (France)             | Vice President          | Nov 14                              | Nov 16                            | 0                                  | Will take on the role of President in Nov 2016 |
| Alex Scharaschkin (UK)              | Executive Secretary     | Nov 14                              | Nov 18                            | 0                                  | Elected in 2014                                |
| Cor Sluijter Moelands (Netherlands) | Treasurer               | Nov 15                              | Nov 19                            | 0                                  | <i>Elected in 2015</i>                         |
| Antonella Poce (Italy)              | Council Member          | Sept 12                             | Sept 16                           | 0                                  |  |
| Iasonas Lamprianou (Cyprus)         | Council Member          | Nov 14                              | Nov 18                            | 0                                  |  |
| Gill Stewart (UK)                   | Council Member          | Nov 15                              | Nov 19                            | 0                                  |  |
| Jannette Elwood (UK)                | Vice-President          | Nov 16                              | Nov 18                            | 2                                  | President elect Nov 18 – Nov 20                |
| Rolf V. Olsen (Norway)              | Council member          | Nov 16                              | Nov 20                            | 0                                  |  |

## AEA-E Committees

### Professional Development Committee (PDC)

#### Members

Antonella Poce (Università Roma TRE, Italy): Chair until July 2016

Bas Hemker (CITO, Netherlands)

Andrew Boyle (Alphaplus Consultancy, UK)

Stuart Shaw (CIE, Cambridge Assessment, UK) – Until June

Stéphanie Berger (IBE, Switzerland)

#### Meetings and agenda

Business throughout the year was conducted both face-to-face and electronically. The main items of business were as follows:

- AEA-E accreditation scheme
- New Researcher Award combined with the Doctoral Network
- Poster Award
- Webinars and seminars
- Standards for Educational Assessment

#### Actions

One of the roles of the PDC is to identify and commission the kind of training that potential applicants would need to enhance their chances of successfully applying for Associate, Practitioner or Fellowship status. The PDC is also looking for enhancing the numbers of members applying for accreditation and in addition coordinates the procedure and engages fellows to assess applications for accreditation.

AEA-E recognises new talent in research by granting the Kathleen Tattersall New Researcher Award annually to the best applicant new assessment researcher in Europe. The PDC coordinates the procedure and engages fellows to assess the New Researcher Award proposals.

Moreover, the PDC is currently exploring ways of reaching a large group of doctoral students and catering to their professional needs. It hosted a doctoral conference event for the annual conference in Tallinn in 2014, in Glasgow in 2015 and will repeat this event in Limassol 2016.

The PDC is of the opinion that attention should be given to the poster presentations at the annual conferences and, for this reason, is attempting to disseminate effectively the benefits of joining and winning the poster competition. In 2016 more visibility will be given to the poster session.

The PDC is committed to making AEA-E the foremost association for all assessment professionals throughout Europe, hopefully with the active involvement of its academic, professional and practitioner members.



## Publication Committee

### Members

Gill Stewart (SQA, UK) - chair

Anastassia Voronina (Foundation Innove, Estonia)

Daniel Xierri (University of Malta, Malta)

Jeanne-Marie Ryan, Oxford University (United Kingdom)

Lesley Wiseman, Independent educational consultant (United Kingdom)

Amina Afif, Luxembourg Government (Luxembourg) (newsletter editor)

### Activity

A call for new members was made this spring. After discussions in the Council, it was decided that the PC might comprise four members, the newsletter editor and the chair. Following the call, Jeanne-Marie Ryan and Lesley Wiseman were appointed to the PC and Amina Afif accepted the role as newsletter editor.

The PC has been communicating by e-mail and skype and had one meeting. The main agenda has primarily been to revise the tasks of the PC and to plan future strategies for association publications such as the newsletter and social networking.

The PC has contributed to the overall aims of the Association by producing the electronic newsletter. The newsletter, which is available on the AEA-E website, usually has two editions a year and presents brief reports on work in progress or work recently completed, information about conferences, events, training and study courses, as well as information about the Association.

The PC has developed a social media strategy. Recognising the need for moderation of posts, a social media manager has been appointed (Daniel Xierri). The LinkedIn AEA-E group currently represents an important possibility to advising members and prospective members on the main events and actions of AEA-E, but could also help in enhancing members' connections throughout the year. Twitter was used successfully during the Tallinn and Glasgow conferences. In addition, video content from conference could be better utilized for both membership and marketing purposes. The committee will set up a Facebook and You tube channel as part of the communication strategy.

As the association has a growing membership and the conferences grow larger, Special Interest Groups (SIGs) will be explored as a potential means to establish contact between members between conferences. The PC will run a session on establishing SIGs during the Limassol conference in order to enable membership involvement in this topic.

## Annual Conferences

### 16<sup>th</sup> Annual Conference: Glasgow, 5 – 7 November 2015

‘Assessment and Social Justice’

The interest for the Glasgow conference was huge. A maximum of 280 conference participants were estimated. However, by mid-September this target was reached and we had to establish a waiting list for conference participation. After negotiation with the conference hotel, the final number of conference participants that attended the conference was 300. In addition, a total of 138 submissions were received. Pre-conference activities included four pre-conference workshops, a symposium on vocational assessment and a workshop on assessment for learning targeted to the local audience.

The Organising Committee chaired by Professor Louise Hayward (Glasgow University) included other members of the university (Carolyn Hutchison, George MacBride, Ernest Spencer, Susan Kelly), AEA-E (Jo-Anne Baird, Antonella Poce), as well as colleagues from the Scottish Qualifications Authority, Learning and Teaching Scotland and other local organisations. The conference venue was the Raddisson Blu hotel in the centre of Glasgow. All practical arrangements for the conference were skilfully conducted by George MacBride.

The Scientific Programme Committee members were Sarah Maughan (Co-Chair, England), Louise Hayward (Co-Chair, Scotland), Jannette Elwood (Northern Ireland), Iasonas Lampriou (Cyprus) and Chris Wheadon (England).

Generously hosted by the Glasgow City Council, the successful conference welcome reception was held at Glasgow City Chambers. The conference dinner was held at Òran Mór, the former Kelvinside Parish Church, which is now a festive place. Òran Mór is gaelic for ‘great melody of life’, fitting well with the atmosphere we achieved at the dinner where enthusiastic conference delegates joined young traditional dancers at the dance floor.

### 17<sup>th</sup> Annual Conference: Limassol, 3-5 November 2016

‘Social and Political underpinnings of educational assessment: Past, present and future’

#### Preparation

An offer to host the conference in Limassol was submitted in 2013 by the University of Cyprus. The University of Cyprus has successfully hosted a large number of international conferences and has a lot of relevant experience. The University of Cyprus has partnered with EasyConferences (<http://easyconferences.eu/>), a very experienced company which organizes many conferences across Europe every year. The conference venue is the St Raphael Hotel, a 5-star resort by the beach in Limassol. Limassol is an amazing city with rich historical and cultural richness, situated strategically in a central spot in-between the two international airports of the island.

The Local Organising Committee is chaired by Assistant Professor Iasonas Lamprianou (University of Cyprus) and includes other members of the university (Michalis Michaelides and Dina Tzagari) as well as academics from other universities (Elena Papanastasio, (University of Nicosia, Cyprus).

The Conference Organizing Committee consists of Iasonas Lamprianou (University of Cyprus, Cyprus), Thierry Rocher (France), George MacBride (University of Glasgow, Scotland), Cor Sluijter (Cito,

Netherlands), and Dina Tsagari (University of Cyprus, Cyprus). The Scientific Programme Committee members are Sarah Maughan (AEA-Europe member, AlphaPlus, UK), Guri A. Nortvedt (President AEA-Europe, University of Oslo, Norway), Gill Stewart (Council member, AEA-Europe, SQA, Scotland/UK), Michalis Michaelides (Local Organising Committee, University of Cyprus, Cyprus), Elena Papanastasiou (Local Organising Committee, University of Nicosia, Cyprus), Andrej Novik (AEA-Europe member, SCIO, Czech Republic).

### Interest

There was a significant interest for the Limassol conference with a total of 152 submissions received. After peer review, most of the submissions were accepted, which resulted to seven parallel sessions (as was the case with the Glasgow conference). As it happened last year, keynote presentations are reserved for Thursday and Saturday only whereas Friday is solely dedicated to open paper sessions, symposia, discussion groups as well as the poster presentations and the general assembly. In order to accommodate all accepted presentations, the programme has been extended with a parallel session Saturday morning. Based on the number of submissions this year, we expect a maximum of 300 participants.

### Social programme and venues

The conference welcome reception will be held on Thursday afternoon, at the comfortable premises of the St Raphael Resort. Expect a relaxing evening during which delegates will have the opportunity to talk to colleagues and peers, while enjoying local drinks and ample canapés. The delegates will have open access to the veranda of the hotel, overlooking the beach and the small marina.

The conference dinner will be held at the Siambelos Traditional Restaurant, a traditional Greek Cypriot tavern on the hillside above Limassol, overlooking the picturesque bay and the port of the city. All the delegates also have the opportunity to join one of the optional half-day or full-day excursions around the island. Finally, first-time attendees are invited to a dedicated New Attendees Welcome Reception on Wednesday 2<sup>nd</sup> November, where they can meet the Council of AEA-Europe and other seasoned members of the Organization. Finally,

### 18th Annual Conference: Prague, 9 – 11 November 2017

“Assessment cultures in a globalised world”

Our conference chair for the 2017 conference is Andrej Novik, SCIO. SCIO will be our formal conference host, with a local organising committee comprising members from SCIO, Charles University and other national bodies and interest organisations. The Prague team has an agreement with a conference organiser. The venue for the conference will be Hotel Corinthia, which overlooks Prague and is a couple of metro stops from central Prague. Prague is the capital and largest city of the Czech Republic, it is also the historical capital of Bohemia situated in the north-west of the country on the Vltava river. The winter can be chilly in Prague, but it is a very beautiful city, so bring warm clothes and enjoy beautiful walks in the old city centre. Prague holds many attractions include the Prague Castle, the Charles Bridge, Old Town Square with the Prague astronomical clock, the Jewish Quarter, Petřín hill and Vyšehrad. Prague is also home to a wide range of public and private schools, including Charles University in Prague, the oldest university in Central Europe.

Skype Organising Committee meetings between SCIO and the Council have been held on several occasions to ensure good planning. In addition, Guri Nortvedt visited Prague in June 2016 for on-site

conference planning. During this visit, possible venues for pre-conference workshops and the dinner were also visited.

### **19th Annual Conference: Arnhem, November 2018**

The 19th annual conference will be hosted by Cito and take place in Arnhem, the Netherlands. 2018 is also the 50<sup>th</sup> anniversary of Cito.

## **Awards and Accreditations**

### **Kathleen Tattersall New Assessment Researcher Award 2016**

Following the process indicated on the website, a call for applications for the New Assessment Researcher Award was sent out early in 2016. Applications were requested from individuals who are currently in the first seven years of their work experience in an assessment-related field and who are conducting research into assessment practices.

The Professional Development Committee was responsible for overseeing the evaluation process this year, and three fellows were invited to review the application. These Fellows were asked to evaluate whether the application complied with the criteria and the quality requirements of the award. After the evaluation process, this year's prize was decided to be awarded to Sebastian de Klerk from the Netherlands. Dr. de Klerk will present his research as one of the keynotes at the Limassol conference, and he will receive a prize of €500.

Panel:

Paul Newton, United Kingdom

Julie Sewell, United Kingdom

Simon Wolming, Sweden

The award is sponsored by AQA.

### **Poster Award**

At the 16th annual AEA-E conference in Glasgow, 16 posters were presented. All conference delegates were invited to rate the posters against specified criteria and to nominate up to five posters for the award. The PDC counted the votes and proclaimed the winner. The poster presented by Deborah Chetcuti, Ruth Falzon & Stephen Camilleri from Malta won the poster award. The award was sponsored by CITO, the Netherlands and included covering the costs of a visit to CITO. The Malta team visited Cito in March 2015.

### **Accredited Members 2016**

The following accreditations were made this year. The accredited members will receive their certificates at the award ceremony during the last day of the annual conference:

Practitioner: Shakeh Manassian

Associate: Ya Ping (Amy) Hsiao

Practitioner: Man Fung Lo (Kelvin)

Practitioner: Sharon Frazer

Practitioner: Lesley Wiseman

Fellow: Stephen Dobson

## Financial Report

The financial report over 2015 is presented below. First, in table 3, the operating budget for 2015 is presented and then, in table 4, the balance sheet. Both overviews will be explained briefly.

The operating budget makes clear that, despite several efforts, the Association did not manage to expand its income from subscription fees substantially. Over the last years only a small increase in memberships can be discerned. Furthermore, we still are facing uncollectable debtors. Attempts to more intensively and effectively chase defaulters have proven to be not very successful. An analysis made clear that most of the nonpayers were students who did not continue paying for their membership after a first subscription. The council concluded that pursuing debtors any further was cost inefficient and therefore decided to write off the non-received student membership fees for 2013-2015 (total amount € 3060) and the non-received student membership fees for 2014 and/or 2015 from students that respectively attended the 2013 or 2014 conference (total amount € 1080). Moreover, in order to prevent a new accumulation of defaulters, it was decided to not automatically prolong student membership. In the 2016 operating budget, the amount due to uncollectable debtors has as more realistic level. The reduction of efforts chasing uncollectable debtors is reflected by setting aside a lower amount for the treasury and secretariat than in the 2015 report. Regrettably, there is also a small number of non-student members that have not paid their fee over the last two years. These members will be expelled at the 2016 general assembly, in accordance with the Association's constitution.

For 2015 the Council hoped to have a positive conference income of € 21,000. This target was not reached; the Glasgow conference had a positive financial result of €16,825 (€15,425 in 2015) with an additional profit of € 1,400 in 2016), topping the result of the Tallinn conference (€ 14,785). Both years, targets were not reached due to unexpected additional expenses and some uncollectable conference fees.

A comparison of the financial reports for 2014 and 2015 shows a less positive result for 2014. This is mainly caused by two facts: conference expenditure related to the –expensive- Paris conference of 2013 and the hiring of a coordinator for promotional activities to increase the membership number. The latter point has been redressed in 2015 by finishing the contract of the coordinator in March. The budgeted amount of € 10,000 could be brought back to € 3,481. Generally speaking, because of the two facts mentioned, the 2014 financial report can be considered to be an outlier in the sequence of financial reports of the Association, while the 2015 report can be seen as a reflection of the normal course of financial events.

**Table 3 Operating Budget**

| <b>Income</b>                               | <b>Report<br/>31-12-2014<br/>EURO</b> | <b>Budget<br/>2015<br/>EURO</b> | <b>Report<br/>31-12-2015<br/>EURO</b> |
|---|---------------------------------------|---------------------------------|---------------------------------------|
| 2015 Subscriptions (Corporate)              |                                       | € 30.000                        | € 25.200                              |
| 2015 Subscriptions (Individual)             |                                       | € 10.500                        | € 9.590                               |
| 2015 Subscriptions (Student)                |                                       |                                 | € 1.680                               |
| 2014 Subscriptions                          | € 34.360                              |                                 |                                       |
| Uncollectable debtors                       | -€ 3.920                              |                                 | -€ 5.110                              |
| Talinn Conference Income 2014               | € 101.855                             |                                 | € 470                                 |
| Glasgow Conference Income 2015 <sup>1</sup> |                                       | € 13.000                        | € 127.120                             |
| Sponsoring conference                       | € 7.910                               |                                 | € 8.038                               |
| Interest                                    | € 360                                 | € 1.000                         | € 239                                 |
|   | <b>€ 140.565</b>                      | <b>€ 54.500</b>                 | <b>€ 167.227</b>                      |
| <b>Expenditure</b>                          |                                       |                                 |                                       |
| Council Meetings 2014                       | € 8.977                               |                                 |                                       |
| Council Meeting January                     |                                       | € 10.000                        | € 1.837                               |
| Council Meeting May                         |                                       |                                 | € 2.075                               |
| Council Meeting September                   |                                       |                                 | € 1.418                               |
| Council Meeting November                    |                                       |                                 | € 332                                 |
| Paris Conference Expenditure 2013           | € 22.777                              |                                 |                                       |
| Talinn Conference Expenditure 2014          | € 94.980                              |                                 |                                       |
| Glasgow Conference Expenditure 2015         |                                       |                                 | € 119.541                             |
| Professional Development Cttee +            | € 1.760                               | € 4.000                         | € 1.562                               |
| Communications Cttee meeting +              | € 1.792                               | € 4.000                         |                                       |
| Website development                         | € 2.613                               | € 1.590                         | € 5.338                               |
| New researcher award                        | € 500                                 |                                 | <sup>2</sup>                          |
| Executive Secretarial                       | € 20.000                              | € 20.000                        | € 22.364                              |
| Promotional activities                      | € 16.156                              | € 10.000                        | € 3.481                               |
| Organizing conference (Glasgow)             | € 166                                 |                                 |                                       |
| Miscellaneous                               | € 2.485                               |                                 |                                       |
| Bank Charges + Gain / Loss on Foreign       | € 2.210                               | € 1.500                         | € 2.832                               |
|   | <b>€ 174.416</b>                      | <b>€ 51.090</b>                 | <b>€ 160.778</b>                      |

<sup>1</sup> Extra profit of €1,400 in 2016

<sup>2</sup> It was recently discovered that the € 500-prize connected with the New researcher award has not been given to the winner. This will be redressed before the end of 2016.

Surplus / Deficit

-€ 33.850

€ 3.410

€ 6.448

Table 4 Balance sheet as at December 31, 2015

|                     |                               |  | <b>Total EUR</b> |
|---------------------|-------------------------------|--|------------------|
|                     |                               |  |                  |
|                     |                               |  |                  |
|                     |                               |  |                  |
| <b>Assets</b>       | Bank (Rabobank)               |  | € 105.908        |
|                     | Deposit                       |  | € 50.234         |
|                     | Cash                          |  | € 440            |
|                     |                               |  | <b>€ 156.582</b> |
|                     |                               |  |                  |
|                     |                               |  |                  |
| <b>Receivables</b>  | Debtors                       |  | € 12.567         |
|                     |                               |  | <b>€ 12.567</b>  |
|                     |                               |  |                  |
|                     |                               |  |                  |
| <b>Payables</b>     | Subscriptions paid in advance |  | € 350            |
|                     |                               |  | <b>€ 350</b>     |
|                     |                               |  |                  |
|                     |                               |  |                  |
| <b>Sundry</b>       | Sundry                        |  | -€ 60.864        |
|                     |                               |  | <b>-€ 60.864</b> |
|                     |                               |  |                  |
|                     |                               |  |                  |
| <b>Net Assets</b>   |                               |  | <b>€ 107.935</b> |
|                     |                               |  |                  |
|                     |                               |  |                  |
|                     |                               |  |                  |
| <b>Equity</b>       | Retained profits (31-12-2014) |  | € 101.486        |
|                     | Surplus / Deficit 2015        |  | € 6.448          |
|                     |                               |  |                  |
| <b>Total Equity</b> |                               |  | <b>€ 107.935</b> |

The total amount of assets is €156,582. At December 31, 2014 the total amount of assets was €76,874.

The receivables consist for the biggest part of still to be received subscription fees for 2014 and 2015 (€ 9,600) and of outstanding conference fees for 2014 (€260) and 2015 (€780); outstanding sponsoring for the conferences in 2014 (€500) and 2015 (€1.188,17) and some interest (€238,50).

Bear in mind that, as stated earlier in this report, the Council decided to write off an amount of €4,140 of the receivables.

Sundry refers to items that have been paid in 2015 but relate to 2016 (e.g. conference costs that have been paid in 2015 for the 2016 Cyprus conference), or to items that should have been paid in 2015 but were/are to be paid in 2016. The sundry for 2015 is relatively high because an amount of € 34.325,80 still had to be paid for the Glasgow conference, both Cito and AQA were late with sending invoices for their administrative support (€22,364) and the fact that handing over the financial responsibilities to another treasurer in the last months of 2015 made it impossible to make payments in this period. Also the € 500 prize for the new researcher award 2015 should be under this heading, but is not yet taken into account.

### **Proposed Business Plan 2016-2018**

The Business Plan as presented in last year's annual report has been updated again. The Business Plan 2015-2017 was more conservative than that of the year before. An amount of €30,000 for administration and promotional activities was budgeted. For conference income an amount of €20,000 was expected. The years 2014 and 2015 have made clear that the Association was too optimistic about the effect of the promotional activities on membership numbers and the financial result of the conferences.

In the Business Plan 2016-2018 as presented in this annual report, like the last Business Plan, a more conservative policy has been applied. Before 2013, the assets of the Association increased on a yearly basis. In 2013 and 2014 the assets decreased, because of the costs of the Paris conference and the paid coordinator. In this Business Plan, like last year's, the first goal is increasing the Association's assets again. The basis assumption is that the assets should be in line with what has been agreed upon in the financial policy document: the Association has to maintain reserves that are at least equivalent to the funding of 18 month of normal activities (council and committee meetings and a reasonable amount to be used as deposits for conference arrangements). The surplus gained at the Tallinn and Glasgow conferences has been taken as a reference for conference incomes in the future.

If the assets will increase more than stipulated in this Business Plan, the Council will decide in coordination with the General Assembly how the Association could benefit from the better than foreseen financial results, taking a conservative financial policy into account.

The projected budgets for 2016-2018 were based on the structural financial results of the last years, while ignoring incidents. Note that for the conference in 2017 and the following years, for reasons of environmental sustainability, the Council would like to replace the paper conference program book with a digital conference app. Note furthermore that the Council plans to revise and rebuild the website. Both intended changes will be brought before the General Assembly and are not reflected yet in the projected budgets. Replacing the conference program by an app is expected to have a positive effect on expenditure, as printing is relatively expensive. Revising and rebuilding the website will cost around € 10,000.



Table 5 Business Plan 2016-2018; Budget

|   |            | 2016            | 2017            | 2018            | Remarks                       |
|---|------------|-----------------|-----------------|-----------------|-------------------------------|
| <b>INCOME</b>                           |            |                 |                 |                 |                               |
| Subscriptions                           |            | € 35.000        | € 35.000        | € 36.750        | Once in 2 years a 5% increase |
| Interest                                |            | € 200           | € 200           | € 200           |                               |
| Conference income                       |            | € 15.000        | € 15.000        | € 15.750        | Once in 2 years a 5% increase |
| <b>TOTAL INCOME</b>                     |            | <b>€ 50.200</b> | <b>€ 50.200</b> | <b>€ 52.700</b> |                               |
| <b>EXPENSES</b>                         |            |                 |                 |                 |                               |
| Council                                 |            | € 8.000         | € 8.000         | € 8.000         |                               |
| Administration                          |            | € 20.000        | € 20.000        | € 20.000        | Secretariat + Treasury        |
| PDC Committee                           |            | € 3.000         | € 3.000         | € 3.000         |                               |
| Audit Committee                         |            | € 300           | € 300           | € 300           |                               |
| Communications Committee                |            | € 3.000         | € 3.000         | € 3.000         |                               |
| Standards Committee                     |            |                 |                 |                 | TBD                           |
| New Researcher Award                    |            | € 500           | € 500           | € 500           |                               |
| Website/software                        |            | € 4.000         | € 4.000         | € 4.000         |                               |
| Bank charges/gain_loss foreign exchange |            | € 2.500         | € 2.500         | € 2.500         |                               |
| Mischellaneous                          |            | € 1.000         | € 1.000         | € 1.000         |                               |
| <b>TOTAL EXPENSES</b>                   |            | <b>€ 42.300</b> | <b>€ 42.300</b> | <b>€ 42.300</b> |                               |
| <b>Annual surplus (deficit)</b>         |            | <b>€ 7.900</b>  | <b>€ 7.900</b>  | <b>€ 10.400</b> |                               |
|   |            |                 |                 |                 |                               |
|   | Individual | 136             | 140             | 144             |                               |
| <b>Estimated number of members</b>      | Corporate  | 44              | 46              | 48              |                               |
|   | Students   | 30              | 32              | 34              |                               |
|   |            |                 |                 |                 |                               |
|   | Individual | € 70            | € 70            | € 70            |                               |
| <b>Fees</b>                             | Corporate  | € 600           | € 600           | € 600           |                               |
|   | Students   | € 40            | € 40            | € 40            |                               |
|   |            |                 |                 |                 |                               |