# AEA-Europe Council Meeting 16th September 2014 (Rome)

Paper 1

**Attendees:** Jo-Anne Baird (Chair), Sarah Maughan, Guri Nortvedt, Henk Moelands, Sandra Johnson, Gabriella Agrusti, Antonella Poce, Jim Brant

**Apologies**: None were received.

## 1 Minutes of Council Meeting, 8 May 2014

These were agreed as an accurate reflection of the proceedings.

## 2 Matters arising from the meeting and not appearing elsewhere on the agenda

We had agreed to ask Cyprus if they could change the dates of their conference. After discussion we agreed that they would stick to the 2016 date previously agreed.

Jim has started to produce a list of policies.

***ACTION: Jim to circulate the list of policies, dates they were drafted and a proposed date for review.***

***ACTION: Jim has produced role descriptions for Council roles. We are waiting for the task description of the Council member. Once this is complete, Jim will mark them all as draft and circulate to the Council for approval at the next meeting.***

***ACTION: Henk has comments on the constitution from the legal team and will communicate with Sarah over the issues.***

**3 Finance: AEA Operating Budget 2013**

We now have the final budget for the Paris conference. In the end we have made a 20,000 Euro loss. Some things have cost a lot, such as expenses to visit Paris. This was essential as the administration was so complicated for this conference. We noted that the loss could have been much larger if we had not had so much additional support from the local organiser and members of the Council. There were also 250 delegates at the conference, so it would be expected to cost more. The Council noted their thanks to Henk for producing the figures and to Sandra for managing the conference arrangements so carefully.

For the operating budget, we noted that this is the first year that we had 20,000 Euro costs for the Secretariat plus 10,000 Euros for marketing activities. This explains the overall higher costs this year.

## 4 Committee Reports

### Professional Development Committee

1. **Process for the Kathleen Tattersal New Researcher Award (NAR)**

The process for marketing and administering the NAR has been discussed by the committee and the President. Wider access to the award is needed. Some changes to the criteria have been proposed, such as extending the time to 3 years beyond PhD study. We agreed that the criteria related to PhD is too tight, and that it should relate to a period of time in an assessment-related role. We agreed that 7 years is about right.

We discussed whether the applicant needs to be a member and agreed that they should be, and whether the referees need to be members, and agreed that at least one ought to be.

***ACTION: Jo-Anne and Antonella to review the document and produce a final version.***

***ACTION: We agreed that the members of the panel each year should be listed in the conference programme and panel members over a 5 year period added to the website***

1. **Strategy for increasing accreditation**

We need to have more Fellows and we need to have a wider spread of members being accredited. We need to make the process appealing and valuable for members. Two key ideas have been developed, one is to have a framework for professional development which is widely promoted, secondly to collect the views of members about accreditation via a survey at the conference. It has also been suggested that we ought to approach some members and ask them to apply, and also give ways of supporting people to put their application together.

***ACTION: We agreed that we will have an invitation from the Council for a limited number of members to become a Fellow each year. They will have a streamlined application process*.**

We agreed that an invitation will go to not more than two members each year. These should be attending the conference in the given year. This year we will invite Gordon Stobart.

***ACTION: Jo-Anne and Antonella will agree the letter and share it with the Council. Antonella will then send it to Gordon.***

We also agreed that it would be a good idea to encourage corporate members to encourage all their staff to apply for accreditation.

***ACTION: Antonella and Jo-Anne will work on a letter to go to Corporate members.***

1. **Plan for online seminars**

Again, we agreed that a questionnaire at the Tallinn conference would be useful to gauge the interest of members. We also agreed to trial WebEx online conference software. This should allow easy access and also good participation.

***ACTION: The PDC committee will agree up to ten questions to go in a survey at the conference and the best means of administering this survey (as part of the evaluation survey or separate, online or on paper, with a prize draw etc).***

### Communications Committee

1. **Journal update**

The committee have sent a number of separate reports about options for an association journal. The proposals include a possible online journal using the Durham University system, a DIY online journal, or a DIY paper-based journal. The committees’ recommendation is not to develop a journal at this stage, but to publish a conference proceedings document (see below).

1. **Conference proceedings proposals**

The discussion of the committee concluded that it would be good to start with a short document which is a publication including a selection of the best ‘papers’ from the conference. It might work well to do this around a theme or topic. The committee feels that we would also need an editor in chief to lead on putting this together. We agreed that we will continue to develop the publication of abstracts into a conference proceedings document, and this is evolving over time. This is the role of the Scientific Programme Committee. We agreed that we would also like to publish a thematic ‘book’ and we need the committee to consider timescales and logistics and come back with a plan.

***ACTION: Communications committee to come up with a plan for the publication of thematic reports.***

## 5. Conferences

1. **Conference handbook update**

We have a relatively up to date draft. We agreed that we will leave this as it is at this stage but start considering changes and a timeline for the next version of the document. We discussed how we need to disseminate it now. We need to provide a copy to the Glasgow and Cyprus organisers. We will also need a copy for the volunteers for the 2017 conference.

***ACTION: Guri to send to Cyprus.***

***ACTION: Jim to produce a plan for the development of the next version.***

1. **Paris final budget**

This was discussed as part of item 3.

1. **Tallinn**

* All the keynote speakers have agreed to be filmed.
* The break even number of delegates is 156. We currently have 118 delegates signed up so we are almost there. The local hosts have won some additional money to promote Estonia which is partly funding the costs of the keynotes.

***ACTION: Guri will produce a list of actions for Jim eg the production of the signs so that we are clear about what needs to be done to make final preparations.***

***ACTION: Sarah will provide a to do list related to the sponsors.***

***ACTION: Guri to let Henk know if any local delegates would like to chair sessions.***

* Henk said that the programme is almost ready to go to the printers. He expressed his thanks for everyone’s contributions, which are going well.
* We discussed what to do with submitted papers. These are required by the 1 October and will be put on the website after the conference.
* It is possible that Henk will not be at the conference. If he is not able to attend, then Jo-Anne will deal with programme issues.
* The work of the scientific programme committee has gone well. The use of EasyChair has been a valuable innovation this year. There are, however, a couple of issues with it – firstly the people who own it are not contactable which is a risk, secondly, it is not possible to get the abstracts out automatically so this needs to be a manual process. It does not take as long as expected. Henk thanked Jo-Anne and Chris for making the process so much more straightforward this year. The use of EasyChair has saved a huge number of hours.
* General Assembly plans – it will take place before lunch on the Saturday. We have to do the handover of Council members at the start of the meeting. The new Council members will assume their role at the start of the meeting.
* Election update – there were no other nominations for the Council roles, so Thierry Rocher and Iasonas Lampriano will become members without the need for an election. The Council agreed with this process.

***ACTION: Jo-Anne will formally invite the new members. Once they have agreed Sarah will let the members know.***

The draft of the Annual Report is now produced. Jo-Anne will produce the final draft.

***ACTION: All to send comments on the draft to Jo-Anne by 19 September who will finalise the document.***

***ACTION: Sandra to think about what data we would like on membership and their involvement in the Council going forward.***

1. **Glasgow**

* We note the budgeting is very far ahead. They have produced three different models based on different assumptions. One query they have made is about the gala dinner as they are concerned about capacity. We agreed we would like an opt in version for the dinner, with it included in the conference price, delegates say if they are coming to the dinner and when it is full, they can no longer sign up for it. We assume this will make a fee of 400 Euros which is acceptable.

***ACTION: Jo-Anne to ask them to reserve a sixth room for parallel sessions.***

***ACTION: Henk to arrange for the deposit to be paid to the conference hotel in Glasgow.***

* Scientific Programme Committee – we need to agree a keynote speaker with a specialism in assessment and links to social justice. We have also circulated some proposed topics and speakers for workshops for the conference. Guri noted that the list is quite UK-centric at the moment. We asked Council members to send alternative suggestions to Sarah. We agreed that we will also send a call out to members for proposals too.

***ACTIONS: Members of the Council to send names of potential keynotes and suggestions for workshops to Sarah by 26 September.***

* Plan for using social media – the thinking about this for Glasgow has been really useful for the Tallinn conference and we will try something out then. We propose to create a Twitter account that will be linked to our LinkedIn account. We will ask presenters to add their Twitter account to the end of their presentation if they have one. Lessons from Tallinn will be used to inform planning for Glasgow.

***ACTION: Gabriella to pursue this further with the communications committee.***

***ACTION: Gabriella and Jim to set-up Twitter account.***

***ACTION: Henk to share the E-ATP policy on using Twitter at their conference with Gabriella.***

1. **Cyprus**

We will ask Iasonas to introduce the conference himself at the Council meeting as part of the Tallinn conference. There are some specific issues that need reviewing in the near future.

***ACTION: Guri will confirm to Iasonas now that we will hold the conference in Cyprus in 2016. This will be dependent on the final budget and arrangements about hotels and so on.***

## 6. Website strategy

Jim had led a review of our website and what we can tidy up in that and what is not possible in the current infrastructure. Jim also looked at alternative software that could be used for a full CRM system. This is quite costly and would take time to develop. It may be that we have to accept that some processes will be done manually in the short term.

***ACTION: Jim to review Chris Wheadon’s paper to consider if any of that software is able to do any of this.***

## 7. Membership Strategy

1. **Proposals for special interest groups**

Guri does not, at this stage, have specific proposals but a number of open questions. At a previous discussion we agreed that we would pick up a SIG linked to the theme of the conference and then keep them involved in future years.

***ACTION: Antonella agreed to discuss this with the Professional Development Committee and liaise with Guri about plans for SIGs at the Glasgow conference for a pilot.***

***ACTION: Guri to ask Rolf and Newman to convene a SIG meeting on international comparisons for the Glasgow conference.***

## 8. Membership Strategy

* We agreed that we want to have links with a broader number of people within a corporate member. This will not apply to all activities.

***ACTION: we need to make changes to the website to promote the fact that anyone can join the email lists.***

We agreed that we will not change the number of named individuals in a corporate member .We are not going to have individual student members as part of corporate membership. If they want the student discount for the conference they must join as a student member.

If we want to change the constitution so that we allow corporate members from outside of Europe we will consider it for next year.

* Membership benefits – this item of the agenda was parked until the following meeting.

## 8. Elections update

NFER will no longer be the Secretariat going forward. We need to find a new Secretariat quickly. The Constitution says that we need to have a corporate member and a named Secretary within it. We don’t have time to change this at this stage, although we may want to move to a system of appointing a Secretary for the next round. We need to find someone who will manage the Coordinator and the Administrator as well as having the Secretary.

***ACTION: Secretary to put out a call for interest in hosting the Secretariat.***

***ACTION: Sarah to ask NFER if they can stay involved until we have a new Secretary.***

We will ask Christina to convene a nominations committee to find a candidate to become the new Secretary.

***ACTION: Jo-Anne to ask Jeanette and Chris as possible members of the nominations committee.***

We agreed the that we will ask the nominations committee to come up with a name for the Secretary by the General Assembly and will have the closing date of the call for nominations by the same time.

## 9. Any other business

There was no other business.

## 10. Dates of next meetings

Council meeting: 5th November, Tallinn

General Assembly: 8th November, Tallinn