

**MINUTES**  
**AEA-Europe Council Meeting**  
**9th November 2013**  
**Paris**

**Attendees:**

Jo-Anne Baird  
Guri Nortvedt  
Gabriella Agrusti  
Newman Burdett (in place of Sarah)  
Sandra Johnson  
Henk Moelands

**Apologies:**

Sarah Maughan  
Antonella Poce

**1. Minutes of the last meeting held in Rome September 11<sup>th</sup> 2013**

Approved with no changes

Biographies of some fellows are still outstanding and there is an **action** on the Council Members to respond directly to Bernadetta Bryszka by the end of November.

Sarah Maughan and Jo-Anne Baird have met to look at the financial aspects of employing dedicated support for the Council and there is not enough to employ full time support but there is budget for part time support.

**Action: Sarah Maughan to take forward and for the Council to formalise and define functions and roles better.**

A Nominations Committee has been formed.

The constitution has been approved and can now be notarised

**Action: Henk Moeland to notarise the constitution.**

**Action: Margaret Parfitt to circulate the details for January and May meetings.**

**2. Matters arising**

There were no matters arising.

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### 3. Issues arising from the General Assembly

The proposal to better resource administration needs to be taken forward starting with reviewing current procedures and demands. In the short term the agency in Tallinn is to be asked to supply a system for submissions, review and putting together the programme (**Action: Guri**) but in the longer term a review of available conference management software and existing Association systems is needed.

### 4. Arrangements for review of Paris 2013 conference

- **Participant survey**

**Actions: Margaret Parfitt to send the email to registered delegates on Monday 11th November with a closing date of 25th November. Gabriella Agrusti to complete the evaluation report by the end of the year.**

- **Lessons learned report for January Council meeting**

**Action: A report on lessons learned will be produced by Sandra Johnson following the feedback from the conference. She will ask Council members and others involved in the process for their views and to draft aspects of the report.**

Some of the issues discussed in the meeting are noted below.

- The venue of the Sorbonne was both a draw but also an issue and placed a burden on the host organisation due to its high security.
- Organisations must be able to have contracts with suppliers to be considered as a potential host organisation.
- There is a need for a conference organising agency to be involved each time.
- The organisation would benefit from having clearer lines of responsibility and a more stable model of organisational management.
- Changes need to be planned more in advance.
- Despite the pressure the collegiate relationships are still amicable.
- A project management role is needed for every conference and that role should be fulfilled by the host organisation. The role needs to be articulated.
- The time line for the next conference to be finalised in January with submission dates to be confirmed before the call for submissions in December.
- The conference days were possibly too long and may need to be reviewed.
- There needs to be a limit on the number of appearances of individuals in the conference programme (this needs to be publicised and enforced).
- **Update of conference handbook**

The lesson learned report should be completed before the conference handbook is updated. It will be decided in January how the update will be implemented.

**Action: Guri Nortvedt to monitor implementation of the new handbook and highlight which aspects will be useful in the interim for the local organising team.**

## **5. Forthcoming conferences**

Following discussion and consultation with members and future hosts outside of the meeting, it was agreed to revise the practice of having Fellows events. Instead, optional cultural or social events might be programmed, at a charge.

- **Tallinn 2014**

The venue is agreed and accommodation is well in hand. There is a very efficient agency and negotiations with the agency are continuing on the remit limits. A date of February 13<sup>th</sup> is set for a meeting with the local committee and a timeline is being developed along with finalisation of keynotes. The local team have good project management resources. Council costs of around €3000 to be included in the finalised budget. The contract is signed. Instead of the Fellows event, there may be an optional social event at a small charge. Information regarding local sponsorship was awaited.

- **Glasgow 2015**

The Glasgow host team are well ahead and have booked the venue. Another meeting is needed to plan the social event and finalise the contract. The theme might revolve around social justice.

- **Cyprus 2016**

Planning is well ahead and a conference organisation agency is lined up. The scientific committee is ready. The Secretariat needs to supply some financial data to allow a budget to be produced. Sponsors need to be finalised and potential local sponsors need to be identified.

**Action: Guri to supply a list of international sponsors to the organisers.**

- **Croatia 2017**

Aspects of the Ministry have changed and will need monitoring and it might be necessary to request new expressions of interest in hosting for 2017 in the September newsletter.

- **Netherlands 2018**

CITO have confirmed that they are keen to host the conference in this year.

## **6. Nominations Committee and arrangements for elections**

The Nomination Committee will provide names of people who are good candidates and willing to stand for election. They will give initial feedback to the Council by the end of the year. The end of September was agreed as a good time for elections.

## **7. Agenda items for January 2014 meeting**

To be supplied by email.

## **8. Any other business**

None

## **9. Dates of next meetings**

- Heathrow Airport, January 15<sup>th</sup>: 09.00 – 15.00
- Arnhem, 8th May: 09.00 – 15.00
- Rome, 16th September: 09.00 – 15.00