



**Association for Educational  
Assessment – Europe**  
National Foundation for Educational Research  
The Mere, Upton Park,  
Slough, SL1 2DQ  
Berks,  
United Kingdom

Sarah Maughan Executive Secretary  
e-mail [s.maughan@nfer.ac.uk](mailto:s.maughan@nfer.ac.uk)  
telephone +44 (0)1753 637137  
fax +44 (0)1753 671708

---

## **AEA-Europe: Council Meeting 21 May 2013 DEPP Offices, Paris,**

### **Attendees:**

Jo-Anne Baird                      Henk Moelands  
Gabiella Agrusti                 Guri Nortvedt  
Sandra Johnson                 Antonella Poce  
Sarah Maughan

## **1 Minutes of Council meeting held on 10 April 2013**

The actions from the last meeting have been completed other than those detailed below.

Revision of the constitution – the constitution still needs to be revised to accommodate arrangements for the death of a Council member during their term of office.

**ACTION: Sarah to draft amendments for sharing with the Council before the September meeting.**

Membership of the Council – a number of the Council members will be leaving in November 2014. We discussed whether Henk can continue for an extra year (half of the usual term) to prevent too much change at one time.

**ACTION: Henk will confirm his position in September.**

We still need to speak to Assessment in Education about how much IAEA pay.

**ACTION: Sarah or Jo-Anne to ask when a chance arises.**

Fiona has agreed to continue as the marketing consultant for a further six months.

**ACTION: Sarah to raise a contract to extend Fiona's role.**

## 2 Conference preparations

### a) Paris 2013

(Francois Dumas, Sandra Andreu, Brun Trosseille and Thierry Rocher attended the meeting for this agenda item.)

We have produced a flyer for the conference which has been sent to all members and to other potential delegates. We have received a large number of paper proposals this year, as well as 19 poster proposals and nine discussion group proposals.

We have six rooms arranged for the pre-conference workshops at DEPP.

We can also now have the Fellows event in the Sorbonne – to include a cultural tour and a champagne reception.

The Cercle National des Armees has been booked for the gala dinner.

Sandra queried the payment schedule for the conference organising company. With the current schedule we will have paid 95% of the costs one month before the conference. Henk agreed to look into what has been the case in previous years.

**ACTION: Henk will look at the payment schedule and suggest any changes we need to request.**

We have received five proposals for pre-conference workshops. We have accepted them all. These will be promoted when the registration site is launched. Sandra is preparing some text to go on the website, and we will email all members to promote them and put some information on LinkedIn.

DEPP colleagues would like to have some time to present on the system in France.

**ACTION: We agreed that we would like to automate the proposal submission process, to streamline the process. Gabriella and Sandra will look into this.**

**ACTION: The scientific programme committee will send out guidelines for presenting with the acceptance notifications.**

**ACTION: Secretariat to add a table of conference fees at the start of the registration site.**

**ACTION: Jo-Anne and Sandra will discuss the student rota.**

### b) Tallinn 2014

We have a number of detailed documents supplied by the local hosts. The Council are very pleased with how well the preparations are going so far.

We confirmed that the budget should include a single night's accommodation for the workshop presenters, but we do not cover the cost of their flights.

The Council approved the theme for the conference – 21<sup>st</sup> Century Skills. We agreed that we would announce the theme at the Paris conference in November, and we will put a flyer and some promotional material in the conference pack.

**ACTION: Jo-Anne and Guri will propose some options for keynote speakers at our September meeting.**

### **c) Glasgow 2015**

There has been limited progress on this conference since the last meeting. This is not urgent as the conference is still a long way off. Jo-Anne is planning to go and visit the social venues in the next couple of months.

Guri asked about the number of rooms for parallel sessions. By 2015 we may have 150 paper submissions and we would like to be able to accept more of them. In Glasgow there is the option of having five rooms which we think is a positive development.

**ACTION: Guri and Jo-Anne will work on the contracts for the two up-coming conferences in tandem and share them with the other members of the Council.**

### **d) Location for 2016**

We agreed that we would like to pursue the proposal received from Cyprus to a full budget proposal. A decision will be taken once a preliminary budget has been prepared. Key to this is whether the conference will be profitable and it was noted that sponsorship had made a big difference to this at a number of recent conferences. Antonella agreed to be the lead person on the Council for organising the conference. Guri will work alongside her on this.

**ACTION: Antonella to arrange to meet the local host at the Paris conference.**

### **e) Location for 2017**

We discussed a strategic approach to seeking a venue for 2017. We agreed that it would be nice to involve the members from Croatia. Additionally, it was noted that we had never had a conference in the Netherlands. Henk indicated that CITO would have a 50<sup>th</sup> anniversary coming up in the next few years and that might be a good time to host a conference.

**ACTION: Henk to speak to colleagues from Croatia about hosting a conference and to consider hosting a conference in the Netherlands.**

## **3 AEA-Europe Officer**

We discussed how a professional admin role may work and agreed that we need to amend the constitution so that a corporate member takes on the role of the Secretariat on a

contractual basis. The Secretariat will include a full-time administrative post. All corporate members will be asked if they would like to take on the Secretariat.

**ACTION:** Sarah to send out the task description electronically and all to suggest amendments to Sarah who will update the document.

**ACTION:** Sarah to draft an updated version of the constitution. The proposals for the revised constitution will need to be submitted to the Business Meeting in November.

## 4 Financial statement

Henk gave an overview of the financial situation. It is clear that conference surpluses are as important to the Association as the membership fees. We agreed that we need to keep reserves sufficient for two years of conference activities. The reserves are currently healthy but we need to maintain them at about the current levels if we would like to appoint the admin role.

**ACTIONS:** Henk will discuss the budget for the Paris conference with Sandra and look at the implications of that for our finances.  
Henk will also provide an updated financial policy for the September meeting.

## 5 Committee Structure

A paper had been prepared for discussion on how the committees can be structured and managed going forward.

We agreed that we will disband the Professional Affairs Board and will have four committees going forward:

- The conference organising committee;
- Scientific programme committee;
- Professional development committee;
- Publications committee.

The admin person, if appointed, will be on each committee. They will administer the committees and the tasks that they undertake. Although they do the administration, the members of the committees will oversee the activities and make the professional judgements.

**ACTION:** We agreed that Fellows should be listed more clearly on the website with their photo and short bio.

**The Professional Development Committee** will be responsible for accreditation, new researcher award, webinars and the doctoral network. We should be looking for funding for

the webinars, and this should be part of the remit of the group. They should also be responsible for organising the panel and process for the poster award.

**The Publications Committee** will be responsible for electronic communications via the website and social media, and for the newsletter. The newsletter could evolve into a thematic publication. The committee will include an editorial board for the thematic articles, which may evolve into a journal over time. It was agreed that a strategic plan for this would be developed by this committee, which would show how the newsletter could be developed in this way over a particular timescale, what personnel would be required to do this and how it could be done.

We agreed that we should not have elections for the committees – rather we should be selecting people for the skills that they will bring.

We agreed that the terms of office for committee members should be four years. The terms should be staggered so the members do not all change at the same time.

The member of the Council on each committee should be the chair. The chair of the Professional Development Committee must not be involved in any appeals that are submitted to the Council.

The Chair for each committee will produce a role description for members, which might be tailored for particular roles. These will be advertised openly, but we will also approach some people to ask them to apply.

Gabriella will continue to chair the Publications Committee until her term of office ends in November 2014. An Editorial Board will be a sub-part of this and grow over time. Gabriella will propose which members to continue with and which new people we need.

**ACTION: Gabriella will write a plan for the group to be discussed in September.**

Antonella will chair the **Professional Development Committee**. Frans is an active member of the committee and will be asked to continue so that there can be a handover period. Yasmine will move to the Professional Development Committee to lead on the doctoral network.

**ACTION: Antonella to write a description for the roles and a plan for the activities of the committee. This will be discussed in September.**

**ACTION: Antonella to plan how to manage the accreditation process and the poster award for this year.**

Henk agreed to be responsible for the **Scientific Committee**, continuing with this in 2014.

**ACTION: Guri agreed to work with Sarah to draft a policy for the ‘voluntary fund’. The draft policy will be discussed in September.**

We agreed that we need to have a rolling programme of revision for the Standards. They will be revised every five years and a small group will be convened to do this each time.

The committees will each meet once each year and once at the conference. They will meet remotely in between these times when needed. Each committee will have a budget of £2,500 and will need to bid for additional funding for specific tasks.

CITO will host a GoTo meeting for the Programme Committee and will feed back how well it works.

## **6 To receive an updated marketing plan and agree feedback to the Marketing Officer**

Sarah to review the contract for Fiona including the targets, and check if they tie up with the targets in our financial policy.

Fiona has been helpful so far and there are some positive signs of increased delegate numbers for Paris.

It was also agreed that the marketing materials were much improved from the past and the recent banner for the website was admired.

## **7 To receive the financial statement**

File storage and access matters: this will be discussed at the meeting in September.

Data protection policy: the CITO legal officer has looked at the NFER policy and commented that it is a very well-thought through document. Henk is still trying to obtain the CITO version in English.

**ACTION: Henk to draft a new policy for the September meeting.**

## **8 AOB**

### **Papers for meetings**

We discussed the ways in which documents are shared for the Council meetings.

**ACTION: Sarah to look at whether we can use Sharepoint or the website for sharing documents in the future. It was also good to have timings on the agenda. We would also like to number the papers and link them to agenda items. Secretariat to sort these out for the next meeting.**

## **Exhibition space**

We need to make this more attractive. One idea is to have a book launch of an assessment book.

**ACTION:** Jo-Anne Baird to contact Taylor and Francis in the first instance to investigate whether this idea would be of interest.

## **9 Dates for 2014 meetings:**

15 January, Oxford

14 May, Arnhem

16 September, Rome