

## Minutes of Council Meeting, 30<sup>th</sup> January 2013, Slough

Jo-Anne Baird, as the Vice President, expressed her sadness at the unexpected death of the President, Kathleen Tattersall. The Council had been looking forward to working with her in her new role as she was a great asset to the Association and understood clearly its value. At their last meeting, Kathleen had said that Jo-Anne needed to get on with the important business of living and they had discussed Association matters.

Jo-Anne proceeded to chair the meeting.

### I. Minutes of Council meeting, 7<sup>th</sup> November 2012

The minutes were agreed and signed.

#### a) Matters arising and not appearing elsewhere on the agenda

**ACTION:** *There were a number of German attendees at the Berlin conference who should be pursued to join the Association. Fiona to follow up.*

### 2. Minutes of Business meeting, 8<sup>th</sup> November 2012

The minutes were agreed and signed. We agreed that having an Annual Report for the meeting was very successful.

#### b) Evaluation of the Berlin Conference

##### i. Issues arising from survey of members' views:

Thanks to Gabriella for the brilliant evaluation.

The 107 responses were generally very positive. The following were the main issues:

- Wifi is a requirement for future conferences;
- Posters should be left up longer;
- The first morning session was a bit long;
- We need to re-assess how we offer discussion groups. The format of the groups was liked but it was suggested they should be held in parallel with the paper sessions. However, there are few proposals received for discussion groups and they tend to be from the UK;
- The question was raised as to whether the prize giving and presentations should be made more formal. Perhaps have them during the main conference rather than at the dinner.

**ACTION:** *The Conference Organising Committee to consider how these can be incorporated into the programme for Paris, 2013.*

**ACTION:** *Alistair and Frans to be asked for their opinion about the timing of the awards.*

**ACTION:** *Fiona to be asked to look at the marketing issues that arose from the evaluation.*

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## **ii. Financial outcomes**

There is a surplus of around 26,000 Euros from the conference. There is still a sum of money to be paid to the organisers. It was agreed that Henk would action this.

Fiona has not yet been paid for work carried out in 2012 and NFER have an outstanding 10,000 Euro to invoice for the Secretariat. It must be remembered that the conference surplus has hidden costs of administration this year as we have taken on more of the organisation ourselves. This includes the registration process which involves the Secretariat and also staff at CITO. Henk was thanked for getting the statements ready for the meeting.

**ACTION: Henk to pay the outstanding balance to Berlin host.**

**ACTION: Jo-Anne is to write to Steven Bakker to thank him for all his work on the conference.**

**ACTION: Because there seems to be enough stability with the finance, Sarah and Jo-Anne are to take forward the long-standing plan for employing an Executive Secretary. A proposal will be presented to a future Council meeting.**

## **3. Forthcoming Conferences**

### **a) PARIS**

It was agreed that we would hire an agency to make arrangements and carry out all negotiations on our behalf. Sandra and a representative from DEPP had interviewed two companies and their proposals, alongside the budgets, were presented for consideration by the Council.

**ACTION: Sandra to ask the representative from DEPP if he has a preference for either of the two suggested agencies. The aim is to get a contract in place by 8<sup>th</sup> February, get the Sorbonne booked as quickly as possible and to ask the agency to block negotiate and book the hotels, despite the cost involved in doing this.**

**ACTION: Jo-Anne is to ask Christina for a copy of the contract with the contract organiser from Stockholm. (In the meantime Margaret and Gabriella have found a copy from Stockholm and Naples respectively.)**

**ACTION: As the contract must be under Dutch law, Henk will ask his colleague to review it to check it is appropriate.**

**ACTION: Jo-Anne is to arrange to go and meet with DEPP, together with Sandra.**

Fiona is willing to help. She is contracted for 2 days a week and may be required to take over some of the tasks.

The website will go live for bookings at the end of April. We will need to know that the conference will definitely be at the Sorbonne by that stage, and have costs finalised as much as possible by end February.

***i. Conference organising committee***

For Paris, this will consist of a colleague representing the local host, Sandra, Jo-Anne and Antonella. Fiona will be the administrator.

**Scientific committee:** the one host member should be a liaison person rather than an organiser. Henk will lead the group and Gabriella and Sandra will contribute as they did for Berlin.

**Thematic strand:** It was agreed that a good way to boost membership was to build upon themes and arrange part of the scientific programme around them. Jo-Anne would ask Rolf Koller to work with two other colleagues (including Newman Burdett from NFER) on an international test theme for the Paris conference. Henk would need to liaise with them if this was put in place, as it would affect the conference programme.

Henk, with Sandra's and Gabriella's help, is happy to produce the programme again this year. It is a time-consuming job, having taken 200 hours last year.

***ii. Budget***

The cost of hotels, venues and catering in Paris are very expensive. A suggestion was made to hire the Sorbonne just for the Saturday morning session and find some cheaper rooms to use for the rest of the conference. It was agreed that we will continue with the plan to use the Sorbonne at this stage.

***iii. Sponsorship***

Sponsorship will be key to running the Paris conference cost-effectively. DEPP had applied to the City Council for sponsorship of 10,000 Euros and we will find out about the outcome in March. If we don't get the sponsorship, we may run at a small loss. This is a risk that we accept and will aim to minimise wherever possible.

Fiona has produced a paper on sponsorship – we traditionally receive very little in addition to that organised by the local host, and this is almost all from British organisations. Fiona has

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suggested getting sponsorship for alternative items, with different price tags and also to charge for tables in the exhibition space. It was agreed not to go with Option 5, sponsorship of memory sticks nor with Option 3, the internet kiosk/ desk sponsorship but instead have meeting rooms where guests can meet. Option 4, conference programme advertising was also not agreed for the back page of the programme. A standard fee for sponsorship was considered a good idea.

**ACTION: Jo-Anne to ask Fiona to take the rest forward and also to contact those in Europe and outside of our membership for sponsorship eg OECD, UNESCO.**

**iv. Conference fees**

It was agreed that the fees should not be in excess of 400 Euros for members. If necessary we will subsidise the Paris conference.

**v. Voluntary fund**

We no longer have the voluntary fund where members had the option of paying an extra amount to fund those who were unable to obtain funding to attend. However, if people want to come to the conference and ask us for support we do subsidise them. This is not currently an open process.

**ACTION: Sarah is to bring a paper about this to the next meeting.**

**vi. Keynotes**

We have had six in the past but agreed to cut these down to five this year. We need to ensure the speakers are high profile in order to negotiate using the Sorbonne. Possible candidates:

- The new researcher
  - Speaker from the country – DEPP to suggest
  - Andreas Schleicher (international surveys)
- + 2 others:

**vii. Pre-conference workshops**

It was suggested that we reduce the number of workshops. In Berlin, one was cancelled at the last minute and one only had four delegates. We have asked DEPP for the rooms and are committed to running four. Jo-Anne has had two volunteers to run workshops.

To ensure high quality, we need to also invite proposals but be stricter with our selection. People who have run them in previous years (and were good) should be asked and nominations also requested from other Council members.

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A suggestion was made to start the workshops later to avoid an extra (potentially expensive) overnight stay and also this would mean less time spent out of the office for delegates. However, we decided against this as it would leave too little time for the workshop before the evening reception.

It was agreed that the Professional Development Committee would carry on with organising the workshops for the Paris conference until the committees are reviewed and agreed.

Sandra was thanked for all her work on the conference so far. This should make it easier for us to make decisions. It was agreed that updates to conference proceedings should be left to the meetings, rather than emailing the whole Council on all issues. Although, as we are currently at a crisis stage, we should report progress by email over the next few weeks.

**b) TALLIN, 2014**

Jo-Anne and Gabriella will be responsible for the negotiations in the first instance.

The theme will be related to e-assessment.

An agreement to work with Innove has been signed by Robert Lippin (representing Innove) and Kathleen Tattersall. Copies were distributed. One is to be filed by the Secretariat.

Christina and Jo-Anne will be looking at the venues when they visit on 18 and 19 April 2013.

**c) GLASGOW, 2015**

The Glasgow local hosts are very organised. Jo-Anne is meeting with them on 11<sup>th</sup> February and Fiona will accompany her. (We will ask Janette Elwood to help her with organisation of this conference.)

***ACTION: Jo-Anne will have an off the record conversation with the Tallin and Glasgow organisers about the possibility of holding the 2013 conference there should Paris negotiations fail.***

**d) Proposal for 2016**

A proposal had been received for hosting the conference from Cyprus.

In order to give everyone a fair chance, we will put a call for proposals for holding the 2016 conference to all our members, for example both Portugal and Croatia have expressed an interest in hosting the conference.

***ACTION: Sarah to organise for a call to go out for expressions of interest.***

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#### 4. Conference Handbook

Various changes have been made to the handbook.

**ACTION:** *All to have a look through the handbook and make any comments or suggestions on this, on the Practical Hints document that has been produced for Berlin and also on Sarah's paper on cancellations. Suggestions to be sent to Sarah by the end of February.*

**ACTION:** *Sarah to ask Steven for his comments also.*

#### 5. Committee Reports

**Professional Development Committee:** The group haven't met since January 2012, although the Accreditation members did meet. Workshops and webinars were organised during the year by email, and some input was provided on the Standards Booklet.

**Professional Affairs Board:** A decision was taken to accept applications on an on-going basis, although to guarantee the presentation of the award at the conference they needed to be received by a certain date. There are three applications currently being considered.

**Communications:** This committee was discussed in AOB.

#### 6. Outcome of Survey of Members' Views on Provision of a Journal

The general feeling, from the survey, is that people would like a journal and would like us to pursue our own journal in the long term. In the short term, the suggestions were for the adoption of Assessment in Education. The Council is not keen on setting up an Association journal without further strategic investigation of the issue.

**ACTION:** *Sarah to speak to Taylor and Francis. (Jo-Anne had previously had a cost of 40 Euros.)*

We would like a reduced fee from the publisher plus online access.

A suggestion was made that rather than going with one journal we buy a bundle to enable us to provide a number of journals.

**ACTION:** *Jo-Anne to talk about the special issue with her editorial board and propose they take it because negotiations with the two authors, that were accepted, are going forward.*

A contingency plan, if not accepted by the journal, is to inform the authors that Assessment in Education would welcome their papers. They could be published by the Association as a monograph but the cost of this is not known.

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## 7. Any Other Business

- **Continuation of this meeting**

It was agreed to have a conference call to finish this meeting off in the 2<sup>nd</sup> week of March.

**ACTION: Margaret to call for available dates.**

- **President**

Jo-Anne formally stated that she is willing to step up to the President's role in order to be able to continue with Kathleen's aspirations for the Association, this was accepted by the Council. An election is needed for a new Vice-President, and the process will be commenced during the w/c 11<sup>th</sup> February. Unfortunately this shortens Jo-Anne's term on the Council.

Sarah's paper on the process for council elections was discussed. It was agreed that we should be strict with the deadline for different stages eg nominations to be received by 5 pm (European time), two weeks from the invitation to nominate and anything after that time will not be accepted. A date (eg within two days) should be given of when results will be communicated. The paper was agreed.

It was felt that, as individuals, the Council can approach people who may be suitable, but we should not approach candidates as the Council.

**ACTION: Sarah to organise the election via email.**

**ACTION: All to think about nominating someone who they feel would be appropriate for the role.**

- **Committees**

We discussed the issue of whether we still need committees. As we have now agreed a new conference organising committee, we agreed that we do still have a need. We discussed Sandra's paper on committees and agreed that we need to agree: committee remits, memberships and terms of office.

**Communications committee:** It was felt that this was needed but the content of the roles and responsibilities needs to be looked at. This committee should have electronic media (including the website) included in their remit as well. More members are needed. It may also be sensible to include someone from NFER, as they are responsible for the AEA website.

**ACTION: Gabriella and Sandra (with input from Frans Kleintjes if he is willing) to produce a paper on how the committees should be constituted, for the next meeting (teleconference in**

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**March) which is to include a proposal for the term of service for members with an aim to have a new committee structure by April.**

**ACTION: For the time being Gabriella to continue with the current members and provide an update in May.**

- **EDEN**  
Antonella needs to respond to the president of EDEN.

**ACTION: Antonella and Jo-Anne to discuss this further and bring a proposal for how we work with other organisations to the meeting in March.**

- **Conference Cancellation Fees**  
Sarah's paper was agreed
- **Data Protection Paper**  
We would begin with the policies used by Cito and NFER and consider what was required for the Association. Both of these would meet EU law. At a minimum all who had access to Association data should sign a non-disclosure agreement.
- **Analysis of the membership**  
Sandra would be willing to do an analysis of the membership.

**ACTION: Sandra to look at what details are available and set up a timescale.**

**ACTION: Margaret to see what information we have on membership from 2000 onwards.**

- **Thematic Groups**  
We discussed the proposal of introducing Special Interest Groups at different conferences, starting with international surveys in Paris, 2013, and e-assessment in Tallin, 2014.

**Action: Jo-Anne to ask Rolf Koller and Newman Burdett if they would be interested in convening a Special Interest Group on international surveys.**

- **THE FOLLOWING AGENDA ITEMS WILL BE CARRIED FORWARD TO THE MARCH TELECONFERENCE:**

**Council meeting agenda**

- Marketing matters

**Strategy meeting agenda**

- Financial and business matters





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- Data sharing (Henk and Sarah to send copies of the Dutch and NFER data protection policies).
- Engaging with members
- Committees
- New admin role (Sarah and Jo-Anne)

➤ **THE FOLLOWING AGENDA ITEMS WILL BE CARRIED FORWARD TO THE MAY MEETING:**

- *Website*
- *Alliances with outside bodies*

• **THE FOLLOWING TO BE CARRIED FORWARD TO JANUARY 2014**

- Webinars

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