

Minutes of the EERA Council meeting

University of Crete
Saturday 10th January 2004, 10:00-17:00

Present:

Michel Caillot, President
Margaret Kirkwood, Secretary General

Angela Anning, Denis Bates, Kyriaki Doulas, Ingrid Gogolin, Edwin Keiner, Elina Lahelma, Lesley Morrison, Zoran Pavlovic.

Michalis Damanakis, Vice-Rector, University of Crete
Pella Kalogiannaki, Antonios Hourdakis, Nikos Andreadakis, Members of the local organising committee

Apologies:

Raymond Bourdoncle, Jose Esteve, Wim Jochems, Palmira Juceviciene, Martin Lawn, Sverker Lindblad, Lejf Moos, Jules Pieters, Stefan Wolter.

1 Welcome

The President opened the meeting by welcoming Council to Crete and introducing representatives of the local organising committee. The Vice-Rector, Professor Damanakis, welcomed EERA to the University of Crete and explained that as the University is very research oriented, there is strong support for the conference.

2 Confirmation of Minutes of 16th & 20th September 2003 Council Meeting

- 20th Sept, Point 2, 3rd paragraph. It should be clarified that it was not that Convenors did not support a change to a biennial conference but that they were aware of the financial implications such a move would incur.

Rest of Minutes approved

3 Matters arising from Minutes of 16th & 20th September 2003

- 20th Sept, Point 2, last paragraph. Council agreed to Jules Pieters' request to create an Office Bearers budget. This cost should be kept in mind as it was not included in the Treasurer's budget for the coming year.

4 ECER 2004 Crete

4.i *Progress of the Local Organising Committee*

The local committee's presentation on the campus infrastructure was followed by a discussion on the practical arrangements for the conference. Edwin Keiner felt that the fixed seating arrangement of the majority of rooms would prove unpopular with Convenors. Last year several networks complained that fixed seating had impeded discussion in many sessions. Unfortunately, it will not be possible to overcome this problem given that much of the furniture is permanently fixed in place. A suggestion to allocate the few rooms without fixed seating to those networks that experienced problems in Hamburg was approved. Where possible, networks requiring 2 rooms will be given one with fixed seating and one without.

It was agreed that the largest room available, with a capacity of 400, will be sufficient for the Opening and Closing ceremonies and Keynotes. Experience has shown that even if 800 delegates attend in total, usually only 200-300 people attend the main events.

One of the local committee's suggestions for the Publishers' exhibit was thought to be unsuitable because it was located too far from the registration area and was in a separate building which would not attract many passing delegates. Instead the exhibit should be located as close as possible to the registration area. The local committee agreed to Council's request to find a more suitable central location which would also provide overnight storage for the publishers' materials.

Cafeterias will be open from 08:00-21:00. The local committee will organise 2 evening social events with food, wine and music. They will last approximately 2 hours and be held outside to create an informal atmosphere. The local committee was asked to invite the tourist association to have a desk in the registration area. This will allow those delegates staying for one week to organise trips.

At the beginning of May the EERA office will be able to estimate the number of delegates because by then they will know how many papers have been accepted and the total number of authors involved. A total of 760 delegates attended Hamburg, with a significant increase in the number of German delegates. It is therefore important that the local committee publicise the event widely in Greece to encourage local researchers. It was noted that the number of English delegates could fall this year because the dates coincide with the start of the university semester.

Approximately 40 student helpers will be needed throughout the conference for registration, to provide directions and to resolve technical problems. They should all speak English. It was agreed that it would be beneficial for the students to attend sessions of interest.

A large quantity of audio-visual equipment will be required, for example, probably one computer projector and an overhead projector for each room. The local committee are investigating how to hire additional equipment through a local agency. Ingrid will send the office a list of how many overhead and computer projectors were used in Hamburg.

A telephone will be required at the registration desk and a contact telephone number should be provided for inclusion in the delegate bag. The local committee was also asked to provide a list of recommended restaurants, especially those catering for large groups to allow

Convenors to organise evening meetings. The list should include contact details, type of food and average price and will be included in the delegate bag.

4.ii *Publicity by EERA and local publicity*

A hard copy of the Call for Proposals was sent to all Hamburg delegates in December. It is also available to download on the website and has been sent electronically to Council and Convenors for circulation in Institutes and Associations. The office will send posters to the University of Crete for local distribution. The local committee will also announce the conference in Greek journals and be responsible for electronic publicity and communications with all university departments in Greece.

4.iii *Shape of the Main conference and pre-conference*

The Opening Ceremony usually consists of a 5-minute address by the President of the host University, the EERA President and the President of the host country's National Association. As there is no Greek national association, it was agreed that the head of the local organising committee, the head of Education department and the Rector of the University should participate. No translation will be required as they will each give their address in English. The Opening ceremony should also involve music and flowers. As it will be followed by the first Keynote, it is vital that it does not over-run.

The Closing Ceremony will last 30 minutes and involve a Convenor representative and a Pre-Conference participant. Ingrid will also be involved as the new EERA President, following the handover from Michel at the AGA on Friday.

Following its success in Hamburg, a Press Conference will also be scheduled at the start of the Crete conference. This could be used to promote any local publications. The local organisers will invite the Greek Press Agency. As in previous years, the Times Educational Supplement will collect conference papers for publication. It was agreed that importance should be attached to publishing papers as well as presenting them.

The Pre-Conference will begin on Monday morning and finish on Tuesday evening. There will be parallel sessions of 90 minutes each. It was noted that Paul Standish is now involved as a post-graduate mentor and Anne Edwards from BERA will replace Ian Stronach.

The conference programme will be printed in session order instead of network order. It should be available to download from the website in both session and network order.

It was noted that as the conference has grown, the number of parallel sessions has had to be increased to fit everything in. This forces delegates to choose between network sessions. It was agreed that the special Roundtables should be scheduled in parallel with each other but not in parallel with any network sessions.

On Tuesday there will be a Council meeting, a Convenor meeting and then a joint Council/Convenor meeting. Edwin Keiner suggested that Convenors could also meet during one of the Keynotes. There was some objection to this idea as it was felt they already have 2 opportunities to meet (on Tuesday before the conference starts and again prior to the AGA).

It was also noted that the Secretary General's network report shows that not all Convenors participated in the Convenor meetings in Hamburg. Edwin will contact the Convenors to invite them to a meeting in parallel to a Keynote and use this as a chance to start a discussion on improving the functioning of the networks.

4.iv Prize/award for best pre-conference paper/presentation

It was agreed that the award for the best Pre-Conference paper should first be judged on the presentation, then the paper. Mentors will select good presentations during ECER and these presenters will be asked to submit their full paper to Kyriaki for review. It was suggested that the winning paper could be published in a special edition of the EERJ. The winner will be entitled to free entry to the following year's conference. The President or Secretary General will attend the Pre-Conference Closing Ceremony to formally congratulate the winner from the previous year's conference.

4.v Keynotes and Roundtables

The University's Vice-Rector, Professor Damanakis, will give the Friday Keynote on "Intercultural Education in Greece". Agnes Van Zanten from the Centre National de la Recherche Scientifique will also give a Keynote on "Exclusion or Inclusion in Education Systems".

The question of the third keynote was discussed. Edwin Keiner suggested the Convenors could nominate someone. Another suggestion was to schedule a series of 3 parallel Roundtables in place of the third Keynote. This new approach was approved.

Ingrid explained that possibilities for the special Roundtables include:

1. UNESCO Institute of Education – this represents a link between Europe and the rest of the world.
2. "European Infrastructure for Educational Research" – Martin Lawn's initiative on European Education Citation Index.
3. Angelos Agalianos from the European Commission, DG Research, Research in the Social Sciences and Humanities has offered to hold an information session about European funding in educational research.

Ingrid will pursue this with UNESCO and Angelos Agalianos. Edwin volunteered to help her with the organisation of the European Infrastructure roundtable.

Keynotes will deal only with Ingrid and then the Office about practical arrangements. The Hamburg Keynotes were paid a fee of €440 (£300). Given the higher travel costs to Crete, it was agreed that the fee for Agnes van Zanten should be increased to €800 (£550). Keynotes are also exempt from paying the registration fee.

A discussion followed on whether ECER should have a theme. It was generally agreed that it is good for a conference to have an overall theme although any theme for ECER would have to be broad so that the different networks could all identify with it. The theme could be highlighted through the Keynotes who would be selected according to different perspectives on the theme. This will be implemented for ECER 2005.

4.vi Arrangements for reviewing

Arrangements for reviewing abstracts will remain the same as in previous years as this has worked well. It was commented that many of the Open Network sessions in Hamburg were poorly attended which caused frustration for those presenting in these sessions. To try to overcome this, a proposal to do without the Open Network for ECER2004 was approved. This year, any papers which have been redirected twice will be sent to Edwin Keiner instead of the Open Network. Edwin will then work with the Convenors to find a suitable place for these papers. Edwin requested that the office send him the titles, abstracts and redirection histories of all Open Network papers from Hamburg and Lisbon. He will investigate if there really was no suitable network for them. Margaret asked Edwin to report on this at the next Council meeting.

4.vii Practical arrangements between EERA, the University and the Tourist Association

The issue of transport from the airport to Rethymnon and from the hotels to the campus was discussed. The local committee is investigating this with local agencies to compare costs. The cost of providing transport from hotels to the campus will be low but transport from the airport to town will be much higher. Transport to and from the airport will mainly be needed on Tuesday and Saturday when the majority of delegates arrive and depart. Although there is a cheap local bus from the airport to Rethymnon it does not leave directly from the airport, but from Heraklion town. Delegates would need to be given clear instructions on where to catch it. The local committee was asked to investigate whether delegates could be given a transport ticket on their name badge to avoid having to pay for the bus each day. They will discuss this with local agencies.

The Hotel Association will create an online hotel reservation system on their website. This will provide information on location and cost of hotels as well as allowing delegates to book hotels through this website. Prices will range from €40-105 per person, per night. The main problem is that the hotels with the most rooms are the furthest away from the campus. The local committee will investigate whether a bus service can be provided to collect people each day. For the Pre-Conference about 58 rooms at a cost of €10-15 per night will be needed. It was noted that perhaps some delegates may come on a package tour, in which case, the problem of accommodation may not be as bad as expected.

4.viii Contract with the University

The local committee was asked to present a budget estimating their costs for local organisation as soon as possible. Margaret urged that the contract must be agreed by the June Council meeting.

4.ix Evaluation of the conference

Margaret explained that although we already evaluate the network sessions, we do not invite delegates to evaluate the overall conference. As this used to happen in the past, she asked whether this should be reintroduced. A conference evaluation form would let EERA assess practical issues such as timetabling, amount of parallel sessions, scheduling of Roundtables etc. It would also provide valuable feedback to the local organisers which would be useful for

future conferences. There was some doubt as to whether the effort in compiling and collecting the evaluations would be in relation to the feedback. It was eventually agreed that a one-page form containing basic questions on timetable, venue etc. could be produced but only if the office has time to do so. If the workload for other more important issues increases, the evaluation form should not be pursued.

5 ECER 2003 Hamburg

5.i Final attendance and income

Ingrid presented an informal estimate of Hamburg final expenses. She will send the final figures to the Office once problems in her University's budget system are resolved. It was noted that both the Lisbon and Hamburg conferences were expensive. All future financial figures will be shown in both Euros and Pounds sterling.

A total of 1239 delegates were entered on the conference database as contributors to proposals for Hamburg. However, only 760 actually registered and paid to attend. Of the remaining 479 delegates who did not register, less than a quarter actually informed the Office in advance that they would not be attending.

The most popular fee bands for registration were Delegates from High GDP countries registering by the Early Bird deadline both EERA Members and Non-Members. The majority of delegates therefore take advantage of the reduced fee for early registration. As of January 2004, there were 15 outstanding payments for Hamburg. These included late payments by cheque and bank transfer. Only 3 delegates have not responded to repeated requests for payment.

5.ii Feedback from Chairpersons of sessions

There was a significant increase in the return of Hamburg evaluation forms (73% compared to 59% from Lisbon). This feedback is invaluable in providing an insight into practical issues during the conference. Returns from Hamburg showed that the majority of papers were of high quality and that almost all sessions were chaired. Any negative comments were mainly to do with equipment problems or disruption due to last minute room changes. For ECER 2004, the aim is to have a 100% return.

6 ECER 2005 & 2006

6.i Location and dates

Dublin was proposed as a venue for ECER 2005 and the Swiss Association has agreed to host ECER 2006 in Geneva. Any proposed dates will be circulated to Council to check for clashes with other events.

Denis Bates attended at EERA's invitation, as President Elect of the Educational Studies Association of Ireland (ESAI) who have expressed an interest in joining EERA. He explained that in principle, ESAI would be delighted to invite EERA to Dublin in 2004. They will however need to hold discussions about which venue because there are 3 universities and

various colleges in Dublin. The ESAI will confirm whether it can host ECER 2005 by mid-February.

Council agreed that Dublin would be an interesting and attractive venue. If Dublin is not a possibility, Turin, which was proposed by one of the Convenors, will be investigated instead.

6.ii *Proposal for a conference theme*

If a conference theme is to be introduced for ECER 2005, it must be decided soon so that it can be announced in Crete. A theme will be decided at the next Council meeting in Glasgow, to be held on Saturday 5th & Sunday 6th June. Margaret will email the network Convenors and ask them to put forward suggestions. Council will then review these and make a final decision.

6.iii *Arrangements for symposia and roundtables*

A discussion followed on the regulations about the number of countries for contributors to symposia and roundtables. Margaret had consulted with Council and Convenors about whether to insist on representation from 3 countries or to reduce the limit to 2 countries. As opinions were divided, she explained that the status quo had been adopted for ECER 2004. A vote showed 5 Council members in favour of reducing the limit to 2 countries and 3 in favour of keeping the requirement at 3. It was agreed that the same criteria should be introduced for roundtable submissions also. For ECER 2005, symposia and roundtable submissions must have representatives from 2 countries.

Michel closed the meeting at 17:30.

7 8. EERA Finances

7.i *Treasurer's appointment from January 2004*

Jules Pieters has volunteered to continue as Treasurer. EERA thanks Jules for his willingness to do so, and for his work as EERA Treasurer. Without knowledge of Jules' offer, and independently, Ingrid Gogolin and Margaret Kirkwood had previously spoken briefly to Wim Jochems, asking if he would be willing to become the next Treasurer. Michel Caillot will pursue this matter with both Jules and Wim.

7.ii *Treasurer's report*

At the time of the meeting no Treasurer's report had been received by the Office, although Margaret Kirkwood was aware from correspondence between John Queen and Jules Pieters that the report was being prepared by Jules. It is possible that the report has been submitted to the Office on the Friday prior to the meeting, too late to bring it to the meeting.

7.iii *New banking arrangements*

New accounts procedures have been put in place. Jules will visit the office to harmonise accounting procedures.

7.iv Progress with gathering membership subscriptions

EERA has sent letters to member associations and institutes requesting payment of 2003 subscriptions. A backlog of collection of subscriptions for the period 2001 and 2002 is still being processed.

John Queen is advising on the establishment of a new members' database.

April 2004 has been set as the deadline for the issuing of subscription requests for 2004.

After discussion, the following set of membership rates was approved:

ASSOCIATIONS	Low GDP (<20,000\$)	High GDP (>=20,000\$)
Small membership (<200 members)	€225 (£150)	€450 (£300)
Large membership (>=200 members)	€450 (£300)	€900 (£600)

INSTITUTES	Low GDP (<20,000\$)	High GDP (>=20,000\$)
Small membership (<100 members)	€115 (£75)	€225 (£150)
Large membership (>=100 members)	€225 (£150)	€450 (£300)

INDIVIDUALS	Low GDP (<20,000\$)	High GDP (>=20,000\$)
	€40 (£25)	€75 (£50)

The benefits of EERA membership include access to the online journal, EERJ, as well as reduced fees for attendance at ECER conferences.

EERA Networks

Margaret Kirkwood reported on her evaluation of the EERA networks. Networks 3, 5, 6 & 8 qualify for exclusion under the EERA rules. Three options present themselves: exclude these networks under current rules; require them to apply again or to join another network; give them a warning and require them to submit a special report. The first option would be highly disruptive to conference planning at this stage. The other two options remain to be weighed up. There would seem to be scope for some of these weaker networks to merge and this should be pursued.

Networks 9, 11 & 20 are experiencing some problems and may need to be written to by way of expressing the Council's concern. The question was raised as to who should issue warnings to networks in difficulty. There is a need to set out clearly the expectations of a network convenor. This will be done prior to ECER 2004.

Margaret Kirkwood undertook to write up a summary of the process for liaising with networks which would then be circulated for discussion. Edwin will then take it forward for action.

Communications

The new EERA website is being developed at Leeds and will run for some time in parallel with the old website which is based at Birmingham. Procedures for updating the website will be reviewed as part of this process.

National Associations/Institutes

The Department of Education in Crete and the Greek National Educational Research Association are applying to join along with an Athens based educational institute. Other special interest associations in Greece are applying to join. The Education Studies Association of Ireland (ESAI) has expressed an interest in joining EERA. Mutual consultations are underway.

AGA

Discussions on this matter will be deferred to the June meeting in Glasgow. Michel Caillot will prepare a paper on this having studied constitutional and other issues, including: notifying people; voting rights; proportional representation modelled on fees structure.

EERA Council

Margaret is undertaking a review with the intention of systematising EERA council members' roles, and protocols for decisions and actions.

EERA development

7.v *EC Infrastructure bid*

Edwin Keiner reported on the development of the infrastructure.

7.vi *EC Project for support for European Associations in the field of education and training*

There have been no developments yet on the EU funding opportunity for European education research associations. The call for applications has yet to be issued.

7.vii *Meeting with EARLI*

Michel reported that he and Ingrid had held a productive meeting with EARLI.

The next meeting of the EERA Council will take place in Glasgow on Saturday and Sunday, 5th & 6th June 2004.