

Copenhagen, 24.08.2017

Dear Colleagues, participants to the EERA Network 27,

Network 27 is one of the largest networks of the EERA, considering the number of communications submitted each year (more than 100). The network is now 10 years old and it has 14 convenors in total. Some of them have been the founders of this network, some have been involved since the first years of its operation, and others have joined the team more recently. We are one of the biggest teams of convenors in comparison with other networks. Since 2012 we officially function with two Deputies to assist the main Link convenors in the management of the tasks through the year for the preparation of each ECER.

The evolution of our network leads us to take into account various aspects:

- Some convenors regularly report that they will not be able to review, chair, or even participate in ECERs: it is perfectly understandable that each convenor cannot commit her/himself at the same level years after years, over indefinite periods.
- We must continue to regularly integrate new researchers into the team, in order to ensure a gradual renewal of the strengths, the diversity of scientific approaches and the countries represented.
- The EERA has defined basic rules for managing the networks¹, but much of the detailed steps for becoming a convenor, Link convenor (LC) or Deputy are left to the convenience of networks by EERA.

By now, we need to set up a few organizing rules and guidance to ensure that responsibilities are shared equitably in sustainable terms, and to ensure that competencies are renewed under transparent conditions. Moreover, the convenors who have carried out their duties by organizing symposia, attracting new researchers by their scientific influence, publishing publications, and managing tasks in the preparation of ECERs should be recognized in a fair way for their commitment.

For all of these reasons, **the convenors team gathered in a special meeting at ECER Copenhagen on 23. 08. 2017 has adopted the following guidance rules for managing terms, mandates, elections and awards in Network 27.** We invite you to read them carefully, especially in case you are interested in getting more involved in the network organisation.

In case you would have some questions about these rules, please get in touch with the Link Convenor in charge of the network. If needed, suggestions for change or evolution of these rules may be discussed at the forthcoming network general meeting.

With our best regards,
Florence Ligozat, Link Convenor (LC), Jonas Almqvist and Carol Taylor (Deputies).

¹ See <http://www.eera-ecer.de/networks/network-procedures/>

EERA NETWORK 27 – INTERNAL GUIDANCE RULES

1) CO-CONVENORS

The role of the co-convenors and Link convenors (LC) is defined by the EERA <http://www.eera-ecer.de/networks/network-procedures/tasks-of-convenors/>

The dynamism of the convenors team is essential to ensure the attractiveness of the network and its scientific influence. Convenors have a fundamental role to play as ambassadors of the network, in their institutions, in their research networks, and in their countries. To the extent possible, they make collaborative proposals and publications that include network researchers.

1.1) Terms and Elections

1.1.1) The EERA does not limit the number of convenors in networks

The maximum number of convenors is 15 in Network 27.

1.1.1) The EERA does not provide any specific terms of office for co-convenors.

The term of a convenor is 4 years, renewable. A convenor may also step down anytime, for personal or other reasons.

1.1.2) The EERA recommends that the *"election of Convenors [is made] by the participants in the network, during the ECER network meeting, based on a minimum of two nominations (from participants in the network)."*

Applicants for becoming convenors should be nominated by at least two currently serving convenors. On the basis of the nominations received, the LC then validates these applications.

1.1.3) The EERA recommends that *"The group of Convenors should reflect EERA's diversity in terms of geographical representation and gender balance"*.

The nomination / validation of applications should take into account the following considerations: i) involvement of the person nominated in previous ECERs, for example, through proposals for communication or symposia, reviewing and /or chairing activities; (ii) scientific record in didactics - learning and teaching (different research traditions); (iii) geographical balance; (iv) gender balance; v) generational balance (in particular, emerging researchers should be part of the team).

1.1.4) In accordance with the recommendations of the EERA, applications validated by the LC are submitted to the vote of the Network assembly at the following ECER.

1.2) Recognition

If they wish, the convenors who have stepped down may be registered as “former convenors” on the network's website, in a specific section (name, contact details, personal website link, major publications). It gives no specific right or duty, but the contribution of the former convenors to the network remains visible and recognized. Former convenors may further act as scientific consultants for the network.

1.3) Agenda

The EERA recommends that *"The election [of convenors] is a part of the network meeting agenda and is made known to all participants before the conference"*

1.3.1) Application to become a convenor (two nominations by currently serving convenors) must be sent to the LC no later than 1st April following the previous ECER.

1.3.2) Between 1st April and 1st June preceding the next ECER, the LC contacts the co-convenors to identify those wishing to step down at the end of 4 years' term (or earlier), and those wishing to renew their mandate for 4 years.

1.3.3) No later than 30th June, the LC informs the convenors' team, about the members who wish to withdraw or renew their terms, and about the validated applications based on the nominations.

1.3.3) If there are more applications than available seats in the team, the LC will prioritize the applications, in accordance with the criteria above, prior to the forthcoming network meeting. In this case, a decision about who will and who will not be put to the vote at the meeting will be communicated to the applicants.

2) LINK CONVENORS (LC) AND DEPUTIES

The role of LCs is defined by the EERA.

See here: <http://www.eera-ecer.de/networks/network-procedures/>

2.1) Mandates and Elections

2.1.1) The EERA recommends that *"The LC mandate will last four years with one possible re-election. Impeachment is possible by the Convenors"*.

The mandate is normally 4 years for Link convenors. The possibility of a renewal of the mandate (up to 8 years) should remain exceptional. If necessary (e.g., lack of experienced successor), it is preferable to extend the mandate by one or two years.

2.1.2) The EERA recommends that *"Link Convenors are appointed by Network Convenors, either by consensus or by election, during ECER (August / September)"*.

2.1.2.1) The LC who is going to step down opens a dialogue within the convenors team about the nomination of the next LC. She/he can make a nomination.

2.1.2.2) The co-convenors may also propose competing nominations.

2.1.2.3) Applications for LC from persons who are (or have been) Deputies LC should be strongly considered for ensuring the continuity in the management of the network.

2.1.2.4) The nomination of a new LC must take into account the diversity of countries and the traditions of research in didactics.

2.1.2.5) In case of persistent disagreements, the competing nominations are put to the vote of the whole team.

2.2) Agenda

The EERA does not have a specific agenda for the renewal of LCs.

2.2.1) The planned succession to a LC at the end of 4 years must be announced one year in advance, *i.e.* during the Network meeting of the 3rd ECER of her/his mandate.

2.2.2) No later than April 1st, the LC starts organizes her/his succession with the convenors team.

2.2.3) The appointment of the new LC (and Deputies) that emerged from the reflections of the convenors' team is put on the agenda and subjected to the approval of the Network meeting, at the next ECER.

2.3) Deputies LC

The EERA does not have any specific recommendations for Deputies LC (not compulsory in the By-laws)

2.3.1) At least one Deputy LC (maximum 2) should be appointed to support the LC's in her / his duties. Deputy LCs may step down or renew their term every 2 years, up to 6 years.

2.3.2) The new LC (stepping in) will nominate convenors who are willing to act as Deputy LCs for at least 2 years, and up to 6 years. Nominations of Deputy LCs are submitted to the convenors' team for approval and announced at the next Network meeting.

2.3.3) The appointment of Deputy LC must take into account the diversity of countries and the traditions of didactic research (e.g., not the same countries or the same research traditions as the LC on duty).

3) HONORARY NETWORK MEMBERSHIPS (HNM)

The EERA Council has set up an Honorary Network Membership award for recognising the contribution of a convenor in the context of a Network's history.

3.1) Conditions for proposal

The EERA states that "*The award of an Honorary Network Membership can be proposed for*
a.) a person after stepping down as a link or co-convenor with
b.) a relevant and substantial contribution to the network (establishment, development, etc.).
The arguments for relevance and substance will be specific for each network history".²

The proposal for an HNM should highlight the concrete actions carried out at the level of Network 27 for its improvement in terms of management, capacity building and scientific development.

3.2) Proposal process

The EERA states "*The proposal for Honorary Network Member is to be submitted by the link convenor of the network, with support from the convenors group and approval in the network meeting during ECER (usually September). EERA Council analyses the proposal and makes the final decision*".

3.3) Process and agenda for making a proposal of HNM in Network 27

3.3.1) After a convenor (or Link convenor) has stepped down, a proposal for HNM may be prepared by at least two serving convenors, with the support of the LC.

3.3.2) The proposing convenors write a draft of the HNM application, using the specific template which is available on the EERA website:

<http://www.eera-ecer.de/networks/honorary-members/> (updated in March 2017)

3.3.3) If the application proposal gets a 2/3 majority of the votes of the convenors' team, then the proposal will be submitted for approval at the next Network meeting, and further to the EERA Council by the Link convenor.

² Note: at the LCs meeting in Berlin in April 2017, it was discussed that this award concerns significant involvement in fostering the aims and objectives of EERA through the networks. Nominations from the networks for this award should not be based primarily (or solely) on the personal scientific records of convenors.