EERA Network 30 Management Policy

Guidelines developed by the Policy and Governance Group NW 30
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Context

EERA's ESE research network 30 is now well established and is contributing effectively to EERA / ECER. Network 30 members come from xxx countries. The link-convenor, core group and review group have done a sound job of getting us to this position. The issue now is to put in place a means of managing the business of the network so that these good beginnings can be built on for the benefit of members, for the good of the network and ECER, and for the sound health of ESE research and the vital contribution it has to make to society.

In setting out this management policy we recommend that there be a period of 3 years to trial the electoral procedures after which this PGG or a similar one should meet again to make any adjustments deemed necessary. In the short term if any of the policies and procedures recommended herein become completely unworkable the group should meet again on an *ad hoc* basis to make necessary adjustments.

Some principles

The management of the network should combine representativeness and efficiency. It should be responsive to members without making undue demands on them. Its main work will be to keep the network in place and functioning well; in the short term, the main business of this will be organising the conference programme, including the review process.

Proposals

Experience elsewhere suggests that the core network management group should be reasonably small. However, being pan-European, and a research network, suggests that it should aim to have the following:

– a wide range of countries from across Europe should be represented
– a representation of distinctive research orientations
– balanced gender representation
– an appropriate blend of fading glory, rich experience and youthful vigour

Up to now, the network has had a link convenor, other convenors, and a core (management) group. All members of these have been involved in reviewing conference proposals. What we

propose now is that we have a Convening Group (CG30) and a Reviewing Group (RG30).

Membership of CG30 should be by election, with members elected at network meetings for a fixed period, after which a membership gap is mandatory.

As both continuity and change in CG30 is desirable, having a fixed % change in membership each year is a good way of achieving this. Thus a fraction of CG30 members would retire each year by rotation, with the same number newly elected. The size of the group would need to make these transitions simple to manage with no loss of effectiveness. At least one convenor should be an emerging researcher.

The role of the Link-Convenor is key as this person has most of the responsibility for day-by-week matters and liaison with EERA. They will be a member of CG30, elected by its members for a fixed number of years, renewable for as long as they remain an elected member.

The Reviewing Group (RG30) will consist of between 12 and 18 network members who will be selected by LC30 with support from CG30 who will make suitable recommendations and /or provide criteria for selection.

Proforma proposals

Governance

1	There should be a single network management group of convenors: CG30
2	CG30 should have **7** members (5 members will be considered acceptable in the event that it becomes difficult to appoint 7)
3	Each CG30 has a one-year period of office that starts at the end of a ECER business meeting and lasts to the end of the next meeting
4	The term of office of each convenor is **3** years
5	**2/7** (**or 1/5**) CG30 members retire each year, with **2 (or 1)** other/s elected in their place
6	Retiring members can be re-elected after a period of 2 years out of office
7	The link convenor (LC30) is a member of CG30
8	The LC30 is elected by CG30 members at a meeting immediately after the network meeting and the term of office is 2 years.
9	The LC30 can be re-elected, but must then remain an elected member of CG30 to continue in office and can only be re-elected for 1 year (thus can only hold the post for 3 years in total)
10	LC30 can be impeached by CG30 if they are found to be incapable of performing the role as it is required.
11	The period of retirement for LC30 is the duration of two further consecutive LC30 appointments.

12	If a convenor in the 3rd year of their term of office is elected as link convenor, they extend their position in CG30 for another year or 2, depending on whether they are subsequently re-elected.

Elections

1	New members of CG30 are elected by those network 30 members attending an ECER business meeting
2	Irrespective of status, every network member attending has a number of votes equivalent to the number of vacancies
3	Prospective new members can let the link convenor know 4 weeks before the network meeting that they wish to stand for CG30, providing a 150 word professional biography In exceptional circumstances new members can present themselves at this meeting, giving an oral professional biography. Members should nominate themselves but this must be seconded by two other network members. Each candidate should be nominated by at least two network members before (or in exceptional circumstances, at) the network meeting.
4	The link convenor will circulate the written biographies to Network 30 to all network members 2 weeks before the network meeting
5	There is no proxy or postal voting
6	Elections will occur by ballot during the network meeting with results announced immediately.

Roles and Responsibilities

These boxes set out some roles and responsibilities for NW30 management structure. These are still emerging so should be edited by those holding the positions.

Link-Convenor (LC30)

- Act as contact for the EERA Office, EERA Executive Board and Council in any questions related to the Network
- Act as a contact for the Editor of the European Educational Research Journal.
- Act as main contact point for network members
- Attending EERA meeting in Berlin in April (Manage the operations of the Network including the annual Network meeting at ECER)
- Report on the activities of the Network (annual Network report to be handed in to the EERA Office by November 1)
- Coordinate and stimulate Network activities (e.g. research proposals, seasons schools, etc.), liaising with the NRC.
- Facilitate discussion on general EERA network development issues
- Coordinate the ECER programme by organising, inviting and reviewing ECER proposals and planning the Network's Conference schedule (including session chairs)
- Select reviewers on criteria from CG30
- Organise business meeting for Network 30 and meeting of RG30 at ECER
- Collate RG30 feedback
- Send an agenda for the network meeting to all presenters of the network at ECER and all network members (two weeks before the meeting) and send out biographies from potential new convenors
- Keep up-to-date membership list with email contacts
- Participate in the Convenors' meeting during ECER and in the annual Convenors' seminar.
- Nominate and elect the NRC (later approved by Council).
- Keep a record of the way in which the network develops during their time in office and collate this with records from previous officers.

Convening Group (CG30)
- Elect link convenor   - Discuss general ECER and EERA issues   - Discuss further development of Network 30   - Organise election of convenors at business meeting   - Encourage possible candidates for convenors   - Discuss network call for next ECER   - Discuss criteria for reviewers and reviewing process   - Assign a diversity facilitator/recruiter role to one convenor   - Assign a role to one further convenor to recruit new convenors working with the diversity facilitator   - Assign the role of supporting local contact person for next year ECER   - Assign the role of putting together a newsletter about significant events for the network (biannual)

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Reviewing Group (RG30)
- Carry out reviews of the papers assigned by LC30 according to network guidelines   - If possible RG30 will meet during the conference to feedback their experiences of reviewing.   - Otherwise each reviewer will be asked to fill out a form about the review process and the programme that will be discussed by CG30 in their meeting at the conference.