

EERA Network 30 Management Policy

Guidelines developed by the Convening Group and advisors NW 30

Acknowledgements: PGG30 wishes to express their gratitude to Professor William Scott for providing the first draft of this document.

Context

EERA's ESE research network 30 is now well established and is contributing effectively to EERA / ECER. As suggested in the original document, these guidelines have now been reviewed and slight changes made to election procedures therein. We recommend that the guidelines are reviewed every 3 years.

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 and languages 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

The management of the network 30 will consist of a link-convenor, a convening group (including a deputy LC) (CG30) and a reference group (RefG30) who will be called on for advice when major policy changes are being considered.

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.

There will also be a Reviewing Group (RG30) that will consist of between 12 and 25 network members who will be selected by LC30 with support from CG30 who will review submissions to the conference.

The Reference Group (RefG30)

This will be constituted by past link convenors and other network members invited by the LC with the purpose of providing advice on support on particular issues and problems.

The Reference Group (RefG30) will consist of between 5-10 former link convenors and other prominent members of the Environmental and Sustainability Education Research network and is appointed by the CG30.

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 with one further term of 3 years permissible before retiring for 2 years as a minimum and only being re-elected if no other new candidates can be found
5	2/7 (or 1/5) CG30 members retire each year, with 2 (or 1) other/s elected in their place
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 3 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 2 years (thus can only hold the post for 5 years in total, with one year as deputy to the new LC to support transition).
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 (i.e. 10 years).
12	If a convenor in the 3 rd 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. This also applies to the deputy link convenor.
13	The first year of a LC's term will be considered a transition year, with the expectation that the outgoing LC will deputise and support this transition year.

14	A deputy link convenor will be elected after the transition year to support the LC and to be able to assume the LC role should the LC need to retire at short notice before their period is up, e.g. in the middle of a year of appointment. If this happens, a new LC will be elected at the next Business Meeting.
----	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 electing officer 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 convenor who holds the electing officer post 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.

Eligibility for Election to Convenor Group

- Present and active at ESER network events for at least 2 years
- Publications record in the field
- Doctorate or demonstrable equivalent experience

Roles and Responsibilities

These boxes set out some roles and responsibilities for NW30 management structure.

<i>Link-Convenor (LC30)</i>
<ul style="list-style-type: none"> ▪ 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)

- Each convenor should have an assigned role. These include diversity facilitator, election officer, communications and relationships officer (social media, newsletter), deputy convenor, record keeping for meetings, review group co-ordination, development of new ideas and initiatives including connecting with the ERC)
- 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)

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.
- Perspective from the RG to be discussed at the next network meeting

Reference Group (RefG30)

- To be constituted by past link convenors and other prominent members of the Environmental and Sustainability Education Research network.
- Up to 25 members
- Role is to advise on issues that arise from historical perspectives and discussions about ways forward