

Item 7: Honorary Secretary's report

This report covers the time since the AGM at the Plenary of 15th January 2021.

1. Elections to UCML Exec

The main secretarial business has been completing the elections of a new Executive member.

UCML representative for Lusophone Studies	Luís Gomes	March 2021 – March 2024 (2025)
---	------------	--------------------------------

His name and photo are now on <https://university-council-modern-languages.org/aboutucml/steering-group-and-executive-committee>. I have met with Luís to introduce myself and discuss with him the requirements of the role.

I have got in touch with colleagues who will have completed three years in their role by the end of July 2021; the good news is that most are happy to continue for one more year.

2. Role profile descriptions

James and I have worked together to expand role profile descriptions, in particular the section that covers the key activities within the role:

To fulfil this role, the elected representative should:

- Endeavour to attend all meetings, or send apologies to the Chair for absences;
- Prepare for the meeting by reading the agenda, papers and any emails in advance;
- Submit reports to the Honorary Secretary and Project Coordinator by the deadline indicated;
- Establish active and effective communications with key individuals within the bodies represented, ensuring that they are aware of who their representative is and their role within UCML;
- Ensure that the Executive Committee is aware of issues of interest to the constituency;
- Regularly report back to their constituency on pertinent issues discussed at UCML meetings, sharing with them minutes and reports;
- Build contacts and foster relationships within Higher Education Institutions which have active departments/research clusters/programmes within the fields covered by UCML;
- Actively canvass opinions within the constituency on issues being championed by UCML;
- Promote the benefits of membership of UCML by ensuring active representation of issues and perspectives conveyed by individuals and associations in the constituency discipline.

3. AMLUK

Claire and I attended the meeting of the Alliance of Modern Languages, Area Studies and Linguistics Subject Associations UK (AMLUK) on 19 March, 2021. The meeting discussed ways to:

- Maximise AMLUK's lobbying power
- Develop a wide-ranging and easily understood model the field of MLs
- Ensure that MLs occupies a prominent position within HE
- Expand public consciousness of the importance of MLs

I will attend another meeting in May, which will be focused on coordinating a response to the recommendations coming from the GCSE subject content review consultation.

3. Turing webinar

I hosted and supported the UCML Turing webinar, which took place on 22nd March, 2021. The event consisted of two sessions:

- Session 1: chaired by Claire Gorrara
Professor Colin Riordan (Cardiff University): Q&A: Why the Turing Scheme and What Can it Deliver?
- Session 2: chaired by Jonathan Long
British Council (Sion Jones) and Department for Education (Martin Cunliffe): Applying to the Turing Scheme: Practical Guidance

The sessions were highly informative and very helpful. I produced a set of notes (mainly in a question-and-answer format) which, together with the British Council presentation slides, will go onto the UCML website.

4. Planning of the Summer Plenary

I have been in touch with colleagues to gather views and ideas around two proposals for the July Plenary under the theme of 'Where next for Modern Languages'.

5. Meeting with John Worne, the new Chief Executive of the Chartered Institute of Linguists (CIOL)

Claire and I had a very productive meeting with John to discuss a UCML partnership with CIOL and explore common interests around languages education. John is going to draft a list of ideas for possible collaboration which we will then discuss and bring to UCML.

Since the meeting, I have got in touch with Charles Burdett (IMLR) to suggest that John becomes a member of AMLUK.

6. Upcoming meetings

Summer Plenary & Business Meeting: July 9th, 2021
Autumn Steering Group meeting: 15th October, 2021
Autumn Executive committee: 12th November, 2021
Winter Plenary & Business meeting: 14th January, 2022
Spring Steering Group meeting: 4th March, 2022
Spring Executive Committee: 29th April, 2022

Marcela Cazzoli, 16/04/21