

Item 7: Honorary Secretary's report

1. Elections to UCML Exec

This report covers the time since the AGM at the Plenary of 15th January 2021. The main secretarial business has been completing the elections of new Executive members. These are:

UCML Chair	Emma Cayley	July 2021- July 2024
UCML Honorary Treasurer	Marián Arribas-Tomé	July 2021- July 2024
UCML representative for East Asian Studies	Binhua Wang	July 2021- July 2024
UCML representative for Linguistics	Ursula Lanvers	July 2021- July 2024
UCML representative for Lusophone Studies	Luís Gomes	March 2021 – March 2024 (2025)
UCML representative for Scotland	Ed Welch	July 2021- July 2024

The following Executive member will finish her (short) term on 31st July 2021 so we will be calling for nominations following this Plenary:

Vice Chair, External Engagement and Communications	Emma Cayley	31 st July 2021
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2. Meetings with new representatives

Claire, James and I welcomed Luís to the committee. We discussed the requirements of his role and answered any questions he had.

3. 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.*

4. Alliance of Modern Languages, Area Studies and Linguistics Subject Associations UK (AMLUK)

I am now UCML's representative on AMLUK. Together with Claire, we have been attending this year's meetings. These meetings have 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

The May meeting was focused on coordinating the response to the recommendations coming from the GCSE subject content review consultation.

5. 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.

6. 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.

7. 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 'Modern Languages: The Bigger Picture'.

8. Small Grants

As from the next academic year, I will be the Chair of the Small Grants sub-group. I attended the meeting on 12th May to familiarise myself with the way the group operates.

9. Upcoming meetings

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, 08/01/21