

Welcome to CiCe 5, the sixth phase of the Children's identity and Citizenship in Europe Erasmus Academic Network. Our application for a further three years of funding (October 2011- October 2014) has been successful and we have been recommended for the maximum grant under the LLP Erasmus sub-programme. Peter Cunningham will remain in his post as Network Co-ordinator.

You have been selected as the Institutional Co-ordinator for your institution. If you are no longer the Institutional Coordinator, please pass this document to the person who is the current Co-ordinator and ask her or him to contact us.

### Your Task as an Institutional Co-ordinator for the CiCe Network

The Institutional Co-ordinator has responsibility for organising the institution's participation and involvement with the Network.

*More specifically the role involves:*

- Dissemination of CiCe booklets and advertising of CiCe on-line materials within the institution. This would include making a copy of booklets available in the university library as appropriate;
- Managing the CiCe Membership at your institution, ensuring that colleagues are involved with CiCe, sending us updated records of the individual members so that they receive the newsletter and publications and contacting us with details of new members;
- Encouragement of attendance at the annual CiCe Conference and appropriate regional conferences; you will also need to confirm the recipients of the **two free** conference places to each CiCe annual conference;
- Maintaining on-going contact with CiCe administration and management as necessary. You will have to co-ordinate the yearly submission of timesheets and salary declarations for the CiCe members of your institution;
- Where possible, organising local events to promote CiCe and maximising the impact of its outputs;
- Liaison with the National Coordinator for your country;
- Completing CiCe surveys as requested;
- Dissemination of CiCe materials at a local level to **target groups**.

These **target groups** are:

**Network members** - you are expected to circulate information widely within your university/organisation

**HE institutions beyond the network** - you are encouraged to disseminate through your local professional networks

**Current working professionals** - most of you will have good partnerships with schools and colleges in the area and you are encouraged to disseminate CiCe materials through these channels

**Future Professionals** - Ensure that your students are aware of CiCe materials and encourage colleagues to use them in their teaching and course development

**Public and community organisations** - you are encouraged to develop and foster links with NGOs working in the area of citizenship and identity and to disseminate materials to and via them

**Policy makers** - it is expected that you will promote our agenda within your university, targeting policy makers as appropriate. It may also be appropriate for you to disseminate materials and work with government and its agencies at a local/national level.

## Supporting your work as an Institutional Coordinator

Peter Cunningham is the Executive Committee member in charge of supporting the work of the Institutional Co-ordinators. Please do not hesitate to email him with any questions regarding your role as an Institutional Co-ordinator: [p.cunningham@londonmet.ac.uk](mailto:p.cunningham@londonmet.ac.uk)

The CiCe central office, at London Metropolitan University, coordinates the administrative work for the network. If you have any queries or need to check anything, we are always happy to hear from you, in the first instance please contact Colin Rainey: [c.rainey@londonmet.ac.uk](mailto:c.rainey@londonmet.ac.uk)

## Details for the Commission

By becoming a CiCe Institutional Coordinator you are contractually obliged to manage the submission of the records from your institution. This includes assuring the return in good time of the **contract or formal agreement** between your institution and the CiCe Network which you will receive shortly.

Once a year (in November) you will also have to co-ordinate the yearly submission of **timesheets and salary declarations** for the CiCe members of your institution. For each CiCe member we need you to send us a timesheet (showing the number of days spent on CiCe activities) and a declaration of the daily cost of their employment (to be completed by your payroll or human resources department).

To help you to prepare these documents we will send you all necessary templates and detailed instructions in advance, but if you have any questions on the paperwork that we will be asking you to send us, please contact Colin Rainey.

## CiCe5: Executive Committee and National Coordinators List

### CiCe 5/CiCea Executive Committee\*

Beata Krzywosz-Rynkiewicz	Uniwersytet Warmińsko-Mazurski w Olsztynie, PL	<a href="mailto:beata.rynkiewicz@wp.pl">beata.rynkiewicz@wp.pl</a>
Chris Gifford	University of Huddersfield, UK	<a href="mailto:c.g.gifford@hud.ac.uk">c.g.gifford@hud.ac.uk</a>
Christine Roland-Levy	Université Paris Descartes, FR	<a href="mailto:christine.roland-levy@univ-paris5.fr">christine.roland-levy@univ-paris5.fr</a>
Julie Spinthourakis	Panepistimio Patron, GR	<a href="mailto:jspin@upatras.gr">jspin@upatras.gr</a> / <a href="mailto:spinkats@gmail.com">spinkats@gmail.com</a>
Marta Fulop	Eötvös Loránd Tudományegyetem, HU	<a href="mailto:fmarta@mtapi.hu">fmarta@mtapi.hu</a> / <a href="mailto:martafulop@yahoo.com">martafulop@yahoo.com</a>
Nanny Hartsmar	Lärarutbildningen Malmö högskola, SE	<a href="mailto:nanny.hartsmar@lut.mah.se">nanny.hartsmar@lut.mah.se</a>
Peter Cunningham	London Metropolitan University, UK	<a href="mailto:p.cunningham@londonmet.ac.uk">p.cunningham@londonmet.ac.uk</a>
Susana Goncalves	Instituto Politécnico de Coimbra, PT	<a href="mailto:susana@esec.pt">susana@esec.pt</a>

\*The CiCe Executive Committee is elected by the members of the Network's sister association, CiCea, the Children's Identity and Citizenship European Association. Elections are held regularly and only members of the Association can vote and stand for election. See <http://www.cicea.eu>

### National Coordinators

Country	Name	Contact email
Austria	Thomas Bauer, University of Education Vienna	<a href="mailto:oecomenius@gmail.com">oecomenius@gmail.com</a>
Belgium	Hugo Verkest, KATHO	<a href="mailto:verkest.hugo@skynet.be">verkest.hugo@skynet.be</a>
Bulgaria	Katya Nikolova Simeonova, "St Cyril & St Methodius" University of Veliko Turnovo	<a href="mailto:katya_simeonova@yahoo.com">katya_simeonova@yahoo.com</a>
Croatia	Rijavec Majda, University of Zagreb	<a href="mailto:majda@iep.hr">majda@iep.hr</a>
Cyprus	Stavroula Philippou, University of Cyprus	<a href="mailto:philippou.stavroula@ucy.ac.cy">philippou.stavroula@ucy.ac.cy</a>
Czech Republic	Jan Masek, University of West Bohemia	<a href="mailto:masekjan@kvd.zcu.cz">masekjan@kvd.zcu.cz</a>
Denmark	Gitte Funch, UCC Lærerruddannelsen Zahle	<a href="mailto:GIFU@ucc.dk">GIFU@ucc.dk</a>
Estonia	Kristi Koiv, University of Tartu	<a href="mailto:kristi.koiv@ut.ee">kristi.koiv@ut.ee</a>
Finland	Riitta Korhonen, University of Turku	<a href="mailto:riitta.korhonen@gmail.com">riitta.korhonen@gmail.com</a>
France	Richard Etienne, Paul Valery University - Montpellier 3	<a href="mailto:richard.etienne@univ-montp3.fr">richard.etienne@univ-montp3.fr</a>
FYROM	Ognen Spasovski, Ss Cyril and Methodius University in Skopje	<a href="mailto:ognen@fzf.ukim.edu.mk">ognen@fzf.ukim.edu.mk</a>
Germany	Wolfgang Berg, University of Applied Sciences, Merseburg	<a href="mailto:wolfgang.berg@hs-merseburg.de">wolfgang.berg@hs-merseburg.de</a>
Greece	Panayota Papoulia-Tzelepi, University of Patras	<a href="mailto:papoulia@upatras.gr">papoulia@upatras.gr</a>
Hungary	Éva Szabó, Szeged University	<a href="mailto:szeva64@gmail.com">szeva64@gmail.com</a>
Iceland	Kristín Dýrfjörð, University of Akureyri	<a href="mailto:dyr@unak.is">dyr@unak.is</a>

Country	Name	Contact email
Ireland	Maureen Killeavy, University College Dublin	<i>maureen.killeavy@ucd.ie</i>
Italy	Sandra Chistolini, University of Rome Three	<i>schistolini@uniroma3.it</i>
Latvia	Zoja Chehlova, University of Latvia	<i>cehlova@inbox.lv</i>
Lithuania	Vaiva Zuzeviciute, Vytautas Magnus University	<i>v.zuzeviciute@smf.vdu.lt</i>
Luxembourg	Jean Claude Zeimet, University of Luxembourg	<i>Jean-Claude.Zeimet@uni.lu</i>
Netherlands	Wim Kratsborn, Hanze University Groningen	<i>w.m.l.kratsborn@pl.hanze.nl</i>
Norway	Odd Helge Lindseth, Hedmark University College	<i>Odd.Lindseth@hihm.no</i>
Poland	Dorota Misiejuk, University of Bialystok	<i>dmisiej@uwb.edu.pl</i>
Portugal	Florbela Luis de Sousa, University of Lisbon	<i>flsousa@fc.ul.pt</i>
Romania	Magda Danciu, University of Oradea	<i>magda_danciu@yahoo.com</i>
Slovak Republic	Iveta Kovalciková, Presov University	<i>ivakoval@unipo.sk</i>
Slovenia	Marjanca Pergar Kušcer, University of Ljubljana	<i>marjanca.kuscer@guest.arnes.si</i>
Spain	Claudia Messina, Universidad Autónoma de Madrid	<i>claudia.messina@uam.es</i>
Sweden	Niclas Rönström, Stockholm University, Department of Education in Humanities and Social Science	<i>niclas.ronnstrom@edu.su.se</i>
Turkey	Necmi Aksit, Bilkent University	<i>necmi@bilkent.edu.tr</i>
United Kingdom	Peter Woodcock, University of Huddersfield	<i>p.s.woodcock@hud.ac.uk</i>

### CiCe Central Office Contacts

Peter Cunningham: [p.cunningham@londonmet.ac.uk](mailto:p.cunningham@londonmet.ac.uk)

Colin Rainey: [c.rainey@londonmet.ac.uk](mailto:c.rainey@londonmet.ac.uk)

Nathan Fretwell: [n.fretwell@londonmet.ac.uk](mailto:n.fretwell@londonmet.ac.uk)

Angela Kamara: [a.kamara@londonmet.ac.uk](mailto:a.kamara@londonmet.ac.uk)

Teresa Carbajo Garcia: [t.carbajogarcia@londonmet.ac.uk](mailto:t.carbajogarcia@londonmet.ac.uk)

CiCe Office,  
Institute for Policy Studies in Education,  
London Metropolitan University,  
166-220 Holloway Road, London N7 8DB, UK

□ Tel: +44 (0)207 133 2649 □ Fax +44 (0)207 133 4219 □ e-mail [cice@londonmet.ac.uk](mailto:cice@londonmet.ac.uk) □

□ <http://cice.londonmet.ac.uk> □