



**Schola Europaea**

Office of the Secretary-General

European Baccalaureate Unit

**Ref.: 2015-03-D-6-en-4**

**Orig.: EN**

## **GUIDELINES FOR THE MEMBER STATES HOLDING THE CHAIRMANSHIP OF THE EUROPEAN BACCALAUREATE**

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**Board of Governors**

Meeting on 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> November 2016 - Brussels

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### **1.- Chairmanship rotation**

The Chairmanship of the European Baccalaureate falls on the member state that holds the Presidency of the Board of Governors of the European Schools<sup>1</sup>. It is established by rotation being determined by the alphabetical order of the Member States' names in their own language.

### **2.- The Chairman and the accompanying Vice-chairman**

The European Baccalaureate Examining Board is chaired by a higher education professor, who shall be appointed by the Board of Governors on a proposal from the appropriate authorities of the member state whose turn it is to provide the Chairmanship. This professor will be accompanied by the national inspector who will act as accompanying Vice-chairman.

The Chairman should be competent in at least two of the following languages: German, French, English.

### **3.- Duties and powers of the Chairman**

These are the duties and powers of the Chairman of the European Baccalaureate Examining Board as established in the Arrangements for Implementing the European Baccalaureate Regulations:

- Opens the examination session.
- Ensures quality control of the organisation of the European Baccalaureate. To that end, a structure of the organisation of the European Baccalaureate is put in place annually on a proposal from the Secretary-General, prepared by the European Baccalaureate Unit (*European Baccalaureate Memorandum*) and approved by the Board of Inspectors (Secondary)
- May at any moment during the session have access to documents relating to the candidates.
- Convenes the Examining Board at his/her convenience.
- Adjudicates on matters where disputes arise, in the context of complaints and appeals.
- Ensures standardised assessment (moderation) of the European Baccalaureate written examinations.
- Takes the decisions which he/she deems fair and equitable, including cases of cheating, attempted cheating or clear mismatch between a question and the syllabus of a subject.
- Closes the European Baccalaureate examination session.
- Sends the Secretary-General of the European Schools a detailed report on the European Baccalaureate session which he/she chaired.
- May award exceptions in duly justified reasons to the conditions set in Article 2.2.

The Chairman of the European Baccalaureate will also propose the external auditor of the European Baccalaureate written examinations. A calendar for the external auditing of European Baccalaureate examination papers will be discussed and approved at the Board of Inspectors Secondary.

### **4.- Duties of the accompanying Vice-chairman**

The accompanying Vice-chairman will assist the Chairman in his/her duties. He will replace the Chairman if he/she is absent, in which case he/she will assume his/her duties and powers.

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<sup>1</sup> See documents 2010-D-154-en-1 and 2011-05-D-16-en-4

## **5.- Confidentiality**

All the members of the Examining Board shall exercise the greatest discretion and treat all issues and proceedings of the European Baccalaureate session as confidential. They shall be bound to this requirement even after having finished their mandate.

## **6.- Chairman's calendar and availability**

### **JUNE**

He/She may attend the Board of Inspectors (Secondary) where he will be proposed for appointment (1 day).

The proposal of the Board of Inspectors (Secondary) will be transmitted by written procedure to the Board of Governors for decision.

### **OCTOBER**

He/She may attend the Board of Inspectors (Secondary) (1 day).

### **JANUARY**

He/She may visit the Schools (European Schools or Accredited Schools) during the Pre-Baccalaureate examinations (i.e. during the ten days following the end of the Christmas holidays).

### **FEBRUARY**

He/She may visit the Office of the Secretary General to attend sessions where the examination papers are elaborated or for any other Baccalaureate related activities.

He/She should take part in the Board of Inspectors of February (1 day) and in the Joint Teaching Committee of February (2 days).

### **JUNE**

He/She can take part in the Board of Inspectors of June (1 day).

He/She visits the schools during the written examinations (first two weeks of June).

He/She visits the correction centre(s) (third week of June).

He/She visits the schools during the oral examinations (last week of June, first week of July).

During the whole month of June the Chairman must be available should an issue arise where he/she had to rule.

### **JULY**

He/She visits to the schools during the oral examinations.

Attendance at Baccalaureate Proclamation in a European School.

During the month of July the Chairman must be available should he/she need to intervene in possible appeal cases (at least by email and telephone).

### **AUGUST**

During the month of August the Chairman must be available should he/she need to intervene in possible appeal cases (at least by email and telephone).

### **SEPTEMBER**

Attendance to extraordinary European Baccalaureate session, should this be necessary.

During the month of September the Chairman should be available should he/she need to intervene in possible appeal cases of the June session and the September extraordinary session.

### **OCTOBER**

The Chairman presents his report to the Board of Inspectors – 1 day.

The Chairman presents his report to the Joint Teaching Committee – 1 day.

## **NOVEMBER**

The Chairman may also attend the Budgetary Committee.

## **DECEMBER**

The Chairman may also attend the Board of Governors.

The Chairman and the Vice-chairman manage their own logistics. They take care of their transport and accommodation bookings. They decide on the Schools that they want to visit and on the number of visits. They may communicate their calendar to the European BaccaLaureate Unit for distribution to the Schools if they consider it convenient.

### **7.- Average number of visits per BaccaLaureate session.**

- Average number of schools visited during the year: 5 ( including one Pre-BaccaLaureate) ;
- Average number of schools visited during the written examinations: 3;
- Average number of schools visited during the oral examination: 4 (including Proclamation) ;
- Presence during the correction of written tests: 1 day.

### **8.- Chairman's and accompanying Vice-chairman expenses**

There is a fixed budget to cover the Chairman's and the accompanying vice-chairman expenses derived of their interventions. It currently amounts to €14,000. We propose this threshold of €14,000 to be raised at €16,000. Please see financial statement in annex I.

### **9.- Salary of the Chairman**

The salary of the chairman is established and paid directly by the member state holding the chairmanship.

### **10.- Other duties of the member state holding the chairmanship of the European BaccaLaureate.**

The inspectorate of the member state holding the presidency of the European BaccaLaureate will cooperate with the European BaccaLaureate Unit at the Office of the Secretary General of the European Schools in the good functioning of all aspects and proceedings of the European BaccaLaureate session.

In the case of absence or unavailability of any national inspector, the national inspector of the member state holding the chairmanship of the European BaccaLaureate may replace him/her and assume his/her powers and duties.

### **11.- References:**

2014-03-D-1 "Revision of the Regulations relating to reimbursement of expenses in the event of travel on official business by members of the Board of Governors, members of the Preparatory Committees, members of the Complaints Board, representatives of the Parents' Associations and other persons invited to the European Schools (BaccaLaureate examiners, experts, etc.)"

1512-D-2001 "Allowance for the Chairman and Vice-chairmen of the European BaccaLaureate"

### **OPINION OF THE BOARD OF INSPECTORS (Secondary)**

The BIS expressed a favourable opinion regarding the proposals put forward and recommended that the Budgetary Committee should endorse them.

### **OPINION OF THE BUDGETARY COMMITTEE**

The Budgetary Committee scrutinized the present document and approved the annex I with the financial statement provided the increase related to the Chairmanship expenses goes from €14,000 to a maximum of €16,000.

### **PROPOSAL TO THE BOARD OF GOVERNORS**

The Board of Governors is invited to take note and to approve the present document and the annex I with the financial statement.

## Annex I – Financial Statement

### Cf. 8.- Chairman’s and accompanying Vice-chairman expenses

There is a fixed budget to cover the Chairman’s and the accompanying vice-chairman expenses derived of their interventions. It currently amounts to a maximum sum of €14,000, that has remained unchanged ever since many years now.

Evolution of Chairmanship costs (incl. vice) during the last 10 years:

EB session	Total costs of chairmanship
2006	5.209,21 €
2007	12.087,20€
2008	16.874,36 €
2009	17.530,19 €
2010	10.225,62 €
2011	€ 7.108,67
2012	€ 13.486,52
2013	€ 10.063,90
2014	€ 12.074,03
2015	€ 16.729,72
2016	€ 16.760,44

Considering that :

- An increase in the expenses has been registered as to the Chairmanship for the last two EB sessions;
- The Chairman of the EB session is now invited to participate to the June Board of Inspectors of the session previous to his/her;
- The number of schools has considerably grown these last years, ever since the threshold of €14,000 was set;
- The Quality Assurance procedures in place require a presence in loco also in accredited schools, whose number is also increasing,

Following the recommendation of the Board of Inspectors (secondary), we propose this threshold of €14,000 to be raised at €16,000. This raise fits within the European Bacallaureate budget.