



**European School Heads Association
Europäische Schulleitervereinigung
Association Européenne des Chefs d'Établissements**

Utrecht, September 2003

Dear Colleagues,

I have the honour to invite you to two GB meetings of ESHA in the weekend of **Friday 14, November 14.00 h.- Sunday 16 November 12.00 h. in Toulon France.** Because of the proposed changes of the ESHA constitution we need two separate official meetings (according to article 12 of the ESHA statutes).

**We'll be hosted in Hotel Dauphiné, Toulon,
by mr. Jean-Michel Fouquet and Nelly Guet of ESHA FRANCE.**

Added to this invitation you'll find mr. Fouquet's invitation and information about the venue and the programme.

On Saturday morning a large number of French colleagues will meet in a "colloque" in Toulon. So mr. Fouquet is hosting two groups at a time. On Saturday a delegation of ESHA will join the "colloque" while at the same time the ESHA meeting goes on.

We'll be invited to take part in a reception at the Town Hall (le Mairie d' Honneur) of Toulon on Friday (dinner afterwards), and there will be a bus trip after the meeting on Saturday.

You're requested to contact the hotel **as soon as possible** announcing your confirmation and time of arrival. All rooms are double, but please let the hotel know if you bring your partner (on your own cost).

Mr. Fouquet has pre-booked rooms for 30 ESHA people, so please mention your ESHA membership.

May I request the associations that have not yet paid the ESHA 2003 contribution to do so before you arrive in Toulon?

You'll find the agenda for the General Board meetings in this letter.

The Executive Board will arrive on Thursday evening, and meet the French organisers to discuss the details of the meeting.

**You are asked to arrive on Friday morning before the GB meeting starts.
The first General Board Meeting will start at 14.00 h. and finish on Saturday at 12.00 h.
The second meeting on Sunday morning is an extraordinary one, necessary if there is no quorum during the Friday afternoon.**

If there is the required quorum to vote on the change of the ESHA constitution on Friday, the president will change the extraordinary meeting on Sunday morning into a normal meeting. You're asked to be present at both times.

We are looking forward to seeing you all again in Toulon.

Yours sincerely,

Henk Janssen, on behalf of

Mr. A. Petrolino, GST.

List of annexes

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| 1. Proposal concerning the EB structure | (sent to you before) |
| 2. Proposed changes in the ESHA constitution | (included) |
| 3. Format for nominations | (sent to you before)
(real nominations to be sent before
November 1 st) |
| 4. ESHA development plan | (included) |
| 5. ESHA Manifesto | (included) |
| 6. ESLN project letter, basic idea | to be sent first week of November |
| 7. Minutes GB Bournemouth (March 2003) | (included) |
| 8. Minutes EB Edinburgh (July 2003) | (included) |
| 9. Minutes EB Brussels (September 2003) | (included) |
| 10. Professional Bureau and technical Secretariat | to be sent before November 1 st |
| 11. Budget 2004 | (to be handed out during the meeting) |
| 12. Rules and regulations of ESHA | (to be handed out during the meeting) |

Enclosures invitation : two documents Jean-Michel Fouquet/organiser hotel in France



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AGENDA ESHA GENERAL BOARD Toulon 14-16 November 2003

Day		Activity/Item	Responsible	Remarks
Friday		Venue Lycée hotelier Saint Louis		
14.00	1	Welcome	Jan Gispén Jean-Michel Fouquet	
		Declaration by the Israelian school leaders association	J.Gispén	Israel has asked to become an ESHA member (now being a member of only ICP)
14.30	2	Change of ESHA Constitution <ul style="list-style-type: none"> • EB membership • Associate membership 	J.Gispén A.Petrolino	Newly proposed changes were sent to you before, see Annex 1 The precise changes in the constitution are marked in Annex 2)
15.30	3	Election New Executive Board <ul style="list-style-type: none"> a. President b. President Elect c. General Secretary d. Treasurer e. Member 	Presentation J. Gispén Scrutineers H.Janssen & J. McNally	The nominations themselves will be made known before November 1 st . Nominations forms (Annex 3 sent to you before) Short oral presentations may be given by the candidates themselves. Ballot papers to be handed out in the meeting.
16.30	3a	Declaration of results of election	J.Gispén	Please applaud!
17.00		Formal Reception at the “Mairie de Toulon”.	City of Toulon	
19.00		Dinner	Rectorat de Nice	

Saturday				
9.00	4	ESHA's future <ul style="list-style-type: none"> • ESHA Development Plan 2003-2006 • ESHA Manifesto 	J. Gispen & S. Sayles	See Annex 4 and 5. At the same time: ESHA France colloque.
10.00	5	ESHA's projects <ul style="list-style-type: none"> • ESLN project: to be discussed • Intercultura: not accepted • Open Science: no news • PISA conference: december 2004 	J. West-Burnham & J. Gispen VVO	See Annex 6.
11.00		Coffee Break	J.M.Fouquet	
11.30	6	ESHA Biennial Conference Stavanger	Eli Vinje	23-26 September 2004. Heavy promotion of this conference by all members
12.30		Lunch	ESHA France	
14.00-24.00		Trip to Provence village Le Castellet and wine producer in Bandol		
Sunday		Restaurant of Hotel Dauphiné		Note change of venue!
9.30	7	EXTRAORDINARY GENERAL MEETING (If required)		
	8	Voting on the changes of the Statutes	J. Gispen	See Annex 1 and 2
	8	Report of GB Bournemouth 7-9 March 2003 EB Reports of Edinburgh (July) and Brussels (September)	A. Petrolino	Annex 7 (to be passed) Annexes 8 and 9 for information
	9	Plans for secretariat/professional bureau in 2004	J. Gispen, AVS & VVO	Annex 10
	10	Budget Proposal for 2004	A. Petrolino	Annex 11
	11	Next EB and GB meetings EB Amsterdam 12-14 December 2003 GB Budapest 5-7 March 2004 GB Stavanger 23-26 September 2004 GB spring 2005 Berlin Conference 2006 Italy		GB autumn 2005? GB spring 2006?
	12	Miscellaneous <ul style="list-style-type: none"> • ESHA Rules and Regulations 		Annex 12 (for information)
	13	Conclusions and Farewell	J. Gispen	
	14	Lunch & Departure		