



Minutes Council Meeting 04.10.2019 Ghent

Present: Oya Atalay Franck (President), Dag Boutsen, Roberto Cavallo, Johan de Walsche, Harriet Harriss, Dalibor Hlaváček, Mia Roth Čerina, João Pedro Xavier, Tadeja Zupančič, Rosaura Romero (secretary), Andrea Kleinert (management support), Débora Domingo-Calabuig (guest agenda item Research Academy)  
Excused: Sally Stewart, Ilaria Valente.

Agenda

Welcome by the President Oya Atalay Franck.

The agenda is accepted.

**1. Apologies**

Sally Stewart, Ilaria Valente.

**2. Minutes of the previous meetings**

The minutes are accepted.

**3. Finances / new member applications**

3.1. Finances

- Old accounts at Paribas Bank were transferred to KBC successfully.
- Follow up meeting set to Friday, 11th Oct. 2019 by Treasurer Dag Boutsen and Secretary Rosie Romero with EAAE accounts manager and banker at KBC, Yves Van Kerckhove.
  - Banker will set up online access to accounts for Secretary and Treasurer.
  - IBAN ready for invoicing, can already be set to receive registrations and invoice new memberships.

3.2. New member applications

The following schools have applied for membership and have been approved by the council:

2019-10-01 – University of Nova Gorica

2019-09-11 – University of Palermo

2019-09-01 – Istanbul Okan University

2019-08-27 – Tarumanagara University

2019-08-27 – Liverpool

**4. Organisation tasks secretary / webmaster**

4.1. Contract Secretariat/Webmaster

Dag Boutsen will take care of the procedure.

4.2. Website: technical aspects, content management and access

The capabilities of the website (tool) show some limitations when it comes to member data management as well as communication (e.g. newsletter) since Wordpress is meant for websites only and not as a basis for various tools to be linked to. Therefore, there's a certain inflexibility in editing. Furthermore, there are



some performance errors that must be fixed by the web agency what generates extra costs that were not budgeted.

*Decision:* The following six steps were defined as urgent:

1. The Academies representatives (Tadeja Zupančič and Michela Barosio) get full access to Wordpress (back end).  
*Action:* Rosie Romero will give access.
2. All IT matters must be discussed with UHasselt so that server, email addresses etc. can be finally moved to KULeuven. This is important for technical, security as well as liability reasons. Furthermore it must be ensured that KULeuven's IT can be approached in case of technical problems. The web agency should be involved only in emergency cases.  
*Action:* Dag Boutsen and Rosie Romero will get in touch with UHasselt.
3. As most urgent database problems member profiles and invoicing must be solved. This has become obvious during the transfer from UHasselt.  
*Action:* Rosie Romero analyses and lists the problems; the council will discuss and decide the next steps accordingly.
4. Social Media channels must be fed.  
*Action:* Rosie Romero will get in touch with Emma Boelen to get all the necessary passwords etc.
5. Webcontent Management: The 4-eyes-principle must be applied for the web appearance, meaning that the sites are regularly checked for content, language (typos) as well as shifts in layout, etc.  
*Action:* Roberto Cavallo and Dalibor Hlaváček are responsible for this task.

*Decision:* Regarding the question whether and at what point a reengineering of the website is needed in order to tackle pending issues such as newsletter layout (and sender), limited options for member data maintenance etc. a situation analysis will be needed.

*Action:* Dag Boutsen and Rosie Romero (as main user) as well as Dalibor Hlaváček (as master mind of the current website) will look into it and present their findings and suggestions in the next council meeting.

*Action:* The inbox from the [secretariat@eaae.be](mailto:secretariat@eaae.be) must be transferred from Inge Lens to Rosie Romero in order to ensure that "old" information is still available and a.o. "histories" of projects can be reproduced.

#### 4.3. Official EAAE address

An official EAAE address is needed (letter heading). For external communication the secretariat should use only this address (and not KU Leuven's). This should also be the case for communication via email. The sender should always be clearly identifiable as EAAE ([secretariat@eaae.be](mailto:secretariat@eaae.be)).

## 5. Pending matters

### Mia Roth Čerina

Mia Roth Čerina presents the finance report for the AC in Zagreb.

The annual conference in Zagreb was well received and attended by 143 officially registered, 11 volunteers and a number of special invited guests. The excursion had 57 participants.

There were 6 parallel sessions with 34 accepted presentations and 9 posters (out of a total of 61 submissions to the call for abstracts, blind-peer reviewed by 18). Parallel exhibitions held were: YTAA 2018, EASA 2018, eFIADe, all at the hosting school, and an exhibition celebrating the centennial of the Faculty in Zagreb at the Museum of Architecture. The Erasmus+ KA2 project eFIADe had its final multiplier event on the second day.

There was a revenue that will be paid to EAAE upon issuing an invoice from the EAAE secretary. The approximated expense of editing and layout of the full papers, print of promotional copies, as well as upkeep of the webpage for the duration of one year, has been already included in expenses.

The accounts will be closed by the end of October once the last payments to the keynotes speakers were transferred (some delay caused by the transition of the bank accounts to KBC).



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Mia Roth Čerina will send a list of all participants to the secretariat and the President, so that these persons can be approached again next year with information/invitation for the Annual Conference. The list cannot be distributed among the participants (GDPR).

The photos of the event are online on the Conference site: <https://eaae2019.arhitekt.hr/en/photos/>

The deadline for the papers for the presentations (proceedings) will be extended until 22. November 2019.

Discussion: Should the keynote speakers be asked to write a short text/wrap-up for the publication?

*Decision:* The council decides that the keynotes should be asked for their papers.

*Action:* Mia Roth Čerina and Roberto Cavallo will follow up on this topic.

Still open is the question on how to archive the Conference websites. The main events need to be documented.

Decision: The question of archive must be part of the possible revision or reengineering of the website.

Action: Dag Boutsen and Rosie Romero should keep this in mind when doing the situation analysis.

João Pedro Xavier is in the process of collecting the information and documents from the 2018 Annual Conference in Porto.

*Decision:* An E-Publication for the AC 2018 should be realized.

*Action:* João Pedro Xavier leads the project.

#### Tadeja Zupančič

##### Research Academy

A draft for a research policy paper will be prepared before the next meeting in Prague.

For the CA2RE project a website is urgently needed. For the time being it could be run under EAAE, in order to keep things as simple and practical as possible. On the long run, a properly working database for all the project partners is needed.

*Action:* Tadeja Zupančič and Debora Domingo-Calabuig organize a RA workshop in Valencia to prepare the policy paper draft. Rosie Romero enables full web access for Tadeja Zupančič.

#### Johan De Walsche

##### Education Academy

###### *Workshops*

For the Education Academy a tradition of two workshops each year, one in spring, one in fall should be established. The Academy has the intention to link the workshops' themes to the preceding and following workshop as well as to the position paper. The proposal is to systematically dedicate a workshop to one of the topics of the position paper (more or less) in backwards order, so that after each topic has been discussed (respectively AE and research, AE and professional practice, teaching through design, and the climate in which AE flourish). We end up with a workshop about the (societal/scientific/...) relevance of architectural education. The first workshop will take place in Prague in November 2019, and will be dedicated to AE and professional practice, followed by a workshop in Oslo (connected to the Deans Summit) in spring 2020. Next potential hosts are Glasgow or (TU) Dublin, Riga, and Ankara, still to be confirmed.

*Action:* The workshop documentations on the web should be completed (1<sup>st</sup> WS missing) and always named the same way (incl. the city in which it took place).



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*Discussion:* The question is discussed whether a moderate fee should/could be raised for Academy workshops. This has to be clear before the new series of EA workshops starts. Who would be responsible for the registration? The hosting school or EAAE?

*Action:* For the workshop in Prague, as another trial, we will ask for a fee of 30 euro, to be paid via EAAE secretariat. To be evaluated in Prague at the council meeting.

#### *Web presence of the Academies*

The two Academies and the Conservation Network's web presence should be more consistent. Activities and new projects must be more visible.

Mia Roth Čerina and Tadeja Zupančič presented a possible structure in the Valencia Meeting, October 2018, which hasn't been implemented so far.

*Action:* Immediate access to websites of the Academies (Tadeja Zupančič and Michela Barosio from Rosie Romero) so that they can keep the pages up to date.

*Action:* The structural changes have to be part of a project of revision/reengineering of the website. Rosie Romero and Dag Boutsen should consider this item as well in their situation analysis.

#### EAAE Statutes

Regarding the EAAE statutes Johan De Walsche has no news.

*Action:* He will update the council in the November meeting.

#### João Pedro Xavier

João Pedro Xavier is preparing an overview of the Erasmus+ projects EAAE is involved.

- E-fiade will come to an end soon. EAAE's role as a partner without financial involvement has to be confirmed by the leading school.  
EAAE has agreed to sign the contract as project partner, after several discussions in Zagreb with Nur Caglar, Karl Otto Ellefsen, Isil Ruhi Sipahioglu (Project Manager), Ilaria Valente and Oya Atalay Franck. There are still quite a number of unclear points: There is no document/documentation from previous years regarding this project in the EAAE's archive.  
*Action:* João Pedro Xavier monitors the project and Rosie Romero asks for the contract to be returned with full signatures, so that it will be in the archive of the EAAE.
- Wicked: A resume of the final report in form of an e-publication is still pending. Some initial works have been done already by Ivan Cabrera, who is responsible (perhaps by Emma Boelen, as well). João Pedro Xavier will get in touch with Ivan Cabrera and define the next steps. Roberto Cavallo will ask Susanne Komossa for more information on the status of this publication.
- Afterlife project: Since Harriet Harriss changed to Pratt University, the ownership/project lead needs to be clarified (data of the surveys currently on Royal College of Arts server).
- *Action:* Harriet Harriss and Johan De Walsche will inform the council about the next steps with the project. In addition, the information/documentation of the results etc. should be available on the EAAE website. Harriet Harriss and Johan De Walsche will organize this.
- Care+: All project members should become members of EAAE. Tadeja Zupančič has asked them already to join. João Pedro Xavier has also done this, but so far there has been no reaction from these schools.  
*Action:* Tadeja Zupančič will send again reminders.  
*Decision:* For the future collaborations, membership should be managed beforehand. EAAE will support the projects, if the schools are not members.
- BEST-IN-ARCH: Application for a Transnational Danube Project with EAAE as a strategic associated partner.



### Ilaria Valente

Due to Ilaria Valente's absence Oya Atalay Franck informs:

- On the website of the EAAE-ARCC Research Conference 2020 in Valencia the 2nd Valencia International Biennial of Research in Architecture is very prominently mentioned which causes a conflict of interest.  
*Action:* Harriet Harriss will get in touch with Ivan Cabrera and ask him to scale the title of the Valencia event down to make clear that it is an EAAE-ARCC event. The EAAE and ARCC logos are also missing on the homepage.
- There is no information, if for the last meeting of the Conservation Network in September 2019 Prague a publication is planned. If yes, EAAE will not pay for it. This policy has been communicated to Stefano Musso already in spring 2019. Future publications should be online, as agreed to be organized via TUDelft (Roberto Cavallo is the contact person).  
*Action:* Ilaria Valente as contact person for the Conservation Network contacts Stefano Musso to find out about the publication plans of the Prague meeting, and reminds him about the financial policy of the workshops and publications.

### Dalibor Hlaváček

Dalibor Hlaváček presents the state of affairs with regards to the Annual Conference/General Assembly 2020 at CTU in Prague with the title "New Dimensions – Reflection of the Enlargement of Scale and Overlapping Disciplines".

The structure of the conference will be different to the one in Zagreb or in Porto with invited guests who discuss a topic in panels instead of an open call for papers.

Planned are keynotes and panels with moderated discussions (see attached program draft).

*Discussion:* How to organize the design of the panel discussion? The panelists need to have a position and the moderators need to be triggering. In addition, it will be crucial to integrate the conference participants. Dalibor Hlaváček will update in the next meeting.

The panelists could be asked to hand in their statements in written form beforehand, so that the discussion can be planned. The papers could be published as proceedings.

*Action:* Dalibor Hlaváček asks the council members for last suggestions for additional panelists.

Dalibor Hlaváček is in touch with João Pedro Xavier and Mia Roth Čerina with regards to their experiences and recommendations. Mia Roth Čerina recommends not to invite the speakers too late. Furthermore she suggest a formal or informal market place for project (e.g. presentation of E-Fiade in Zagreb).

*Decision:* For voices from the audience and the position of the students, more "space" is necessary.

*Action:* Dalibor Hlaváček will make suggestions in the program (project presentations, students' role etc.), to be discussed in the council meeting in Prague.

VELUX will support the AC again as main sponsor. They would also be interested in further projects with EAAE, especially addressing the issues on daylight. The content work belongs to the sphere of academies/networks. These are ideally bottom up initiatives and projects. Also stronger advertisement of the Daylight Award is a wish. The option of visibility "VELUX" on the EAAE website has to be checked.

An exhibition of the International VELUX Award 2020 projects has to be set up during the AC in Prague. Maybe also the new YTAA exhibition will be available already.

*Action:* Dalibor Hlaváček will get in touch with Per Anderson from VELUX directly. He will also make sure that there is enough space for the two exhibitions.



#### Harriet Harriss

First ideas for the EAAE–ACSA Teachers Conference 2021 have been discussed with ACSA. Harriet Harriss will meet ACSA again in November to specify. The working title is "The Curriculum in the Climate Crisis". The conference will most likely take place on 20.–21. June 2021 and shall offer an opportunity to learn from different experts in the field of climate change.

#### Oya Atalay Franck

The planning of the Deans Summit at AHO is progressing well. Ole Gustavsen has set up a website: <https://aho.no/eaee-deans-summit-2020>

The target of the event is to start discussions among the schools and to produce a common statement at the end of the summit, which will then in return be the basis to start new actions. In this respect, commitments from the schools will be required. Finance wise it works like with the ACs: The hosting school has to make sure that the budget covers all the expenses through the fees, sponsoring, etc. EAAE will not come up for a deficit. Any revenue will go to EAAE.

*Action:* The council members are requested to send Oya Atalay Franck suggestions for key note speakers.

The current issue of the Young Talent Architecture Award (YTAA) is planned as followed: Start end of November, the Jury will meet in April. Oya Atalay Franck asks the council members to send her suggestions for jury members representing EAAE by 7. October 2019.

*Action:* Oya Atalay Franck will convey the suggestions to YTAA.

The matters around Brexit and the joint letter with SCHOSA to the EU Research and Education Secretary is still to be followed up.

*Action:* Oya Atalay Franck will follow up with Don Gray (SCHOSA).

Connecting to French schools via RAMAU (Network of French Architecture Schools): Since last spring Johan De Walsche has been in touch with RAMAU. Oya Atalay Franck has also asked for a possibility of a meeting. There has been no respond from RAMAU so far.

*Action:* Johan de Walsche will contact Kent Fitzsmoms.

Oya Atalay Franck sends out an EAAE newsletter monthly (usually around the 15<sup>th</sup>). She asks the council members for their inputs until the 13<sup>th</sup> of each month.

*Action:* It is again mentioned that the sender "Wordpress" is misleading and is often classified as spam by the email systems' firewalls. This needs to be solved asap (Rosie Romero).

### **6. Next Council Meetings**

- Fr, 29. November 2019, Prague, tentative start 10am.
- Do, 23. April 2020, Oslo, 9am.
- Fr, 12. June 2020, Valencia.
- Wed, 26. August 2020, Prague (Saturday, 29. August 2020)

### **7. Varia**

None.

20191126/Romero, Kleinert, Atalay