



**Council Meeting, Porto, 01.09.18**

**Present:** Oya Atalay Franck (President), Ilaria Valente (Vice President), Koenraad Van Cleempoel (Treasurer), Johan de Walsche, Hugo Dworzak, Harriet Harriss, Mia Roth Cerina, Sally Stewart, Tadeja Zupančič

**Excused:** Roberto Cavallo, Dalibor Hlaváček, Inge Lens, Emma Boelen

**Agenda**

**1. Apologies**

**2. Organisation of meetings and tasks**

Meetings

The modus of meetings is agreed on as follows: five times yearly incl. one before the AC; always on a Friday (if possible before workshops/events that take place on Saturday and that all/most of the members attend anyway).

The Statutes serve as formal basis. As there are no other regulations, procedures and communication can be in the same modus until now.

The secretary usually writes the minutes. If she is not able to join the meeting, one of the members takes on this task.

Tasks

OAF has prepared a list with tasks that need to be distributed among the council members. She suggests a four eyes principle and with that always (minimum) two persons being in charge of a cluster of thematic tasks. One person ideally leads the communication. These groups work individually on their tasks and report on the progresses in the meetings. If necessary other council members could be consulted or integrated into the individual projects. In-between regular skype meetings take place with OAF, to make sure that she is informed about the processes going on. If it seems reasonable, OAF should also be copied in email communications among the group members.

The list with the persons in charge for the different areas and open issues (as discussed in the meeting) and will be sent by OAF to the council members.

The list and the progress of the different tasks and groups will be checked every six months and adjusted if needed.

Conferences:

The EAAE-ACSA conference in Antwerp in June 2019 will be a pilot to gain experience with this kind of event. If it works out well, it could be the start of a biannual conference series.

The question was raised whether there will be proceedings for the AC. This has to be discussed (and depending on the outcome of the discussion be included in the budget and planning for future ACs).

Awards:

With regard to the YTAA, there are still a few questions about its modus (jury, communication, etc.) that need to be discussed. OAF will meet Ana Ramos in September, by the Awards' Ceremony to clarify.

The work group drafts a concept for a PhD award.

An award for the "best educator" is also in discussion. HH had prepared a draft after the Ghent meeting. This document will be sent to the council again.



There is still a request from UAUIM regarding a (further) collaboration. Besides, UAUIM declared to start a Bachelors' and Masters' Award independently of EAAEs participation.

*Communication and Web content Management:*

For this cluster too, a group has to write a concept which outlines the needs of the different target groups and how they can be reached through our various channels (website, newsletter, print, social media).

Unfortunately, we still face some technical issues with the website. The current situation is very frustrating for EB, since she has no access to the web content management system and thus is not able to take care of small technical changes by herself. Communication with Little Greta in Prague is complicated and inefficient.

The council decides that the webhosting and technical maintenance of the website will be "moved" to a company in Hasselt. The migration will cost around €4000 (less is expected).

*Finances, controlling and Secretary:*

The secretariat and the accountancy cost a lot. The work-processes must be optimized. A job description with tasks, competencies and responsibilities has to be discussed and defined. The professionalization of the secretariat is an important subject/task for the future.

*Erasmus+ projects:*

Guidelines for Erasmus+ and similar initiatives are urgently required.

*Membership:*

Membership is an important topic. The council has to make sure that the members have opportunities and platforms to share their ideas (bottom up approach). The council's responsibility is to triage and prioritize these ideas according to their strategic importance. With this procedure, more members might be willing to engage more actively in EAAE's initiatives.

The council members also agree that the council needs to demonstrate more detailed on what topics it is working and how it comes to its decisions. Currently, it is hard for members to see that the council members do a lot of preparatory work, such as research, and that the topics and suggestions presented in the GA were discussed very thoroughly.

The group in charge will collect some ideas and concerns by sending a short survey to the member schools. A list with the correct names of the contact persons of all the schools is needed (SS will get in touch with IL). The suggestions OAF presented in the Gent and Madrid Council meetings should be included. The next steps should be discussed in Valencia. The first results will be presented in the Zagreb meeting.

In this context, OAF also wishes that in the next AC council members are more active, so that she doesn't have to present all the agenda items.

*Education Academy:*

JdW will see to it that the information on EA-website is asap complete.

*Research Academy:*

The RA needs more participants and a name for a body equally to the EA consortium. This will increase the visibility of the members (also to make sure they get funding for their activities from their schools).

The RA and the EA should liaise and decide on a common terminology which, however, is not too rigid. The Conservation network should be included.

*Publications:*

A concept and process should be developed for the future events.

HH: The afterlife survey will allow EAAE and the participating schools to know where the graduates are going. Being a longitudinal study, it will help to gain valuable insights. Schools can compare with the results of other countries. Funding is not ensured yet.



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Parallel to tracking graduates, members/schools might have other ideas for subjects/topics they would like to track. Similar surveys could be designed. These questions should be included in the discussions of the membership group.

### **3. Next Council meetings**

- Friday, 19 October 2018, Valencia UPV (start @ 10.00, so that council members can fly in on that morning; IL won't be able to attend, thus a council member will have to write the minutes.)
- Friday, 7 December 2018, University of Zagreb
- Friday, 5 April 2019, University of Antwerp (some collisions with other events, this date is tbc.)
- Friday, 28. June 2019, University of Antwerp (Teachers' Conference)
- Wednesday, 28. August, University of Zagreb (AC/GA)

Emma Boelen and Inge Lens participate the council meetings alternatingly  
To economize the costs of the secretariat, when possible, meetings will take place in Belgium.

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