

Minutes from ASF-Int Board meeting no 26 held 3rd and 4th of February in Freiburg, Germany, hosted by AÜG Germany

Present: Stéphane Plisson, Sophie Jopling, Pawan Shrestha, Richard Losalajome, Valeria Sciarretta, Rune Asholt, Dick Urban Vestbro.

Invited to be present: Peter Burk & Thomas Schinkel of AÜG Germany. Dorota Wlodarczyk of ARC•PEACE

Regrets: Anna Engvall. *Absent:* Gopal Shankar.

1. Formal matters	<u>Responsible</u>
It was decided that Stéphane shall chair the meeting; that Dick shall write the minutes and that Pawan shall verify the minutes. The proposed agenda was approved with minor changes.	Pawan
2. Preparations for GA meeting 14 April 2012	
<p><i>a. Registrations for the GA meeting</i></p> <p>Of the 22 existing member organisations 16 have confirmed their participation while one will try to come and four have not yet replied. In total 31 participants have been registered (not including 15 ARC•PEACE members, who MAY attend the GA meeting). It was decided that Dick shall remind the remaining members.</p>	Dick
<p><i>b. Venue and time schedule</i></p> <p>Rune confirmed that the GA meeting shall take place at Arkitekternes Hus, while the seminar Friday 13th of April will take place in the Architect Centre nearby. It was decided that the GA meeting shall start 9.30 Saturday morning. The Board asked Rune to find out the maximum number of seats in the meeting hall and also the possibility to sit in groups suitable for group work. Rune showed a draft program for the Friday seminar and the GA meeting. It was decided to approve the proposal in principle. Rune explained that it will be possible to buy lunches at the venue of the meeting and that ASF-DK shall try to pay the coffee and snacks. It will be possible to project slides on walls in the meeting place.</p>	Rune
<p><i>c. Activity report</i></p> <p>Dick had sent out a draft activity report to the Board. It was decided that he shall revise the report on the basis of today's discussion and send it out again with a request for comments and additions no later than 5 March so that the report can be finalized at the next Board meeting (12 March).</p>	Dick
<p><i>d. Activity Plan, Strategic Plan</i></p> <p>It was decided that the Strategic Plan from the last GA meeting does not need to be revised. It was decided to ask Sophie to work out a draft proposal for an Activity Plan for the coming year to be sent to Board members no later than 5 March. The proposal shall have open questions suitable for group work at the GA meeting.</p>	Sophie
<p><i>e. How to activate members, group work</i></p> <p>After a discussion of various ways to activate participants at the GA meeting it was decided to arrange group work around the proposed Activity Plan, preferably in connection with coffee break Saturday afternoon. It was decided to ask groups to provide replies under at least three themes and submit their proposals in written form for the new Board to integrate in the Activity Plan. It was decided to ask ASF-DK to arrange seating at tables in order to mix nationalities and member organisations as much as possible.</p>	Rune ASF-DK
<p><i>f. Reminding auditor and Election Preparatory Committee</i></p> <p>Dick has reminded auditor Jenny Andersson about her task. She will try to be present at the GA meeting. Treasurer Rune is to present required documents to the auditor.</p> <p>Dick has also reminded the Election Preparatory Committee (EPC) about its duties. It consists of Beatrice de Carli of ASF-Italia, Benoit Claveiras of ASF-France and Per Kraft of ASF-Sweden. It was decided that Dick will remind members to nominate candidates to the new Board and ask the</p>	Rune Dick

<p>EPC to present its proposal to be sent out before 15th of March. Dick informed the Board that he has written to Arne Schoellert of ASF-Belgium asking whether he can act as chairman of the GA meeting. It was decided to approve this initiative. Arne has not yet confirmed his participation in the GA meeting.</p>	
<p><i>g. Travel support</i> Rune reminded the Board that the budget includes only € 1000 for travel support. Representatives of AÜG-Germany, ASF-France, ASF-DK and others offered to try to raise funds for travel support to member organisations with limited resources. It was decided that Dick in the next reminder about the GA meeting shall inform members that those who want travel support shall send a request specifying the sum required and the reason for requesting travel support. The Board shall then take a decision about funding. Dick informed the Board that Guruprasad Rane has sent an application for travel support on the assumption that ASF-India will be accepted as a member organisation of ASF. It was decided that Dick shall write to Rane explaining that only a limited amount of money is available and only to members.</p>	<p>Peter Stéphane Rune Dick</p> <p>Dick</p>
<p><i>h. Accommodation</i> A list of recommended hotels, prepared by ASF-DK had been sent out earlier, but it was not clear whether it had reached all member organisations. It was decided that Dick will send it out as soon as the list has been updated by Rune. Rune told the Board that ASF-DK has so far managed to secure private free-of-charge accommodation for 20 persons, expecting this figure to raise to perhaps 35. Participants who want private accommodation shall inform the Secretary, who is to include this information in the registration list.</p>	<p>Rune Dick Rune Dick</p>
<p><i>i. Study visits, dinner, exhibitions</i> Rune explained briefly the proposed program for study visits Sunday 15th of April. The tour will end in Christiania so that participants can stay on in this informal, self-administrated eco-district after the official guiding has ended. It was decided to ask ASF-DK to send out a full program before the 1st of March. No plans have been made for exhibitions. Instead ASF-DK proposes that projects are presented through projection on walls. Rune informed the Board that an event with drinks and snacks is planned for Friday evening, but no dinner. See further point 7c below.</p>	<p>ASF-DK</p>
<p>3. Special seminar 13th of April Dick had sent out the program of the ARC•PEACE section of the seminar day. This section is now full. Dick pointed out that at least two of the ARC•PEACE speakers (Bristol and Payne) are suitable to advertise as keynote speakers of general interest during the ASF section of the program. Rune presented a draft program for Friday afternoon, including a section on disaster management with prominent speakers who had accepted to make presentations. He said that it will be difficult to include more speakers if space shall be given to ASF members. It was decided that Dick shall remind members to submit proposals for seminar presentations no later than 1st of March.</p>	<p>Rune</p> <p>Dick</p>
<p>4. Membership situation <i>a. Application for membership</i> Stéphane explained that ASF Tunisie has been formed, ratified the Hasselt Charter and submitted its statutes in Arabic. A Tunisian friend of Valeria in Italy has looked at the statutes and he says that they are like normal proper statutes. ASF-Tunisie plans to arrange a special event in Tunis with Stéphane as one of the main speakers. It was unanimously decided to grant membership to ASF Tunisie. Stéphane shall welcome the new member, also to the GA meeting in Copenhagen. Dick will revise the list of members to include ASF-Tunisie. Stéphane and Richard have been communicating with the <i>Association pour les Victimes de la Répression en Afrique</i>, AVRA, in Congo-Kinshasa, which is on its way to apply for membership. It was decided that Stéphane and Richard shall continue their contacts with AVRA and encourage it to fulfill its application. It shall be possible to grant membership at the next Board meeting or at the GA meeting. Dick explained that he has reminded ASF-Macau to complete its application so that a decision can be taken about membership before the GA meeting. Dick shall remind ASF-Macau once more and welcome them to Copenhagen. Concerning Brazil it was noted that several attempts have been made to revive ASF Brazil and to</p>	<p>Stéphane Dick</p> <p>Richard Stéphane</p> <p>Dick</p>

<p>encourage colleagues in Brazil to form new organizations that can become a member of ASF. It was decided not to do anything further at the moment.</p> <p><i>b. Membership list</i></p> <p>Dick explained the nature of the list of “Possible members of ASF-Int”. In this part of the list the Secretary includes names of persons who have indicated that they are interested in forming a member organisation. Since ASF-Belgium is now active it shall be removed from the list of possible members. Valeria explained that her organization is now called <i>ASF Italian Network</i>. It was decided that Dick shall revise the list of members and send it out to the Board. Sophie will update the membership information on the website.</p>	<p>Dick Sophie</p>
<p>5. Economic report</p> <p>Rune reported that all members have paid their membership fees for 2011 except HTG, while the payments of Africa '70 and ASF Bénin have not yet reached the right account. Rune and Xavi will try to sort out the latter issue. One person has used the Paypal function to donate a small sum. ASF now has € 1372 in the account. It was decided that the budget for 2012-2013 shall be discussed at the next Board meeting and that Rune shall present the proposal at the GA meeting.</p>	<p>Rune Xavi Rune</p>
<p>6. Cost of legal name protection</p> <p>Several years ago ASF-Int had its name and logo registered for legal protection within the EU. The cost for this was covered by the Colegio des Arquitectos in Barcelona. Recently ASF-Int has received an invoice for maintenance costs related to the protection of name and logo at a sum that has no coverage in the budget. It was decided to ask Jordi Balari what the maintenance costs includes and what will happen if ASF-Int does not pay.</p>	<p>Xavi Jordi</p>
<p>7. Fundraising</p>	
<p><i>a. Forms for future project applications</i></p> <p>Valeria reported that only 5 members had filled in the form, despite many reminders. It was decided that Dick shall send out a final reminder about the importance to fill in the form no later than the GA meeting, explaining that also those member organisations that are not interested in common projects need to fill in the form. The Board considers the information to be important for a future data base. Valeria will continue to monitor EU funding programs and intend to inform members about them. She promised to send out information about 1) the Grundtvig programme (Lifelong Learning) and 2) KEY Active 3 measure, including a project proposal by the Hellenic Open University (GR) to Valeria's own university.</p>	<p>Dick Valeria</p>
<p><i>b. Contacts with companies</i></p> <p>Stéphane reported from some preliminary contacts he has taken with companies in France that may be interested in supporting ASF-Int. It was decided to encourage Stéphane to proceed with the contacts, giving priority to companies with profiles complying with the Hasselt Charter.</p>	<p>Stéphane</p>
<p><i>c. Special fund-raising event in connection with the GA meeting</i></p> <p>Rune said that ASF-DK will not be able to arrange a big fund-raising event in connection with the GA meeting. Instead it wishes to have an event with a drink and a small snack at the Architect Centre, and to display projects on the walls. It was decided to ask ASF-DK to try to get a good moderator of the event (perhaps Jörgen Andreasen), to include a cultural event in the program, to advertise the event to as many Danish colleagues as possible and to provide possibilities for donations during the evening (Friday night). Rune will contact Clara Lindell of ASF Sweden to ask for assistance with marketing of the event.</p>	<p>ASF-DK Rune</p>
<p><i>d. Remaining issues on Valeria's list about fund-raising</i></p> <p>At this point of the agenda Valeria had left the meeting. It was decided to ask Valeria to look at her previous list and get back to the Board with proposals that she finds useful to proceed with.</p>	<p>Valeria</p>
<p>8. Website</p>	
<p><i>a. Visit counting facility</i></p> <p>Sophie told the Board that she has communicated with Edouard, who does not consider a counting facility to be of interest. We can get information about the number of visits without a visible counting facility. In one year the website has had 11,000 visits. It was decided that Sophie shall</p>	

ask Eduard to install a visible counting facility.	Sophie
<i>b. Report from Milano seminar</i> Beatrice de Carli has not yet written such a report. It was decided that Dick will check if his report from Milano can be used instead.	Dick
<i>c. Sponsor policy</i> Sophie reported that the ASF-Int Sponsor policy is now uploaded on the website.	
<i>d. Activity report 2010</i> It was decided that Dick shall send the Activity Report for 2010 to Sophie who will upload it.	Dick Sophie
<i>e. Report from the Bonn workshop</i> Beatrice de Carli has not yet written such a report. In the meantime ARC•PEACE has published a report that can be used. It was decided that Dick sends this report to Sophie for uploading.	Dick Sophie
9. Database Esther Charlesworth of AWF Australia has proposed that we shall share databases of member organisations so that information can be disseminated more broadly across the ASF network. Valeria forwarded the proposal of Antonello Iuorio to include CVs of members with special skills into an ASF-Int database. The Board decided to consider these proposals – as well as the previous ones from Guruprasad Rane and Rune Asholt – to be valuable suggestions for the future when ASF-Int has better administrative resources.	
10. Architect Development Education project Xavi gave a brief report about the situation of the project. The next meeting will take place in Paris in February and the project shall end August 1 st this year. A new application for funding is being prepared. It was decided to ask the working group for more information in time for the next Board meeting (12 March).	Xavi
11. PowerPoint presentation Beatrice de Carli has got instructions for a revision from Dick and Stéphane. The Board expects the new version to be ready in time for the GA meeting. Dick will remind Beatrice.	Dick Beatrice
12. Portfolio Dick and Beatrice have reminded members to submit project descriptions, but despite this only a few have responded. It was decided that Dick contacts Beatrice about the situation for the portfolio. The Board expects it to be ready in time for the GA meeting.	Dick Beatrice
13. Newsletter Xavi and Pawan presented a draft proposal for the first ASF newsletter. It was decided to approve the proposal in principle and to recommend it to comply with the design of previous ASF publications. It was decided that the format should be A4 size, that the first copy should be 2-4 pages, that it should include an introduction about ASF in general, that a new draft shall be sent to the Board for comments and that the newsletter itself shall be sent out no later than 5 March (in order to be in time to advertise the GA meeting).	Xavi Pawan
14. Secretariat Xavi reported about the organisation of the ASF-Int secretariat group and its priority of tasks, see attachment. It was decided to thank Xavi and the Barcelona office for the positive report. It was furthermore decided that the Barcelona address be included in main ASF-Int documents, that copies of all correspondence of Board members shall be sent to the Secretariat functional address. It was decided that Xavi shall ask Edouard for an ASF-Int functional address. Xavi reported that the Europe Aid application had been evaluated at the level of 28 out of 30 required points and that we therefore cannot proceed with the application.	Xavi Edouard Xavi
15. Contact with other organisations It was decided to ask Jordi for a report about his contacts with <i>Habitat International Coalition</i> ,	Xavi

<p><i>Union International des Architectes and United Cities and Local Governments.</i></p> <p>Sophie will contact <i>Homeless People's Federation + CLIFF</i>. Dick will send her contact details.</p> <p>Dick raised the issue of recruiting <i>Development Workshop</i> (http://www.dwf.org/) as a member of ASF (as had been planned when ASF-Int was formed). It was decided that Dick contacts this NGO asking it about its interest for cooperation with ASF.</p> <p>Stéphane raised the issue of cooperation with <i>Patrimoine Sans Frontières</i>. It was decided to encourage Stéphane to proceed with the contacts.</p> <p>Stéphane will also contact Albert Dubler the new UIA chairman for a meeting.</p>	<p>Jordi</p> <p>Sophie</p> <p>Dick</p> <p>Stéphane</p> <p>Stéphane</p>
<p>16. Coming Board meetings</p> <p>It was decided to confirm the previous decision to hold a Board meeting by email Monday 12 March 19-22h and to call a meeting with the new Board 14-15 April in Copenhagen.</p>	<p>Dick</p>
<p>17. Any other business</p> <p>Peter Burk and Thomas Schinkel told the Board about a legal conflict between Caritas Austria and AÜG Germany over a project for an orphanage in Ecuador. The experience may result in a presentation at the Copenhagen seminar.</p>	

Secretary

Verifying the minutes



Dick Urban Vestbro



Pawan Shrestha

ASF_SECRETARIAT

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Work group: 100% volunteer

Name	function	disponibility	objectiv/task
Marina Gutierrez	Leonardo group	2h per week	1. Work in Leonardo program
Jordi Balarí	Leonardo coordinator	flexible	1. Coordination of the Leonardo workgroup, assessor, international contacts
Laura Nieto	collaborator	flexible	1. Translations
Manel Rebordosa	fundraising	2h per week	1. Supervising and cheking all the Europeaid for cooperation programs in ASF-int. 2. Coordination of the diferent workgroups in the secretariat
Albert Aira	secretary	8h per week	1. Secretary tasks
Xavier Codina	member of Int. Board	flexible	1. Assesor, answer e-mails
collaborator 1	collaboration	2h per week	point 9
collaborator 2	collaboration	2h per week	point 9

Secretariat objectives and tasks:

- 1- Collect the Minutes of the diferent Board meetings
- 2- Collect the document of the GA meetings
- 3- Translate into Spanish the (anterior) documents
- 4- Archive the diferent document of the Association, as Statuts, Hasel Charte, ...
- 5- Collect and archive the diferent agreements and others with other parts or organisms, as Mediciens sans Frontieres,...
- 6- Control of the evolution of the diferent tasks decided in the lasts Board meetings and keep in touch with the Board secretary.
- 7- Answer to the question e-mails (actually in spanish, in the future also in english and french)
- 8- Search fundraising to sponsor the Secretariat from the Europeaid or similar for infrastructure or concret projects in between members
- 9- Prepare a profile of the diferent members to explore the diferent possible conexions in between the members to: sponsor, collaborate,...using the Valeria's document?

Report of December-January

- 1- Continued to check and keep in contact with the European programs to sponsor ASF
- 2- Been organizing the group of secretariat to be operative after the 4 february Borad meeting.
- 3- Been preparing a model of report to present to the Board each meeting (not finished)

Barcelona 25 january 2012