



ARCHITECTS' COUNCIL OF EUROPE
CONSEIL DES ARCHITECTES D'EUROPE

Date: 7th and 8th October 2011
Ref: 308/11/CA

Internal Affairs

Seventh Meeting of the Executive Board in 2011, Brussels

Decisions of EB7/11 and Review of Open Decisions taken at previous EB Meetings

Draft

Introduction

The table below contains information about all decisions taken at recent Board Meeting and highlights outstanding actions. It will be reviewed at each board meeting to track progress on decisions and agreed actions:

EB7/11-01	The Agenda (EB7/11) was adopted	
EB7/11-02	The notes of the previous meeting (EB6/11) were adopted	SEC
EB7/11-03	The document with the list of decisions/actions taken during previous meetings will be updated and annexed to the minutes of EB7/11	SEC
EB7/11-04	In connection with the discussion that took place in the General Coordination meeting about the possible merging in a single WG of the awarding of contract in public Procurement and the Quality and Legal Surroundings of Architectural competitions, the Executive Board will ask Wolfgang Haack and Rafael Pellicer to clarify the recommendation.	SEC
EB7/11-05	The Executive Board is asking Wolfgang Haack to summarise the document entitled "ACE Working Paper on regulatory and Quality Issues" and to clarify the benefits of the work on this document. The Executive Board recommends seeing this document as an annual summary tool for the Thematic Area.	WH
EB7/11-06	When the contract with the new Secretary General will be signed and in agreement with the future employee, the President will inform the ACE Member Organisations about the details so that the member organizations are prepared in advance for the ratification of the EB decision at the General Assembly.	PRES + SEC
EB7/11-07	The President proposed to hold a meeting on the morning on Executive Board meeting and in advance of the next General Assembly meeting to review the Staff workload and internal organization in the ACE Secretariat in order to clarify the position of each employee and give a clear picture to the new Secretary General. This will be the continuation of meetings with Staff held this year and will be conducted by panel to include the President, Lionel Dunet, Georg Pendl and Wolfgang Haack.	EB
EB7/11-08	The President urged Members of the Board who have not sent their claim for reimbursement yet to the ACE Secretariat to do it before the 21 st of October. All the other members of the Board are also asked to send their claim for the EB7/11 meeting. This is essential to allow Caroline André to make accurate cost projection for the end of the year.	EB

EB7/11-09	A reminder for the payment of the Subscription will be sent by the ACE Secretariat to the Member Organisations who have not paid yet their subscription (Greece, Spain, Bosnia Herzegovina and FYROM)	SEC
EB7/11-10	<p>In relation to the elections, the President will write a letter to all the Member Organisations and the ACE Correspondents. This letter will explain to the Member Organisations that one candidature for Presidency and four candidatures for Members of the Board have been received within the statutory deadline. These five candidates will be put for vote at the Assembly.</p> <p>To pre-empt having a vacant position in the Executive Board and the delay in filling it, the Executive Board has decided to proceed to a new call for applications for one vacant position on the Executive Board in the following sequence:</p> <ol style="list-style-type: none"> 1. Call for applications seeking nominations for one vacant position at EB, with deadline by 21st October 2011 (to be sent to the ACE Secretariat) 2. The General Assembly (25th and 26th November 2011), will be asked to ratify the procedure proposed by the Executive Board 3. Subject to the ratification of this procedure, applications received before the 21st of October will be put for vote at the Assembly in order to fill one vacant position in the Executive Board <p>However if no application is made within the deadline mentioned in point 1 or if no candidate is elected, the same procedure will be repeated at the first General Assembly in 2012.</p>	PRES + SEC
EB7/11-11	The document on the revision of the ACE By-Laws prepared by Pierre Henri Schmutz is approved in principle by the members of the Board and will be, after a revision by Tillman Prinz, submitted for adoption to the ACE General Assembly.	SEC
EB7/11-12	The Secretariat will send a message to all Coordinators and to the Treasurer to ask them to prepare and send a progress report for the General Assembly, by the 24 th October at the latest, in order to allow the ACE Secretariat to add these reports in the papers for the Assembly documentation.	SEC
EB7/11-13	Eleni Goni will be asked to make a presentation during the ACE General Assembly on the current EU funded projects where the ACE is involved.	SEC
EB7/11-14	The Executive Board decided to hold a "99 minutes special session" during the first Assembly in 2012 that will give the floor to the ACE member organisation. The concept of this special session will be developed in early 2012	EB
EB7/11-15	The Vice- President, with the initial help of P. Kobylanski and G. Pendl, will initiate the work about internal and external communication, with President also being involved. This will be the starting point to improve the ACE communication	LD GP PK, SH
EB7/11-16	The Secretariat will contact Daphne Trumpf who was a facilitator for Lobby & Management Workshop with the Executive Board and senior Staff in May to make a presentation of the summary recommendations in order to stimulate the debate at the Assembly. The EB is committed to follow up on the work done in the Workshop and continue in 2012.	PRES SEC

EB7/11-17	Lionel Dunet will prepare a report on communication, item 7 in the agenda of the General Assembly. This document will be prepared before the 24 th of October 2011 (deadline to receive all the documents that need to be included in the Assembly papers)	LD																					
EB7/11-18	The Secretariat will draft a letter to all usually invited guests, advising them that the ACE will not extend the invitation this time but would like to alert them on the next Assembly meeting in spring 2012.	SEC																					
EB7/11-19	The President will send a congratulation letter to all new elected members of the UIA.	PRES + SEC																					
EB7/11-20	The Secretariat will modify the Calendar 2012 per discussion at EB and will offer it for adoption during next General Assembly meeting.	SEC																					
EB7/11-21	The subscription for the E2BA network has come up for renewal, and because the Members of the Board are not fully briefed about relevance and the scope of this collaboration, no decision was taken about the replacement of the representative for ACE in E2BA. The EB asked to the Secretariat to find out what are the commitments of the ACE vis-à-vis E2BA in terms of membership fee and report back to the President, Treasurer and Vice Treasurer accordingly.	SEC																					
EB7/11-22	It is recalled that the matrix mapping the external organisations and networks with whom the ACE maintains relations will be reviewed by the new Secretary General in order to allow the Executive Board to have a clear, simple view of the objectives, goals and level of engagement to be presented for adoption for GA1/12	PRES + NEW SG																					
EB7/11-23	<p>The Executive Board took the following decision about the external representations:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Meeting</th> <th>Participant(s)</th> </tr> </thead> <tbody> <tr> <td>10 Oct</td> <td>REHVA First Round Table Discussion</td> <td>No attendance</td> </tr> <tr> <td>11 Oct</td> <td>Renovate Europe's High Level Dinner</td> <td>No attendance</td> </tr> <tr> <td>11 Oct</td> <td>EHF Lecture, Brussels</td> <td>No attendance</td> </tr> <tr> <td>18 Oct</td> <td>European Public procurement and the Built Environment organised by G30 and its member</td> <td>No Attendance</td> </tr> <tr> <td>20 Oct</td> <td>Caribbean Delegation meeting</td> <td>Lionel Dunet and Ian Pritchard in Paris on the 20th October</td> </tr> <tr> <td>4 Nov.</td> <td>UIA Region I, Zurich</td> <td>Selma Harrington - Waiting information about travel schedule and price</td> </tr> </tbody> </table>	Date	Meeting	Participant(s)	10 Oct	REHVA First Round Table Discussion	No attendance	11 Oct	Renovate Europe's High Level Dinner	No attendance	11 Oct	EHF Lecture, Brussels	No attendance	18 Oct	European Public procurement and the Built Environment organised by G30 and its member	No Attendance	20 Oct	Caribbean Delegation meeting	Lionel Dunet and Ian Pritchard in Paris on the 20 th October	4 Nov.	UIA Region I, Zurich	Selma Harrington - Waiting information about travel schedule and price	
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EB7/11-24	<p>The Executive Board took the following decision about the participation of the ACE Secretariat at the ACE meetings:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Meeting</th> <th>Participant(s)</th> </tr> </thead> <tbody> <tr> <td>24 Nov.</td> <td>EB8/11, Brussels</td> <td>Caroline André</td> </tr> <tr> <td>25-26 Nov</td> <td>General Assembly meeting, Brussels</td> <td>All the ACE Secretariat</td> </tr> </tbody> </table>	Date	Meeting	Participant(s)	24 Nov.	EB8/11, Brussels	Caroline André	25-26 Nov	General Assembly meeting, Brussels	All the ACE Secretariat													
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EB7/11-25	WG Public Procurement will prepare a report about the state to of play on the Public Procurement subject at the EU Commission level, to be included in the General Assembly paper.	TM GP																					

EB7/11-26	WG Scope of Services: The Executive Board acknowledges the brief note and encourages the work carried out by the Work Group. The Executive Board is asking the Chair of the WG, P. Ridgway, to update the Report and to make a presentation on this at the General Assembly meeting	SEC
EB7/11-27	The SIM Report will be updated and send to the ACE Secretariat in English and in French to be included in the ACE Assembly papers.	PHS SEC
EB7/11-28	During its meeting held on 7th and 8th October 2011, the Executive Board thanked and complimented Toal O'Muire and Wolfgang Haack for the good work made for the ACE Response to the European Commission Green paper on Professional Qualifications Directive. During the debate, the Executive board underlined a need to clarify wording in connection with Option 2 and the choice offered to the profession in response to the Question 22. Therefore, the Executive Board would like to ask Toal O'Muire to prepare a draft text of resolution for the next General Assembly meeting. This draft text will clarify the ACE position submitted in the Green paper and prepare for the discussion at the Assembly regarding possible counter-proposals from the Commission.	SEC TOM
EB7/11-29	The Board decided to create an ad-hoc Taskforce chaired by M. Procès in order to define the content of the Post-graduate Practical Professional Experience (+2). Michel Procès will be asked to prepare a document with few bullet points and a very short explanation of the work that will be produced by this TF. This document is proposed to be included in the Assembly papers.	SEC MP
EB7/11-30	The Executive Board asked the Secretariat to contact Sarah Lupton, Chair of the WG Accreditation and Validation, in order to see if she can produce a progress report with data available in the questionnaire received. The Secretariat will also enquire to see what can be done to help the Work Group.	SEC
EB7/11-31	The Executive Board acknowledged the need to coordinate and establish a network of exchange of information about CPD in each country. Therefore, Michel Procès will be asked to form an ad-hoc Taskforce on CPD, with assistance of the Austrian director of the CPD arch+ing, Hans Staudinger, with following objectives: <ul style="list-style-type: none"> • to continue the dialogue with the UIA • to establish a list of contact person in each Mo's who are responsible for CPD. • to prepare an agenda for potential meeting in the future with this group to include UIA Representation • to clarify the UIA proposal to the ACE on this subject • to report to the Executive Board. 	SEC MP
EB7/11-32	Joint Working Party with EAAE: The Executive Board acknowledged the report made by Adrian Joyce and decided to discuss about this document during the first Executive Board in 2012 (EB1/12), with the new SG on board. In the meantime the President will undertake to make a contact with the EAAE Secretariat, the Co-Chair, Jim Horan and the president Stephano Musso to discuss the modality of future work.	PRES

EB7/11-33	The initiative from World Bank re Africa: The President will send an answer to the World Bank explaining that in principle the ACE support their initiative but that it cannot respond positively according to the resource available at the ACE.	PRES
EB7/11-34	The President confirmed that the next meeting of the ACE Executive Board will take place on Thursday 24 th November at 14h00 in Brussels at the ACE offices. Review panel: SH, LD,WH, GP will meet in the morning with Staff.	ALL

Matters still standing or on-going from EB6/11

Reference	Decision	Action	Comments
EB6/11-06	It is proposed to give a task to the new Secretary General to make an evaluation of relevance and effectiveness of all the networks with whom the ACE maintains relations and especially the one where the ACE has to pay a membership fee and report to EB. The Matrix remains to be a working document for President, EB and TA Coordinators.	New SG EB	
EB6/11-10	Based on the concrete initiative of cooperation ACE-UIA Reg 1 at WG level, the Executive Board mandates Michel Procès (CNOA Belgium) to continue contacts with the UIA CPD Platform and to liaise also with the ACE WG Education. M. Procès should report to the TA1 Coordinator. .	SEC	Ongoing

Matters still outstanding or on-going from EB6/10:

EB6/10-18	<i>The Secretariat was requested to prepare a Briefing Note on the role of the ACE that highlights the benefits that membership brings to its member organisations for presentation at the next EB meeting. Subsequently, President requested that the text with the ACE achievements in the past 20 years be circulated to a number of 'veteran' delegates who can reasonably be expected to contribute, with a deadline for reply to be determined by the Secretariat.</i>	SEC	<i>This will be given as a task to the new Secretary General</i>
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