



Internal Affairs

Second Meeting of the Executive Board in 2011

Decisions of EB2/11 and Review of Decisions taken at previous EB

Draft

Introduction

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

Reference	Decision	Action	Comments
EB2/11-01	Agenda adopted		No action required
EB2/11-02	Notes of last meeting (EB1/11) were adopted with several comments	SEC	
EB2/11-03	The EB welcomed the new document that permitted a structured review of the decisions of the previous EB meetings and asked that the Secretariat continues to prepare this document and circulate updates with the Agenda for each future meeting		
EB2/11-04	The EB agreed to the principle of employing a part-time person in the Secretariat. However, before any candidate is employed, an overview of the way the costs arising will be managed within the ACE Budget and a full job description must be seen by the EB.	ALL SEC	
EB2/11-05	The EB deliberated on the report by the President and approved the procedures for the interview process with Adrian Joyce for the two-year position of Director General. The process, led by the panel consisting of SH, LD, AC ¹ and MOS ² , aims to complete the process by the end of March 2011 and to report to the EB and GA on the final outcome. In order to meet this deadline the EB agreed that, in parallel to the interview process, the panel will arrange for the preparation of the draft contract of employment whilst concluding the appraisal process and job description. This decision was adopted by a majority vote with one abstention.	ALL	
EB2/11-06	The EB confirmed the roles and responsibilities as agreed at the EB1/11 with one change: Christos Savva will be Treasurer and David Falla will be Vice-Treasurer. Roles		

¹ Alison Carr of the ARB

² Mary O'Shaughnessy, external HR Consultant

	within TA2 were also clarified and it was agreed that PK will be the Coordinator responsible for overall coordination of TA2 plus TiS ³ , H&S ⁴ and SoS ⁵ . PHS will take care of SIM ⁶ issues. GP will be responsible for Public Procurement and Architectural design Contests. WH will continue to Chair the work on RQI ⁷ .	ALL	
EB2/11-07	The EB noted the new rules for the reimbursement of expenses for members of the EB. Each member noted that the amount in the budget for travel is capped, that the ACE Office pays directly for hotel accommodation and that a €200 cap will apply for vouched expenses for each meeting attended. There will not be an allowance allocated in addition to these three elements. The SEC was requested to prepare a revised note recalling the rules in a succinct and clear way and to append a revised claim form with a worked example of how to fill it out. The EB noted that this decision is likely to lead to an overspend on the amount budgeted for 2011 and it also noted that it had been discussed at the meeting of the Finance Committee who expressed the view that any overspend must be found from some other budgeted amount so that the overall budget for 2011 is not exceeded.	ALL SEC	
EB2/11-08	The EB requested the SEC to prepare, in good time for EB4/11, a detailed Briefing Note on the By-laws and Statutes of the ACE that identifies issues that should be addressed with a view to working on proposals for their revision.	SEC	
EB2/11-09	The EB noted the plans for the holding of a strategic workshop of the EB as part of the EB4/11 meeting in May 2011. DF volunteered to assist SH in the preparation of the event and the EB noted that there will be costs of approximately €2,200 associated with the participation of a facilitator at the event. This sum will be allocated against the item <i>Strategic Development of the ACE</i> in the 2011 budget.	SH DF SEC	
EB2/11-10	The EB requested that the SEC prepares a letter to all Chairs of WG in all Thematic Areas that includes the latest version of the Terms of Reference and requests each Chair to update them to reflect current work. The deadline for this exercise should ensure that the revised Terms of Reference are available for meeting EB4/11.	SEC	
EB2/11-11	The EB agreed that the Terms of Reference for each and every WG of the ACE should remain on the "public" side of the ACE Website.	SEC	
EB2/11-12	The SEC was asked to action decision GC1/11-09 by preparing a table of the decisions of AG2/10 with an extra column that will be sent to all MOs asking them to record		

³ Trade in Services

⁴ Health and Safety

⁵ Scope of Services

⁶ Services in the Internal Market

⁷ Regulatory and Quality Issues

	what actions they have each taken on foot of the decisions taken at AG2/10.		
EB2/11-13	In relation to the gathering of case studies that illustrate the problems faced by the profession in applying for public works under the transposed provisions of the Public Procurement Directive, the EB requested that the SEC ask the country that made the suggestion to prepare a template and to provide a worked example before the request is sent to all MOs.	SEC	
EB2/11-14	The EB agreed that a trial-run of fusing the TA Workshops over one and half days with the General Coordination should be tried out in September 2011.	SEC	
EB2/11-15	The EB decided that the work in WG Health & Safety could be suspended for the time being as there are no pressing issues that it is currently working on. A letter to the Chair and to EFCA on this decision must be prepared and sent as soon as practicable.	PK SEC	
EB2/11-16	The SEC was requested to check the document containing the Matrix of priorities and to ensure that all WG are included even if there is no direct connection to an identified priority.	SEC	
EB2/11-17	The EB noted the decision of the meeting of the Finance Committee relating to maintaining the Solidarity Fund and it request the SEC to formally approach those MOs that have signalled their interest in applying for support for 2011 so as to collect the necessary information/documents from them to enable a decision for 2011 to be taken.	CS SEC	
EB2/11-18	The EB specifically thanked the SEC for its good management of the finances of the ACE in 2010, noting that it means that the reserve of the ACE has been fully re-constituted in just one year.		
EB2/11-19	The EB considered the proposal presented by the SEC for a revised procedure for the management of day-to-day payments and it agreed to the procedures as set out in the Briefing Note under item 2.4.2 of the Agenda.	CS SEC	
EB2/11-20	The EB noted that the ACE has made a profit of just over €13,000 on the sponsorship of the ACE events and it approved the suggestion of the SEC that some of this be used to re-print the catalogue of the Exhibition for distribution through MOs that take the exhibition for display in their countries. It also agreed that any catalogues supplied in this way should be charged at €3 per copy.	SEC	
EB2/11-21	The EB reviewed the draft Agenda for the GA1/11 scheduled for Dublin on the 1 st and 2 nd April in Dublin. It agreed that the Special Session of the GA should take place on Saturday Morning and be programmed for a period of 2 hours. Subjects to be covered were agreed to be Alternative Dispute Resolution (to be presented by T Prinz), the RIAI initiative on heritage and sustainability (to		

	be Chaired by J Owen Lewis), a presentation of the Reference Framework for Sustainable Cities (by A Borghi) and a presentation by M Latini on progress made in the reconstruction of l'Aquila after the devastating earthquake in 2009.	SEC	
EB2/11-22	The EB agreed that further efforts to define the manner by which close collaboration between the ACE and the UIA at working level can be structured should be undertaken. Specifically, it welcomed the planned meeting between A Joyce of the ACE and N Jalensky of the UIA on the 14 th March and requested that the SEC prepare a note on which a formal decision can be reached at the planned joint meeting in Dublin on March 31 st 2011 between the EB and Region I of the UIA.	SEC	
EB2/11-23	In his absence, the EB requested that M Latini prepares a detailed Briefing Note in time for EB3/11 on his proposal that the ACE should consider beginning a collaboration with the JRC ⁸ of the European Commission. It stated that a wider consultation on the idea should take place within the ACE before any formal contact is established with the JRC	ML SEC	
EB2/11-24	In relation to ACE involvement with the EFAP ⁹ , the EB noted that a meeting is between SH and R Doctor (President of the EFAP) is currently being planned. It agreed that this meeting should take place before any decision on the proposed letter from the ACE is finalised. Additionally it decided to discuss, at EB3/11, who should be nominated by the ACE for election to the Board of Administrators of the EFAP AISBL.	ALL SEC	
EB2/11-25	The EB considered the question of the JWP ¹⁰ and re-affirmed the meaning of its decision taken at EB1/11. The intention is to both open the membership of the JWP to those motivated to contribute, especially long-standing members and to persons in posts of responsibility for the relevant subjects within the ACE, especially in the EB. It agreed that a meeting should be organised on the occasion of the upcoming meeting of the JWP on the 7 th April to finally clarify the issue. It also decided that the ACE would no longer fund participation in the JWP for any ACE participant, thus ensuring that all those who attend are attending on the same terms.	SEC	
EB2/11-26	In relation to the effectiveness of the work of the JWP, the SEC was requested to critically appraise the quality and usefulness of the upcoming Paris Workshop (25 th March) and to prepare a Briefing Note for the GA that outlines this decision and the themes on which joint work should proceed.	SEC	
EB2/11-27	The EB noted the progress made on preparing the ACE response to the Public Consultation on the PQD and		

⁸ Joint Research Centre, located in Ispra, Italy

⁹ European Forum for Architectural Policies

¹⁰ Joint Working Party between the ACE and the EAAE

	congratulated and thanked T O’Muirè and W Haack for their intensive work on the issue.		
EB2/11-28	The EB considered the question of interoperability and the AIA Position Paper on the subject. It decided that this is not a priority issue for the ACE and that work on the matter should not be initiated.	SEC	
EB2/11-29	The EB considered the recent correspondence from the CSCAE in which it had recalled the outcomes of the meeting it had in December 2010 with a delegation from the ACE EB and SEC. There was agreement that the points raised reflect the discussion and it was decided that a letter should be prepared that invites specific participation of the CSCAE in the key issues raised and that suggests how the matters raised can be addressed within the WG of the ACE.	SH SEC	
EB2/11-30	The EB considered the letter from the AAL and noted the difficulties being faced. It agreed that a letter should be sent in reply that offers assistance to the AAL in its work to find funding for its activities. Specifically the ACE should offer to provide substantial arguments as to why the activities of the AAL (and of the profession in Lithuanian) should be supported.	SH SEC	
EB2/11-31	The EB examined the application from the STD of Sweden and the reply of its existing MO, the SA, to its request for comments on the application for membership. It could see that there is clearly a communication problem at national level that must be addressed before the application can be considered. It decided that a letter outlining this decision should be prepared and sent to the STD with the SA in copy as soon as practicable.	SH SEC	
EB2/11-32	The EB requested that the SEC seek to prepare a precise questionnaire for distribution at the GA1/11 in Dublin that will gather the opinion of the MOs on which aspects of the ACE website should be addressed and improved in the coming year. It agreed that the issue is technical and should not lead respondents to believe that a re-design is being considered – it is not. Following the results a small Group will be set up to consider how best to proceed with improvements to the website.	VL SEC	
EB2/11-33	The EB welcomed the suggestion by D Falla to host EB4/11 in Guernsey and each member undertook to urgently investigate travel schedules and costs so that a quick decision on the viability of accepting the proposal can be taken with 10 days of this meeting. If the relevant information is not delivered to the SEC in time, the venue will remain as planned – Brussels.	ALL SEC	

			consideration
EB1/11-18	The EB reaffirmed its interest in the BPIE proposal on energy efficiency and architectural heritage and instructed A Joyce to pursue contacts so as to be able to make a full report on the proposal at EB2/11	SEC	Verbal report was made at EB2/11 and the EB re-affirmed this decision. SEC to pursue contacts and keep use of ACE resources to an absolute minimum.
EB1/11-19	The EB noted the proposed follow-up to the E ² APT prepared by Ecofys. It agreed that the ACE could be associated with it but on condition that it does not draw on financial or human resources in the Secretariat. It agreed that if the E ² APT proceed with the study, A Joyce could, if invited, agree to be a member of the Steering Group of the E ² APT that will guide the consultants and will report to the EB accordingly.	LD SEC	Funding for this study has not yet been sourced but efforts continue...
EB1/11-23	The EB noted the progress report on the ENHSA III Project and requested that the income and expenditure on the project be included in the Budget of the ACE for 2011.	SEC	Noted by the SEC and will be included in statement of accounts at end of first quarter of 2011
EB1/11-28	In relation to the topic of Public Procurement, the EB agreed that the ACE should, as suggested by G Pendl, follow up on the ACE 20 th Anniversary Conference by arranging to meet with the European Commission in the coming 6 weeks or so in order to further discuss the ACE objectives in the review of the Directive on Public Procurement. The ACE delegation should include T Maibaum, Chair of the ACE WG on Public Procurement, G Pendl and A Joyce.	GP SEC	The GC meeting decided that it would be best to wait until after the ACE makes its submission on the public consultation before organising this meeting.
EB1/11-31	The EB agreed that the ACE should seek to find a streamlined manner to review the way in which the content of the ACE website is located and on how to make it more visitor friendly. It should, ideally, be possible for the SEC to undertake this task during 2011 using the new content management system that it now has for managing the website.	VP SEC	A meeting has yet to be arranged, but initial consideration is underway with a proposal that a questionnaire for MOs be prepared in time for the GA in Dublin
EB1/11-36	The EB noted with alarm the recently issued letter of the European Forum for Architectural Policies (EFAP) that calls for a broadening of the membership of the EFAP, opening membership to all individuals and organisations. This goes against the reported position of the EFAP Board and General Assembly. It decided that the ACE should write to the EFAP expressing its concerns and recalling its earlier		Draft letter has been prepared and will be discussed at EB2/11

	letter on the same subject and the decisions of the EFAP Board and General Assembly.	LD SEC	
--	--	-----------	--

EB6/10-10	The Treasurer undertook to write to each country that contributed to the Solidarity Fund in order to get their approval for the continued use, in 2011, of the Fund to assist MOs that are having financial difficulty in paying their subscription to the ACE. Subsequent to such approval, the necessary related correspondence will be addressed by the Treasurer to specific member organizations, which have indicated difficulties in meeting the subscription levels.	CL SEC	The Treasurer wrote to the contributors to the Solidarity Fund and the issue was discussed at FiCO 1/11. See decision EB2/11-17 above.
EB6/10-16	The EB decided to propose that the rules in the By-laws of the ACE relating to the nomination of members of the EB by rotation be modified so that invited organisations that decline to nominate a candidate be moved to the end of the rotation list and therefore not be invited to join the following rotation.	SEC	The Secretariat reported at EB2/11 that it had not prepared the Briefing Note on the issue of Rotation and the Executive Board instructed the Secretariat to prepare the Briefing Note for EB4/11 that covers all identified issues relating to the Statutes and By-laws.
EB6/10-18	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.	SEC	The Secretariat reported that the part of this decision relating to the achievements of the ACE has been completed but that the Briefing Note on the Benefits of the ACE to its Member organisations is yet to be prepared.
EB6/10-21	The Secretariat was requested to prepare a Briefing Note for consideration at the next EB meeting of the value of the JWP to the ACE.	SEC	Briefing Note on the benefits of the collaboration will be considered at EB4/11.

END OF TABLE

Revised: 21st March 2011