



## Internal Affairs

Second Meeting of the Executive Board in 2010

List of Decisions

Final

### Introduction

The Executive Board of the ACE met in Brussels for its second meeting in 2010 on the 5<sup>th</sup> and 6<sup>th</sup> March. At that meeting it took the decisions that are summarised in the table below:

Reference	Decision	Action
EB2/10-01	The Agenda for the meeting was adopted with agreement that Ian Pritchard, Chair of the Work Group on Trade in Services would address the EB at the very start of the meeting on the proposal to work towards a revised strategy in this work strand. It was also noted that a new event (the meeting of the EFAP Board in Paris on the 19 <sup>th</sup> March) is to be added to the list of external representations.	SEC
EB2/10-02	The EB, having considered the presentation of I. Pritchard on the subject of Trade in Services and Mutual Recognition Agreements, confirmed its support for the proposal to continue work on these subjects and to prepare a revised strategy whilst remaining a useful interlocutor for the European Commission; responding to requests and maintaining contacts; advising the EB on any new approaches; seeking to facilitate trade in services, information exchanges and administrative cooperation and examining the impact of the implementation of the PQD and SIM Directives on the subject.	DF IDP SEC
EB2/10-03	The EB instructed the WG Trade in Services to “park” current invitations to new initiatives (e.g. Australia) and to be responsive to any requests to advance existing initiatives especially with Mexico and with Canada.	IDP SEC
EB2/10-04	The Notes of the EB1/10 Meeting were approved by the EB with two additions: revision to decision EB1/10-29 and the text that precedes it and completion of decision EB1/10-32 with the following sentence: <i>The Chairs of all Work Groups should be requested to send to the EB, before April 11<sup>th</sup> 2010, a written work programme for the period 2010-2011 for its consideration.</i>	SEC
EB2/10-05	The EB instructed the Secretariat that in future all documents for EB meetings must be circulated at least 8 days in advance of the meeting by e-mail and that they should be compiled in one <i>pdf</i> document to facilitate downloading. Existing procedures of uploading the agenda on the website with each document individually available should be continued. It also clarified that any documents not ready by the 8-day deadline must be deferred to the subsequent meeting.	SEC
EB2/10-06	In relation to the closed session that took place, the EB stated that there are matters that still need to be resolved and finalised regarding the retirement of the Secretary General and that a post-meeting note on the	

	matters covered will be prepared in due course. In addition the President will address a letter to the Member Organisations on the matters when the timing is appropriate, and before 20 <sup>th</sup> March 2010.	SH ALL
EB2/10-07	<p>The EB formally confirmed that the allocations of duties within the Board for 2010 are as follows:</p> <p>C Lerche: Treasurer          J Leyssens: Vice-President and Coordinator of TA1          W Haack: Vice-Coordinator, TA1          D Falla: Coordinator, TA2 and Vice-Treasurer          G Pendl: Responsible for procurement and TC395 issues as noted in attached chart and Chair of WG Housing (in TA3)          L Dunet: Coordinator, TA3          V Petrovic: Vice-Coordinator, TA3          S Tiganas: Coordinator for Communications          D Borak: Co-Chair of JWP and Chair of WG ESA (TA3)          E Tetenyi to assist in Communication issues.</p> <p>This information will be circulated to the Member Organisations in attachment to President's letter.</p>	ALL SEC
EB2/10-08	The SEC reassured D Falla that his request for a compilation of adopted documents and a report on ongoing business in TA2 is currently being prepared by the SEC and will be issued as soon as possible, and not later than 19 <sup>th</sup> March in advance of the subsequently planned Coordinator's meeting on 24 <sup>th</sup> March 2010.	SEC
EB2/10-09	After a discussion on the division of roles within TA2, it was agreed that the chart on the work of TA2 prepared earlier by the President would be circulated to all Board Members and that G Pendl would concentrate on procurement issues and the work of TC395 on Engineering Consultancy Services. As a consequence, D Falla will coordinate all other matters within TA2.	DF GP SEC
EB2/10-10	The EB confirmed the interest of the ACE in remaining an active participant in the EFAP Network whilst expressing concern about how the supporting association is evolving. It agreed that a formal letter expressing this concern should be prepared in time for delivery to the next Board meeting of the association scheduled for 19 <sup>th</sup> March. It also agreed that a letter should be prepared, in a timely manner that will inform the EFAP and the EFAP Association of change in the ACE Secretariat.	SH SEC
EB2/10-11	The EB requested that AS prepare, for its information, a note on the history and importance of Club Profile, the informal network of Secretaries General of associations representing the liberal professions at EU level, before the end of March 2010.	AS
EB2/10-12	<p>The EB agreed to the following external representations for the coming period:</p> <p>8<sup>th</sup> March: Meeting Frieda Brepoels MEP, ACE 20<sup>th</sup> Anniversary (J Leyssens, A Sagne, A Joyce)          11<sup>th</sup> March: UIA Region II-Invitation (S Harrington)          15<sup>th</sup> March: Club Profile, Brussels (A Sagne)          17<sup>th</sup> March: PQD Consultation meeting, Brussels (J Leyssens, A Joyce)          19<sup>th</sup> March: EFAP Board meeting, Paris (A Sagne)          23<sup>rd</sup>-24<sup>th</sup> March: UDG Meeting, Madrid (A. Sagne)          23<sup>rd</sup> March: Energy-Jobs Conference, Brussels (Invitation, S Harrington)</p>	DF SEC

	<p>24<sup>th</sup> March: Launch of Common Language, Brussels (S Harrington, A Joyce)</p> <p>26<sup>th</sup> March: German Schools – Accreditation, Hannover (Invitation, A Joyce)</p> <p>30<sup>th</sup> March: European Housing Forum, Brussels (A Joyce)</p> <p>31<sup>st</sup> March: Debate Trade in Services/MRAs, Australian Embassy, Brussels (A Sagne)</p> <p>20<sup>th</sup> April: ETAP Conference, Bilbao (Invitation, A Joyce)</p> <p>27<sup>th</sup>-28<sup>th</sup> April: Meeting of Directors-General for Housing and Urban Development, Madrid (L Dunet)</p> <p>28-30<sup>th</sup> April: EFAP Conference + EFAP meetings, Madrid (S Harrington, J Leyssens)</p>	
EB2/10-13	The EB noted the invitation from the AIA to the President for its Annual Conference in Miami but regretted that a refusal will have to be sent as the dates clash directly with the dates for the fourth meeting of the ACE EB in 2010. It also noted that J Leyssens will be in the USA in July 2010 and agreed that an offer for him to meet with the AIA in Washington should be added to the letter of refusal.	SH SEC
EB2/10-14	In relation to the difficulties being faced in relation to getting payment for 2009 from the AAM in the FYROM, the EB agreed that a contact should be established with the new President of the AAM and that a deadline of 1 <sup>st</sup> May for payment (of 2009 and 2010) should be set.	SH SEC
EB2/10-15	The EB noted the report of the Treasurer in relation to the independent audit that has been carried out on foot of the decision of the General Assembly. It noted with satisfaction that no misuse of the resources of the ACE was uncovered and therefore there is no follow-up to the report required. It was also agreed that the final report of the independent auditors would be circulated to all members of the EB.	CL SEC
EB2/10-16	The EB agreed in principle that a quotation for a three-year term engagement can be sought from the independent auditors to take over the role of ordinary auditor of the ACE as several concerns about the quality of service being delivered by the present auditors were expressed by members of the Finance Committee.	CL SEC
EB2/10-17	The Treasurer reported that the Finance Committee accepted all financial reports presented to it and it adopted the end-of year accounts for 2009 with knowledge that there may be a need to make an adjustment in relation to the process of the retirement of the Secretary General once it is concluded.	CL
EB2/10-18	The EB adopted by majority vote, with one abstention, the proposed Terms of Reference for the administration of the Solidarity Fund as presented by the Treasurer and modified by the Finance Committee. It is to be put into action immediately by virtue of a letter to all MOs to be sent in the week of 8 <sup>th</sup> March giving a deadline for applications to draw from the fund by the 1 <sup>st</sup> April.	CL SEC
EB2/10-19	In relation to the decision of the General Assembly to cap increases in subscriptions to 10% over the previous year, it was agreed that it is necessary to clarify if the decision applies only to 2010 or if it is permanent. As the original motion was proposed by the Turkish MO, it was agreed that it should be consulted before the decision for the General Assembly is prepared.	CL SEC

EB2/10-20	The EB decided that the reimbursement of travel expenses (flights or train fares only) for the attendance of its members at statutory meetings of the Board will be on the basis of actual costs incurred up to the fourth meeting in 2010 at which time the impact on the allowance in the budget will be assessed. It was also agreed that additional travel expenses (taxi, metro etc.) of the President would also be reimbursed during the first half of 2010. Finally, it was agreed that the principles for the reimbursement should be reconsidered before preparing the ACE budget 2011.	ALL SEC
EB2/10-21	After careful consideration of the Briefing Note on the rotation principle for nominations to the EB, it was decided to not to pursue the matter and to leave procedures as they are.	
EB2/10-22	The EB, recalling decision EB1/10-32, requested that the SEC prepare and send a personalised letter to each and every Chair of Work Groups requesting them to submit a report on their work plan for the period 2010-2011 before 19 <sup>th</sup> March. Each letter must be accompanied by an extract for the Work Group from issue 8 of the Overview of Work Groups document to facilitate the request. It was decided that a coordination meeting of the TA1 and TA Chairs and, if necessary, also of the TA3 Chairs should be arranged before the General Assembly in April. This meeting should streamline the work-programs of the Work Groups and set priorities. The results of this meeting should then be discussed within the EB.	SEC
EB2/10-23	Following the request of W Haack, the EB agreed that the new Work Group Regulatory and Quality Issues be added to the Overview of Work Groups document and that it's work must be coordinated with the WG Scope of Services as appropriate.	SEC
EB2/10-24	The SEC was requested to send a copy of the new EU2020 Strategy to each member of the EB, consideration of the impact on the work of the ACE and the review of its policy that has recently been initiated.	SEC
EB2/10-25	J Leysens requested that each member of the EB consider the document prepared by the Chair of the WG on the PQD, T O'Muire and to submit any comment to him and the SEC in time before the upcoming consultation being organised by the Commission on the 17 <sup>th</sup> March.	ALL SEC
EB2/10-26	The EB agreed to the proposed collaboration with the schools of architecture through the work of the Joint Working Party, calling for a clearer description of the tasks ahead and agreeing to the scheduling for the next two meetings on May 28 <sup>th</sup> and October 7 <sup>th</sup> .	SEC
EB2/10-27	In relation to documents prepared by the WG on the Acquisition of Professional Experience and recommendations by the General Coordination meeting to the EB, it was decided that these should go forward to the General Assembly for adoption. The EB noted the probability that further work will need to be undertaken on the subject after the General Assembly.	SEC
EB2/10-28	In relation to the setting of the main objectives for the ACE in the coming decade, it was suggested that consideration should be given to organising a Workshop of the Board with an external facilitator, possibly in June. The matter is to be further considered at the third meeting of the Board in April.	ALL
EB2/10-29	The EB gave detailed consideration to the proposals for the holding of	

	events to mark the 20 <sup>th</sup> Anniversary of the ACE. The EB mandated J Leyskens who is leading this activity, with the assistance of the SEC, for another month, to complete the feasibility of securing sponsorship that fully covers the expected costs of the events. Based on the outcome, the final decision will be taken on or about the 2 <sup>nd</sup> April on the program and content of the events planned for the 20 <sup>th</sup> Anniversary.	JL SEC
EB2/10-30	After a debate on the outcome of the joint Health & Safety meeting held with EFCA, the EB agreed to the actions and collaboration listed in the notes of the meeting and requested that the first joint meeting be arranged as soon as possible.	SEC
EB2/10-31	In relation to the proposed adhesion of the ACE to the FAIB, time did not allow for a decision during the meeting and it was decided that the matter should be decided by written procedure.	SEC
EB2/10-32	The EB agreed that each Coordinator should always submit a report prior to each Board meeting giving a succinct and accurate update of work in their Thematic Area, assisted by the Secretariat.	JL DF LD SEC
EB2/10-33	The President undertook to consider the contents of the document on the ACE Development Strategy and submit comments to the members of the EB and to the SEC before the upcoming meeting of Coordinators during the month of March.	SH
EB2/10-34	The SEC was requested to prepare a detailed briefing note for its consideration at the third EB meeting in 2010, on the new EU-Funded projects that have just started and to emphasize the need to consider engaging a Project Officer in the Secretariat to assist the ACE in meeting its contractual duties in these projects.	SEC
EB2/10-35	The SEC was requested to devise a new approach to briefing the EB on the essence of materials circulated for the required decisions. Each topic needs to be clearly marked with a cover note to the EB for each document, with the aim to facilitate EB members preparation for the meetings and decision process.	ALL
EB2/10-36	As time did not allow for a full decision, the EB requested that the SEC prepare a written decision process for the proposed changes to the layout and content of the <i>ACE Info</i> so that it will be possible to action the changes for the next edition.	ALL
EB2/10-37	As time did not allow for a full decision, the EB requested that the SEC prepare a note to each Board member asking for comments on the text of the proposed Biennial Report. The EB agreed that it is important to have the report fully ready for presentation at the first General Assembly.	SEC
EB2/10-38	The President then reported verbally to the remaining EB members on her recent visit to Iasi, Romania, on the invitation of OAR, in the end of February. Both she and S. Tiganas commented on the positive feed-back from the organisers, who highlighted the importance of such presence and support from ACE at the level where national policies in Architecture are advanced. S. Harrington gave a copy of her presentation to the Secretariat and thanked A. Joyce and A. Sagne for helping in its preparation. SH undertook to prepare a written report in due course.	SH SEC

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