



ARCHITECTS' COUNCIL OF EUROPE  
CONSEIL DES ARCHITECTES D'EUROPE

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## Internal Affairs

First Meeting of the Executive Board in 2010

List of Decisions

Draft

### Introduction

The Executive Board of the ACE met in Brussels for its first meeting in 2010 on the 22<sup>nd</sup> and 23<sup>rd</sup> of January. At that meeting it took the decisions that are summarised in the table below:

Reference	Decision	Action
EB1/10-01	The Agenda for the meeting was adopted with agreement that a closed session (no members of the Secretariat present) would be held at the start of the meeting and with the comment that the document circulated for item 4.4 should have carried an explanation that it is the same document on the topic circulated to the General Assembly and that the resolution it contains was not put to the General Assembly for adoption. It was also noted that there was an error in the annexe – the ENACA meeting is to be held in Berlin, not Brussels	SEC
EB1/10-02	The notes of EB6/09 were adopted with the following remarks: A mention of the closed session that took place must be added together with the decision that a Taskforce consisting of JL, CL and VC be set up to address the issue of the retirement of the Secretary General; before this addition is made to the notes, the Membership of the old EB is to be asked to agree to its inclusion. A typing error at the top of page four should be corrected. The first date mentioned on that page should be 2010 and not 2012.	SEC
EB1/10-04	The Notes of the GA2/09 Meeting were approved by the EB for circulation to all Member Organisations as draft notes of that meeting.	SEC
EB1/10-05	Following the closed session held on the 22 <sup>nd</sup> January 2010 and after having heard the Secretary General (SG), the Executive Board (EB) of the ACE decided as follows:  1. The EB confirms the decision, the procedures and the process of finalising the retirement of the SG at the age of 65 in accordance with Belgian law 2. The EB mandates the Taskforce consisting of J Leyssens, C Lerche, S Harrington and the Treasurer to do all needed actions for this purpose 3. The EB states that the scope for any settlement between the SG and the ACE will be in accordance with the report of the Taskforce. The intention of the ACE is to come to a mutual agreement and to recognise the contribution of its employee 4. The EB states that the ACE will cover the costs for the working of the Taskforce, the lawyer and the auditor appointed by the ACE 5. The EB decided that the President will inform all Member Organisations on this issue in an appropriate way by formal letter	SH, JL, CL     SH, SEC

	6. The EB agrees to establish a draft proposal for a job description for a new SG	SH, JL, CL
EB1/10-06	In relation to correspondence that has been received from some Member Organisations about difficulties and/or queries about the subscription for 2010, the EB mandated the incoming Treasurer to deal with the matters raised.	Treasurer
EB1/10-07	The EB agreed that all correspondence relating to ACE matters should be copied to the Secretariat, unless strict confidentiality needs to be applied.	ALL SEC
EB1/10-08	The EB, whilst taking note of the information already available to it, requested that the Secretariat prepare a new note that clearly, accurately and succinctly summarises the duties and liabilities of members of the Executive Board and that explains the articulation between the ACE AISBL and the ACE Services EEIG	SEC
EB1/10-09	After a long discussion on the roles of the Board members, the following allocations of duties were agreed: C Lerche: Treasurer J Leyssens: Vice-President and Coordinator of TA1 W Haack: Vice-Coordinator, TA1 D Falla: Coordinator, TA2 and Vice-Treasurer (to be confirmed) 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) G Pendl: Chair of WG ADC and Chair of WG Housing (TA3) Serban Tiganas undertook to liaise with E Tetenyi to explore her interest in being more involved in Communication issues.	
EB1/10-10	The EB agreed to appoint Johannes Schmidt of Austria as its representative on the CEN TC/395 on Engineering Consultancy Services (Liaison status) and accepted the offer of the BAIK to cover costs associated with this representation duty.	SEC
EB1/10-11	The EB requested that the SEC contact Barbara Schlesinger of the BAK about her continued representation of the ACE in the CEN TC 350 on the Sustainability of Construction Works (Liaison status).	SEC
EB1/10-12	The EB agreed to the revised Terms of Reference for the WG Cost Information Systems and decided to rename it the WG on Scope of Services (WG SoS) to reflect the new tasks. In addition, the EB requested that the WG should serve to assist in enhancing cooperation with between the ACE and the EFCA on relevant topics.	DF SEC
EB1/10-13	The EB noted, with approval, the appointment of Adrian Joyce as Director at the Secretariat of the ACE.	
EB1/10-14	The EB requested that the President considers setting a date on which to meet with the President of CEN and the Director General of CEN & CENELEC in order to express to them the range of concerns that the ACE has about standardisation in general and about standardisation of services in particular.	SH, SEC
EB1/10-15	The EB decided that the Coordinator and Vice-Coordinator for TA3, together with the Chairs of WG from TA3 should examine the new strategy and action plan of ECCREDI. It also decided that Jean-Marie Fauconnier	LD, VP

	should be thanked for his many years of good service on behalf of the ACE in ECCREDI (the President will formally write to him) and that A Joyce be nominated to replace him in the ECCREDI Council as representative of the ACE. A Sagne will continue to sit as a member of the Steering Committee for the time being.	SH SEC
EB1/10-16	The EB decided that it should discuss in detail the issue of Mutual Recognition Agreements. It also agreed that the issue of the relationship between the ACE and the EFAP should be considered at its next meeting	ALL SEC
EB1/10-17	The SEC was requested to prepare a document that clearly sets out the real gains that the ACE gets from its involvement in the various external groups, networks and forums in which it is involved so that they can be assessed at the EB2/10 meeting.	SEC
EB1/10-18	The EB requested that the SEC prepare a listing of the current and adopted papers of the UIA that touch on the profession in order that it can assess where there are areas of real overlap and where synergies and/or collaboration can most fruitfully be found.	SEC
EB1/10-19	The EB mandated the SEC to urgently revise document reference EB1/10/BN-Ext-Groups to reflect all of the changes and decisions taken by the EB during its long consideration of the document and to append the revised version to the notes of the meeting.	SEC
EB1/10-20	The EB requested A Joyce to prepare a summary of the points that he intends to make during the televised debate at the EESC on the theme <i>What Built Environment after Copenhagen?</i> in order to allow the members of the EB to comment or make suggestions as to what he should say.	AJ
EB1/10-21	The EB agreed to the following list of External Representations: 27 <sup>th</sup> January: TV Debate, TeleBruxelles (A Joyce) 28 <sup>th</sup> January: Meeting with Le Moniteur, Paris (L Dunet, J Leyssens, A Sagne) 9 <sup>th</sup> February: Design-BuildSolar Board Meeting, London (A Joyce – costs covered by organiser) 26 <sup>th</sup> February: ENACA Meeting, Berlin (A Joyce) 2 <sup>nd</sup> March: ECCREDI Council Meeting, Brussels (A Joyce, A Sagne) 10 <sup>th</sup> – 12 <sup>th</sup> March: TCUM Meeting, Brussels (as appropriate) (A Sagne) 12 <sup>th</sup> March: Commission Consultation on PQD, Brussels (J Leyssens, W Haack, A Sagne, A Joyce) 23 <sup>rd</sup> March: UDG meeting, Madrid (A. Sagne) 24 <sup>th</sup> March: Launch of Common Language, Brussels (S Harrington, A Joyce)	
EB1/10-22	The EB requested that the SEC prepare, for each and every EB Meeting, a spreadsheet that shows the expected costs that are associated with decision about representation of the ACE at external events as these become known to the ACE in order that it can ensure that the agreed budget will not be exceeded during 2010.	SEC
EB1/10-23	In relation to the outstanding payments due from FYROM for its	

	membership for 2009, it was decided that further attempts to contact them should be undertaken first by the SEC and, if that fails, by SH. It was noted that the Statutes provide for the expulsion of non-paying Member Organisations, but only by decision of the General Assembly. Therefore all efforts to resolve the issue must be taken by the time of the Board meeting in March.	SEC SH
EB1/10-24	The EB decided that in order to respect the budget for 2010 as adopted by the General Assembly, it will be necessary to change the procedures for the distribution of documents for the General Assembly. It decided that they shall only be distributed by electronic means and that the President will explain this decision in a letter to all Member Organisations.	SH SEC
EB1/10-25	After detailed consideration of the Briefing Note on the management of finances in 2010 prepared by the SEC, the EB invited the SEC give further consideration to the matter and to propose any further measures that it believes can be taken in order to ensure that the Budget is not exceeded. It was noted that the decisions taken in relation to the financing of the Taskforce on the retirement of the SG already makes the situation very difficult.	SEC
EB1/10-26	The EB requested that the SEC repeat the exercise of investigating the actual needs for office space and the cost of renting such space in other parts of Brussels. The exercise should answer the question: can savings be made by moving whilst maintaining the level of service to Member Organisations and providing adequate facilities and support to the working structure?	SEC
EB1/10-27	In relation to establishing a solidarity fund for Member Organisations that are having difficulty paying their subscriptions, it was decided that the President should write to all Member Organisations asking them to contribute, in accordance with the decision of the GA, to the solidarity fund. The EB also decided that the rules and criteria for the use and administration of the fund should be worked out in time for consideration at its next meeting.	SH CL, SEC
EB1/10-28	In relation to the indexation of the salaries for the staff, the EB decided that they shall be indexed by +2% for 2010 as already provided for in the budget adopted in the General Assembly. Furthermore on the basis of detailed explanations given by C Lerche it was agreed to progressively seek to align remunerations to include all benefits in the future, in line with the resolution adopted in the General Assembly (Decision AG2/09-A) on this topic while respecting acquired rights.	CL SEC
EB1/10-29	The EB agreed to inform the SEC of the actual cost that attendance at the present meeting has incurred for them so that the budget for EB expenses for the year can be adjusted – hopefully downwards.	ALL SEC
EB1/10-30	After a detailed debate on the content of the revised Briefing Note on the subject, the EB agreed that the coding of the ACE Website should be updated and it approved the expenditure of the sum reported, on condition that the expected surplus of about €7 000 from 2009 actually exists.	SEC
EB1/10-31	After careful consideration, the EB decided that the upcoming General Coordination meeting should concentrate on issues from TA1 and TA2 and that the invitation to attend should seek to ensure that, at least, all Chairpersons from Work Groups in TA1 and TA2 attend.	SEC

EB1/10-32	The EB agreed that each Coordinator should always submit a written report to each Board meeting giving a succinct and accurate update of work in their Thematic Area.	JL DF LD
EB1/10-33	The EB agreed that the ACE should invite Michel Barnier, incoming Commissioner for the Internal Market and Services, to address the first General Assembly in 2010 on the subject of his programme in relation to the recognition of professional qualifications and the implementation of the Services Directive in the Member States and its evaluation by them. The President will also write to several other Commissioners as considered relevant and to MEPs carrying responsibilities in areas and on topics of interest to the ACE to signal the keen interest of the ACE to meet them.	SH SEC
EB1/10-34	The EB agreed that the President should address letters to all relevant Commissioners and to key persons in the European Parliament that highlights the work and objectives of the ACE and that included the ACE recommendations document adopted by the General Assembly.	SH SEC
EB1/10-35	All EB members were requested to re-read the adopted ACE Recommendations document and to submit any essential comments that they believe should be incorporated into the document.	ALL
EB1/10-36	The EB agreed to put the issue of sponsorship and the means of raising additional funds for the work of the ACE on the agenda of the next EB meeting. For this purpose a detailed Briefing Note outlining all possibilities should be prepared.	JL SEC
EB1/10-37	In preparation for the debate on the issues covered in decision EB1/10-36, the EB decided that the note to be prepared should include a description of all the legal and ethical obstacles that might exist to a broad use of sponsorship of the activities of the ACE so that a clear picture of their importance can be presented. It was decided that the LARG should be consulted in this process.	LARG JL SEC
EB1/10-38	The EB endorsed the proposal to produce a biennial report of the ACE that covers the period 2008-2009 and requested the SEC to treat the matter as urgent in order to ensure that it will be ready in time for the first General Assembly in April 2010.	SH SEC
EB1/10-39	The EB decided that the ACE can agree to give its patronage to the regional awards on sustainable architecture that are organised by the Castilla y Leon Region of Spain, but that the ACE will not nominate any persons or organisations for consideration. It would also be willing to accept an invitation to take part in any jury for the awards.	SEC

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