

La Rábida, 20 May 2010

Ref.: UNISCAPE/EB/DOC.VI.20.05.2010

**Administrative Issues**

n) UNISCAPE's 2009 Balance sheet as at 31/12/2009

	<i>out</i>	<i>in</i>	Description
1		47.475,39	Membership fees
2		1000.00	Contributions website ATLAS
3		<b>48.475,39</b>	
4	433,20		Bank costs
5	10.186,02		Salary assistant Ms. Ms.Mandryk's 2008/2009
6	11592,64		Salary Goodman Office Manager and Lorenzoni Communication Manager
7	593,15		Travelling costs Goodman and Lorenzoni
8	4201,50		Web site
9	2488,27		UNISCAPE Second General Assembly
10	1000,00		Support for conference nove hrady
11	1000,00		Paris 3 subvention colloque villa finaly 7 may 2009
12	245,50		Core srl (tran sport fee)
13	609,87		Atlas website
14	252,69		Office expenses
	32.602,34		
	balance 31-12-2009	<b>15873,05</b>	

This balance sheet will be send to our financial controller Dr. Millarelli in order to be certified.

After this certification, the Balance will be submitted to General Assembly for approval.

o) UNISCAPE's budget items for 2010

During the Web Conference of the Executive Board of 16 February 2010, we presented the estimated budget items for 2010:

*Incomes*

- Membership Fees: 45-49000 euro

*Costs*

- Organisation Conference Living Landscape: 20000 euro
- Organisation Exhibition People's Landscape ???
- Award People's Landscape 1500 euro
- Organisation General Assembly 2010 ???
- UNISCAPE Office Personnel: 20000 euro
- UNISCAPE Office materials: 1000 euro
- Travel costs: 2000 euro

- Headquarters maintenance: 2000 euro
- UNISCAPE and ATLAS websites updates and maintenance: 1000 euro
- Other activities: ???
- Bank costs: 500
- Unforeseen: ???

Some of these items turned out to be unrealistic (e.g. Organisation of the Living Landscape Conference, see Draft Budget Living Landscape in DOC. DOC.III.20.05.2010, p. 3).

On the basis of this consideration, the Executive Board shall draft the 2010 budget and submit it to the General Assembly for approval.

p) Admission Deliberation New Members

On April 2010 Jose Manuel Pagés Madrigal announced that the Modern University of Lisboa disappeared on the 3<sup>rd</sup> October 2008.

Taking note of this announce, the Executive Board declares that UNISCAPE counts now 49 Members:

- Università Politecnica delle Marche, Universidade do Algarve, University of Ghent, Université de Paris 1 Sorbonne Pantheon, Université de Paris 3 Sorbonne Nouvelle and Università di Trento have been declared Members in 2009
- Univerzita Komenského Bratislava has been declared Member in 2010

q) Follow up on the payment of the fees and proposal for excluding insolvent members

At today,

- 44 Members have regularly paid their fees for 2008 and 2009
- 5 Members of UNISCAPE - Universitat autònoma de Barcelona, University “Gabriele D’Annunzio” Chieti Pescara, Politecnico of Milan, University of Palermo and Tuscia University – has not yet paid the 2009 fee. All these Members have justified the delay for administrative reason; at University “Gabriele D’Annunzio” there will probably be a change of representative.

We urge these Universities to pay their fee as soon as possible: Members that will not pay will be excluded from UNISCAPE during the next General Assembly.

On April 2010, we sent the invoices for the payment of 2010 fees, kindly asking every Member to pay their fee before 30 June 2010.

At the moment, 6 Universities paid this fee (University of Catalunya, University of Bologna, University of Girona, IULM University of Milan, University of Urbino, Intercommunale d’Enseignement Supérieur d’Architecture of Liege).

r) Request for new memberships

At the moment, 10 Universities declared their interest in becoming members of UNISCAPE:

- The Birmingham Institute of Art and Design Birmingham
- Mendel University in Brno
- University "Babes-Bolyai" of Cluj-Napoca, Romania, Faculty of Environmental Science De
- Scuola Superiore Sant'Anna of Pisa
- Swedish University of Agricultural Sciences
- University of Gothenburg, Department of Conservation
- Department of Ecology, Autonomous University of Madrid, Spain
- Dipartimento Uomo e Territorio, University of Perugia
- University of the Basque Country
- University Fernando Pessoa of Porto

We also had contacts with Technical University of Lisboa and University of Sassari, inviting them to become Members.

At the moment, no one of these Universities formalises its adhesion.

Any proposal and suggestion about strategies for involving new Members is welcome.

s) New bank account

The bank account of UNISCAPE has been transferred in a new agency. These are the new bank details:

Banca Monte dei Paschi di Siena – Filiale di Firenze – Agenzia 9

I - 50100 Firenze

IBAN IT 19 0 01030 02809 000001136920

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t) Human Resources

**TASK SHEET of:** Eva Lorenzoni

**Role:** Communication Manager

**Title:** PhD in Sociology at University of Turin and University of Versailles, post-doc at University of Bologna

**Email:** eva.lorenzoni@uniscape.eu

**Collaboration with UNISCAPE**

**From** May 2009 **to** October 2009

**Hours per week:** 16 hours per week (+ extra when required without payment of overtime)

**Type of contract:** lavoratore autonomo (Partita IVA - Regime dei Minimi)

**Monthly salary:** pre-tax 800 net 665,60 euro (employee will pay extra taxes and his social security in occasion of his tax declaration)

**From** November 2009 **to** March 2010

**Hours per week:** 20 hours per week (+ extra when required without payment of overtime)

**Type of contract:** lavoratore autonomo (Partita IVA - Regime dei Minimi)

**Monthly salary:** pre-tax 900 net 748,80 (employee will pay extra taxes and his social security in occasion of his tax declaration)

**From** April 2010 **to** October 2010:

**Hours per week:** 30 hours per week

**Type of contract:** lavoratore autonomo (Partita IVA - Regime dei Minimi)

**Monthly salary:** pre-tax 1600 net 1331,20 euro (employee will pay extra taxes and his social security in occasion of his tax declaration)

**NOTE** The effective average of working hours in this period is 36-40 hours per week, without payment of overtime.

**Brief description of the role:**

- Supervising the development, maintenance and operation of the external and internal communication system of UNISCAPE in English, Italian and French language. This implies the management of the UNISCAPE website; the upholding of the communication with UNISCAPE representatives; the drafting of official documents for internal and external use; the preparation of press release and the maintenance of external relations.
- Cooperating in the ideation and development of UNISCAPE's projects and activities. This implies the constant coordination with UNISCAPE Directorate and other components of UNISCAPE Staff.

**Specific tasks with regard to UNISCAPE's management and administration:**

- Organisation of the Executive Board Meeting 2010 in coordination with University of Andalusia
- Organization and preparation of documents for UNISCAPE web-meeting, meetings and assemblies;
- Preparation and sending of invoices for the payment of UNISCAPE fees, supervising of the state of payments;
- Promotion for involving new members;
- Coordination with other components of UNISCAPE Staff by constant e-mailings, web-meetings and weekly meetings in UNISCAPE Office in Florence to assure a wide and accurate monitoring of the ongoing projects and their progress.
- Periodic meetings with UNISCAPE President and Director to report the results achieved and plan the work.

**Specific tasks with regard to UNISCAPE's 2010 activities:**

- **Website UNISCAPE:** uploading of relevant and up to date information, eventually translating it into English; contacts and public relations with universities, associations, Public Authorities and relevant centers for gathering information; coordination with the website developer; management of UNISCAPE e-mail accounts.
- **Conference Living Landscape:** promotion of the conference among universities and specialized press; collection of abstracts, papers and short communications and transmission of the material to the scientific committee; support to the scientific committee in the selection of abstracts; communications with authors; preparation of the registration form and collection of registrations; research of media and institutional partnership; activation of an internship with University of Florence.  
Event planning in team work with Tessa Goodman and Andrea Tramontana: organisation of the conference and social dinner (site inspections, research of catering service, restaurants, hotels, public relation with tourist services), drafting of graphic materials, support in the organisation of the Master Class.
- **Photo contest People's Landscape:** ideation and drafting of the announcement with Tessa Goodman; promotion among universities and specialised press; collection of materials; maintenance of the communication with participants and the jury of experts.  
In team work with Tessa Goodman and Andrea Tramontana: ideation and planning of the final exhibition and award ceremony.

**Specific tasks with regard to UNISCAPE's 2011 programme of activities:** to be defined.

**TASK SHEET of:** Tessa Goodman

**Role:** Office Manager

**Title:** Second level master Degree in Environmental Law

**Email:** tessa.goodman@uniscap.eu

**Collaboration with UNISCAPE**

**From July 2009 to September 2009**

**Hours a week:** 40 hours a week in July and then 25 a week in August and September (+ extra when required without payment of overtime)

**Monthly salary:** pre-tax 1500 net 1200 (July) then pre-tax 900 net 720 (August and September)

**Type of contract:** prestazione occasionale

**From October 2009 to May 2010**

**Hours a week:** 15 hours

**Monthly salary:** pre-tax 800 net 665,60 (employee will need to pay extra taxes and his social security in occasion of his tax declaration)

**Type of contract:** lavoratore autonomo (partita iva regime dei minimi)

**NOTE** The effective average of working hours in this period is 25 hours per week, without payment of overtime.

**From June 2010 to the 15 th of August 2010:**

**Hours a week:** 20 hours

**Monthly salary:** pre-tax 1066 net 854 (employee will need to pay extra taxes and his social security in occasion of his tax declaration)

**Type of contract:** lavoratore autonomo (partita iva regime dei minimi)

**Brief description of the role:**

- Management of the back-office (appliances, bills, facilities, filing and archive); communication and operations with UNISCAPE's bank and management of UNISCAPE's accounting; organisation of meetings and UNISCAPE's General Assemblies and Executive Boards, coordination of UNISCAPE's human resources; Team work with Eva Lorenzoni and Andrea Tramontana, public relations with UNISCAPE Members and non, Public Authorities, RECEP-ENELC, CIVILSCAPE and other associations.

**Specific tasks with regard to UNISCAPE's management and administration:**

- Drafting Documents for UNISCAPE's meetings in English;
- Drafting of employment contracts and relation with Alessio Millarelli: UNISCAPE's financial controller;
- monthly payments of the employees and of taxes;
- updating UNISCAPE's current balance sheet.

**Specific tasks with regard to UNISCAPE's 2010 activities:**

- Zagari's interview "Landscape as a Project": translations, coordination of the editing work with dott. Amy Strecker, relations with authors, management of the publishing process.
- Conference Living Landscape: Event planning in team work with Eva Lorenzoni and Andrea Tramontana: organisation of the conference and social dinner, drafting of graphic materials, organisation of the Master Class
- Photo contest People's Landscape: ideation and drafting with Eva Lorenzoni; in team work with Eva Lorenzoni and Andrea Tramontana: ideation and planning of the final exhibition and award ceremony.

**Specific tasks with regard to UNISCAPE's 2011 programme of activities:** planning of next UNISCAPE publication and activities coordinated by Bas Pedroli.

**TASK SHEET of:** Andrea Tramontana

**Role:** Project Assistant

**Title:** Semiotics PhD, Post-doc at Bologna University

**Email:** andrea.tramontana@uniscape.eu

**Collaboration with UNISCAPE from** 1 April to 31 October 2010

**Hours a week:** 15 hours

**Type of contract:** prestazione occasionale

**Monthly salary:** pre-tax 800 euros net 640 euros.

**Brief description of the role:**

As Project Assistant I support UNISCAPE Directorate staff in various activities. I follow all the projects developed by the Office Manager and the Communication Manager and I am responsible for specific tasks assigned to me particularly by the Communication Manager. I contribute to the fulfillment of the process of planning, executing and closing projects of communication and event planning. The main efforts are directed in the organization of Living Landscape Conference, in collaboration with the Office Manager and Communication Manager.

**Specific tasks with regard to UNISCAPE's management and administration:**

As Project Assistant I have to coordinate all my activities with the Office Manager and the Communication Manager with constant e-mails, web-meetings, and weekly meetings in UNISCAPE Office in Florence to assure a wide and accurate monitoring of the ongoing projects and their progress. Periodic meetings are organized with UNISCAPE President and Director to report the results achieved and the next directions to pursue. During the meetings clear and specific tasks are assigned to me and my work is constantly supervised through periodic deadlines.

**Specific tasks with regard to UNISCAPE's 2010 activities:**

I collaborate in the organization of Living Landscape Conference at all levels, from the composition of the scientific panel of lectures to the reception of guests and participants. The efforts are directed to gather information, to maintain public relations and to furnish detailed proposals for the conference facilities available in Florence. For these purposes I assist the Communication Manager in site inspection visits; I search for customized solutions for all the issues regarding the catering service, restaurants, hotels; I actively participate in the searching of media and institutional partners, in the process of promotion and fund raising. I am directly involved in the creation and realization of multimedia materials, brochures, and also in the public relations with external suppliers of city maps, tourist services. As Project Assistant, I am responsible for the development of the project "Master Class in Landscape Research" in constant collaboration with the University of Florence (UNISCAPE Member) and European University Institute (institution who will host the Master Class).

**Specific tasks with regard to UNISCAPE's 2011 programme of activities:** To be defined