

Ref.: UNISCAPE/3GA/Doc-Adm.4.2010

Turin, 16th of October

4. Follow-up on the payment of the fees

Last up-date:

- 34 Members have regularly paid their fees for 2008, 2009 and 2010.

- 13 Members of UNISCAPE has not yet paid the 2010 fee:

Università degli Studi di Ferrara, Università degli Studi di Firenze, Università degli Studi di Genova, Universidad de Granada, Universidad de Las Palmas de Gran Canaria, Università del Salento, Università degli Studi di Milano, Università degli Studi di Napoli Parthenope, Seconda Università di Napoli, Università degli Studi Suor Orsola Benincasa, Ecole Nationale Supérieure de Paris La Villette, Università degli Studi di Pavia, Universidade do Porto.

The General Assembly urges these Universities to pay their fee as soon as possible.

- 3 Members of UNISCAPE have not paid both 2009 and 2010 fee:

Universitat autonoma de Barcelona, Università degli Studi "G. D'Annunzio" di Chieti-Pescara, Università di Palermo.

The General Assembly shall ask the exclusions of these insolvent members from UNISCAPE by the first January 2011.

Request for becoming Observers:

- Official request by Università di Napoli "Parthenope".

- Official request by Università Piemonte Orientale.

5. Requests for new memberships

- On the 23 of August the Universidad del País Vasco sent an official UNISCAPE membership application (the membership will probably take place since 2010 to follow up).

- On April 2010 Jose Manuel Pagés Madrigal announced that the Modern University of Lisboa doesn't exist since the 3rd October 2008.

- University Miguel Hernandez of Altea (Spain) asked to become member of UNISCAPE and paid the annual financial fee for year 2010.

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Taking note of these announces, the General Assembly declares that UNISCAPE counts now 50 Members:

1. 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
2. Univerzita Komenského Bratislava University Miguel Hernandez of Altea and has been declared Member in 2010

At the moment 12 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 (already signed the membership agreement)
- University Fernando Pessoa of Porto
- Technical University Zvolen, Faculty of Ecology and Environmental Sciences
- Slovak University of Agriculture in Nitra (SUA).

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

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

6. 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

Brief description of the role:
<ul style="list-style-type: none"> - 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:
<ul style="list-style-type: none"> - 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:
<ul style="list-style-type: none"> - <u>Website UNISCAPE</u>: 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. - <u>Conference Living Landscape</u>: 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. - <u>Photo contest People's Landscape</u>: 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.

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 38-40 hours per week, without payment of overtime.

TASK SHEET of: Tessa Goodman

Role: Office Manager

Title: Second level master Degree in Environmental Law

Email: tessa.goodman@uniscape.eu

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 Tramonta: ideation and planning of the final exhibition and award ceremony.

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

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 contact: 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 contact: lavoratore autonomo (partita iva regime dei minimi)

TASK SHEET of: Andrea Tramontana
Role: Project Assistant
Title: Semiotics PhD, Post-doc at Bologna University
Email: andrea.tramontana@uniscape.eu

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 <u>Living Landscape Conference</u> 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 " <u>Master Class in Landscape Research</u> " 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
Collaboration with UNISCAPE from 1 April to 31 October 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 contact: lavoratore autonomo (partita iva regime dei minimi)
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.