

MINUTES

Southeast Asian Art Academic Programme (SAAAP) Programme Board

Meeting 38 (2018-19)
10.00 – 12.00 | Thursday 27 June 2019 | Director's Office

Membership	
Tamsyn Barton (TB)	Chair of Programme Board
Valerie Amos (VA)	SOAS Director
Shane McCausland (SM)	Head of School of Arts
Ben Murtagh (BM)	Head of School of Languages, Cultures and Linguistics
Heather Elgood (HE)	Course Director, Postgraduate Diploma in Asian Art
Ruth O'Hanlon (RO)	Director of Development, Alumni & External Engagement
Programme staff	
Liam Roberts (LR)	Programme Manager
Chloe Osborne (CO) (Secretary)	Programme Administrator
Apologies	
Valerie Amos (VA)	SOAS Director
Ruth O'Hanlon (RO)	Director of Development, Alumni & External Engagement

Agenda item.	Agenda Item and Notes
1	<p>MINUTES: No amendments were made to the minutes</p> <p>ACTIONS: All Actions were complete</p> <p>APOLOGIES: Valerie Amos</p>
2	<p>CHAIR'S REPORT:</p> <p>TB noted that conversations with Alphawood on future developments with the Programme were ongoing. SM updated the Board regarding work to summarise the teaching provision in the Programme for them. It was acknowledged that the Scholars greatly appreciate and benefit from the breadth of the teaching provision, grounding them in different discourses and critical thinking across the modules in which they enrol, enabling more international interaction.</p>

	<p>TB praised the work that had been done in the Department to manage teaching loads in reference to objectives of the Programme, and thanked AT, HE and SM for their positive input on this.</p> <p>TB finally noted that whilst it would be a major focus of today's meeting, only minimal decisions could be made regarding the future administration of the programme as it would be better to do this once there was greater clarity on the future of the programme.</p>
<p>3</p>	<p>DIRECTOR'S REPORT: N/A</p>
<p>4</p>	<p>Academic Support Fund: Updates Reports and Applications</p> <p>a. UPDATE: SAAAP031 - Pratu (BM)</p> <p>BM outlined the recent developments which the Pratu editors had made with finalising design elements, but it was agreed that the Editorial Committee would be encouraged to establish submission and editing deadlines with prospective authors and reviewers in order to keep close to the planned publication timetable. He noted that AT had spoken with them about this and that a publication date in September 2019 was to be targeted.</p> <p>b. UPDATE: SAAAP032 - NUS Press Series (BM)</p> <p>BM: The first edition in this series – a volume edited by Louise Tythacott and Panggah Ardiyansyah – was effectively complete, with a planned press date in the autumn, pending indexing.</p> <p>c. UPDATE: Outstanding Projects (LR)</p> <p>LR updated the Board on the outstanding projects that would need to be discussed at Sub-boards in the new academic year. Four projects supported through the Academic Support Fund were behind schedule and were likely to need to extend beyond their original project timelines, though there were no budget extensions envisaged to be required. These include SAAAP031 (Pratu), SAAAP032 (NUS Press Series), SAAAP034 (NMCPP Book Repair) and SAAAP044 (NMCPP Critical History). Formal project extensions were expected to be received by project leads in Sub-board Meetings 1 and 2 of the 2019-20 academic year.</p> <p>d. REPORT: SAAAP037 – PG Internships (BM) Appendix 1</p> <p>BM: The report covered the last two years of SAAAP-supported postgraduate internships. There had been a slight overspend due to extra hours agreed between the interns and their host institutions, and this had come with the agreement of the Board. Three Scholars had interned at the RAS and one at the British Museum. The Scholars had all written about their experiences in the SAAAP Newsletter in January 2018 and January 2019 respectively.</p> <p>e. REPORT: SAAAP064 – Europe Study Trip (BM) Appendix 2</p> <p>BM: This year, the trip had been led by LT and was considered a great success. There were some reflections going on about how the trip could be improved. The cost had run over budget, but this was partly to do with visa applications being submitted relatively late once the full itinerary for the Trip was finalised, so a key point in future will be to start planning earlier. The main question for next year was over leadership of the trip: AT had suggested that LT and CL be involved. The Board noted that AT's contribution was highly appreciated and that it was very positive to see how the trip had developed year on year.</p>

f. REPORT: SAAAP065 – Singapore Grad Event (LR) Appendix 3

The Board were pleased to hear that the event had been such a success with alumni, with many still posting photos on social media several months later. LR noted that this was very positive for the Programme. He spoke about what had been learned from the event both in itself and as part of a wider schedule of events in Singapore over the weekend. On the budget, there was an underspend, partly because more staff were primarily funded by EEPA as they had participated in the Masterclasses, but also on the accommodation costs, which were below original projections.

g. REPORT: SAAAP058 – CSEAS Series 2018-19 (BM) Appendix 4

BM: The lecture series had underspent by around £3250 as two international speakers had been unable to join as planned. It was noted that these events were very popular, with audience numbers regularly in the 40s. The series served the need of the Alphawood Scholars as well as a much wider student and academic body.

h. APPLICATION: SAAAP070 - CSEAS Series 2019-20 (BM) Appendix 5

BM introduced the draft schedule for the coming year noting a good range of experienced and career development Scholars in the line-up.

Approved.

i. APPLICATION: SAAAP068 – ICAS (Seng) (BM) Appendix 6

The Board discussed this application from incoming Alphawood PhD Candidate Sonetra Seng. It was agreed that the conference was very much on topic for her and useful to fund given its relevance to both her MA Dissertation and her upcoming PhD research.

Approved.

j. APPLICATION: SAAAP069 – EFEO Research (Seang) (BM) Appendix

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BM: This application was directly linked to existing project SAAAP044 (NMCPP Critical History), and was requesting supplementary funding to support a research trip to the EFEO archives in Paris. This trip had been deemed essential for the successful delivery of SAAAP044, as direct access to a number of resources is required which, it had transpired, have not been digitised or otherwise made available online. This trip will be carried out by Alphawood Scholar and PhD candidate Sokha Seang, who is named in the project team for SAAAP044 and is also based in London now for his PhD.

Approved.

k. APPLICATION: SAAAP071 – EFEO Research (Nguyen) (BM)

Appendix 8

BM noted that this application came from a current Alphawood PhD Scholar whose research would benefit from the trip to Paris. The budget was deemed very reasonable and in line with her research objectives.

Approved.

l. APPLICATION: SAAAP072 – Mythical Creatures (SM) Appendix 9

SM: This proposal from Elizabeth Moore concerned a networking and study event involving Alphawood Scholarship alumni in Myanmar. The event would take place in Bagan where alumni would present papers on aspects of the Bagan complex, and she would give feedback and take them on site visits. The primary objective of the visit would

	<p>be consolidation of the Myanmar alumni group and would also help them to develop research and presentation skills. TB said that there should be an expectation that the alumni would write up their presentations after the event, but it was agreed that otherwise the application was very positive and fully supported.</p> <p>Approved – with special condition that students produce a written summary of around 500 words each on their presentations to be put on the SAAAP website.</p> <p style="text-align: center;">m. APPLICATION: PG Internships (BM) Appendix 10 (forthcoming)</p> <p>BM would submit the written application form this week, requesting £4,000 (£10/hour for 100 hours for two internships a year). BM would circulate the application for formal approval. The Board discussed the project management of the internships following LR's departure. It was agreed that CO should take this forward and be in touch with hosts and interns.</p>
5	<p>FINANCE UPDATE – Appendix 11: LR noted that a transfer £291,242 had been made from EAL4 to CAL1 to support two PhD stipends on the basis of the 2019 round of applications for Alphawood Scholarship PhD study, in accordance with the proposal made to the Alphawood Foundation in December 2018. Investment movements related to each of the endowed cost centres had been positive, growing by a net £45k in relation to EAL4 specifically, and between £48k and £60k in relation to other endowed cost centres.</p> <p>On the time limited funds, the funding would continue to be able to support the Programme Manager post until the end of February 2020, however LR would leave the role on the 12th July so there would be a saving on this funding over the summer whilst his replacement is being appointed. This would technically mean funding was available for that post for an additional seven weeks beyond the end of February 2020 (thus allowing for a new postholder to be in place from early September 2019 through till early April 2020)</p> <p>CAL3 fund currently stood at £41k, which might be run down by the end of the year. There were known costs of around £20k for the Ho Chi Minh City Summer Programme to be expended and staff costs for CO and EM which went beyond September 2019. SM noted that any funding being allocated to academic staff in their capacity as SAAAP project leads should be considered conditional on their having completed Research Integrity Online Training. Action #161: LR to remind all SOAS Academic Staff acting as SAAAP project leads that the SAAAP Board considered completion of Research Integrity Online Training to be a condition of the release of SAAAP project funding The only outstanding costs from the tabled figures were those of the MA Dissertation Writing class for the MA Scholars, which were around £1,500.</p>
6	<p>Future Programme Management and Administration – Appendix 12: LR tabled a breakdown of the work of the Programme Manager and Administrator roles (based on previous years' Scholarships numbers). Essential tasks were mostly focused on managing the ASF and associated projects. Looking at a work profile without the Scholarships administration, the workload of essential tasks would constitute around 0.5 FTE. LR noted that the Administrator's cost centre ran until the end of December, however CO would leave at the end of September. As LR would also be leaving his role early he requested that the Administrator be given an acting up allowance over the summer. TB recommended this go ahead, on the basis of understanding that this was in line with SOAS HR Policy.</p> <p>Actions:</p> <p>The Board approved advertising for a fixed term replacement from September to take over the Manager role. This role would be advertised internally as soon as possible. TB and SM confirmed their availability to interview for the post in late-July/early-August.</p>

	<p>TB/LR would speak with HR about allocating a new line-manager following the One Professional Services restructuring. This had variously been suggested as being the School of Arts Department Manager or Head of Academic Support. This was to be determined with the School Business Manager.</p> <p>LR will confirm with HR that an acting-up allowance could be allocated to the Administrator over the summer to take account of additional work after his departure.</p>
7	<p>Annual Report – Appendix 13: LR introduced the report as it stood. TB queried how this would be taken forward following LR’s departure. LR noted that if the Programme Board were happy with the structure and level of detail then this could be taken ahead by Development and delivered to the Donor when ready. LR/SM noted that the Report was scheduled to be complete by the end of July, but that submitting to Alphawood in early August would allow for the financial reporting to include the whole of the 2019 financial year.</p> <p>The Board were content with the outline and detail, although SM suggested that tables of data pertaining to modules, student uptake and teaching provision could be included as an appendix, rather than in the body of text. TB agreed that this technical detail should be included as an appendix along with additional information on the Diploma.</p>
8	<p>AOB: The issue of BM’s replacement once he went on sabbatical was discussed. The Board considered who could replace his expertise on South East Asia and recommended asking Mulaika Hijjas to become a member of the Board. She was already on the Scholarships and R&P Sub-Boards and so would be well-placed. BM would continue until December and ask MH to take over in January.</p>

Date of Next Meeting – TBD

SAAAP Project Board Actions 2018/2019

	Action	Added	Action Points	Deadline	Owner	Complete?
	161	27/06/19	LR/SM to remind all SOAS Academic Staff acting as SAAAP project leads that the SAAAP Board considers completion of Research Integrity Online Training to be a condition of the release of SAAAP project funding	ASAP	LR/SM	