

Southeast Asian Art Academic Programme Project Board (SAAAP)

Minutes: 15th December 2016 (Meeting 23)

- Present:**
- Dr Tamsyn Barton (TB)
 - Professor Anna Contadini (AC)
 - Dr Heather Elgood (HE)
 - Matt Gorman (MG)
 - Dr Ben Murtagh (BM)
 - Dr Gavin Moorhead (SG) (Secretary)

In attendance: Baroness Valerie Amos

Purpose: To manage and oversee the delivery of the Southeast Asian Art Academic Programme (SAAAP) funded by the Alphawood Foundation.

Agenda item.	Agenda Item and Notes
1.	<i>Apologies for Absence:</i> None.
2.	<p><i>Actions and Minutes of the last meeting:</i></p> <p>The minutes of the meeting held 4th October 2016 were agreed as accurate.</p> <p>Updates on Action Points:</p> <p>ACTION 114: Members to consider the next phase of the Programme and bring suggestions to the next ordinary meeting of the Board. This action was postponed to the next Board meeting to allow Professor Thompson to join for this item.</p> <p>ACTION 118: HE to continue conversation on in-sessional English classes for Alphawood students with IFCELS and update at next ordinary meeting of the Board. HE described the success of this initiative for the two students involved. Both have received excellent results. The Board had approved for the two Alphawood students to continue with their English sessions in the second term.)</p> <p>ACTION 119: Outreach group to consider whether SAAAP should offer English in-country through partnership with an in-country organisation. The possibility of partnering the British Council was discussed, but it was noted that this would not work for all the countries in the region.</p>

3.	<p><i>Update on Alphawood Foundation (standing item) (MG)</i></p> <p>Positive weekly discussions with the Donor have continued. The commitment from the Donor was considered to remain good, as illustrated by the likelihood of funding for the Diploma Programme.</p> <p>Alphawood saw it as unfortunate [REDACTED] a former Research Associate in the HAA Department, was continuing to broadcast criticism of the SAAAP Scholarship programme. However, it was noted that this criticism had not been much picked up, since most saw the implementation of the Review recommendations as addressing the earlier problems. Both TB and [REDACTED] had met [REDACTED] to hear [REDACTED] concerns and express their own about the potential fallout.</p>
4.	<p><i>SAAAP group ToRs and Roles and Responsibilities (for approval) (TB)</i></p> <p><i>a. R&P TOR</i></p> <p>The Chair noted that some overlap in remits between Outreach and R&P was inevitable and not necessarily a problem provided that there was regular and effective communication between sub-boards. It was helpful that BM is on both Sub-Boards.</p> <p>The possibility of an external, independent advisory board in the future was mentioned, but it was agreed that the priority was to get more R and P activities under way.</p> <p>VA noted that TORs could not be expected to cover every eventuality. It was agreed to add 'liaison with and between sub-boards' to the bullet point on 'public-facing components'. The importance of quality, as mentioned in the ToR, was emphasised.</p> <p>The need for internal ad hoc review for cases of identified overlap was approved. As is the purpose of the sub-boards, the members needed to use their expertise and experience to identify when peer review is required on a case by case basis in relation to publications and events, and in relation to any programme activities and outputs.</p> <p>The need for translations / interpretations of publications was discussed. This too needed to be on a case by case basis, considering the particular context, needs and estimated cost and value.</p> <p>A question was raised as to whether non-SAAAP students could continue to have the opportunity to join the Paris visit. It was felt that the opportunity should be available to all students specializing in SEA art who had the funds.</p> <p>The ToR were agreed, with the minor amendment above.</p> <p><i>b. Outreach TOR</i></p> <p>The ToR were agreed, with a small amendment following the earlier discussion on overlap: it was agreed that "where appropriate" would be added regarding peer review.</p>

	<p>There was some discussion about the possibility of a graduation ceremony in region, given that it was too expensive to bring SAAAP scholars back to SOAS. The option of having one final ceremony to showcase SAAAP and its legacy was mooted.</p> <p>ACTION 126: Outreach sub-group to consider options for an in-region graduation ceremony.</p> <p><i>c. Scholarships TOR</i></p> <p>The ToR were agreed, with an amendment: “where appropriate” not “where necessary”.</p>
5.	<p>Fund ToRs (<u>for approval</u>)</p> <p><i>a. Academic Programme Support Fund TOR</i></p> <p>These were agreed. It was agreed that the funds would not be split between Sub-Boards. HE: raised a question about how to handle situations where an applicant might want a Board member to attend, and therefore make use of the funds. Would this raise a conflict of interest? It was clarified that others can apply on their behalf and include them in their applications.</p> <p><i>b. Related Costs Fund TOR</i></p> <p>These were agreed, but the Board agreed to include an amendment ‘and for administrative support to the Object’, given the plan to recruit a junior project administrator (Project Assistant).</p> <p><i>c. Call for Funds</i></p> <p>The question was raised as to whether a time-limit should be set. It was agreed to add “would ordinarily be expected to be spent within one year” for both Outreach and Publications.</p>
6.	<p>Call for funding:</p> <p><i>a. Remit (definition of art, time period refinement)</i> <i>b. Who can apply</i> <i>c. Process for applications</i></p> <p>The wording of the call on the remit was agreed. The question of eligibility was discussed. Would the call be addressed to SAAAP or all alumni? The question was raised about whether it would be inconsistent to allow non-SAAAP students to apply for this fund in light of the decision to not fund non-SAAAP students for the Paris Trip. It was agreed that there was no inconsistency since there were clear objectives set for the former. Accordingly, all alumni could apply.</p> <p>Applications would be identified by applicants as either Research and Publications or Outreach, but there might be case by case decisions on the part of the Chairs to allow advice if both Sub-Boards had a stake (as above).</p> <p>BM and TB noted that it might be appropriate to also accept applications from undergraduates towards the aim of SAAAP working for SOAS more broadly.</p>

7.	<p>SAAAP Funding Applications <u>for approval</u> and Activity Reports (to note)</p> <p>a. Funded Activity Report: SAAAP012 (Trawas Summer School, PDS) – Noted. b. Funded Activity Report: SAAAP009 (Paris Trip 2016, AT) – Noted.</p> <p>The Board agreed that the impact needed to be more clearly expressed and better documented in the Activity Reports. To emphasise this point it was agreed that project impact should be clearly identified in future requests for funding.</p> <p>Action 127: GM to add a point in the proposal form to ensure impact is identified.</p> <p>a. Funding proposal: SAAAP026 (Myanmar Libraries, EHM) – Approved b. Funding proposal: SAAAP027 (South East Asian Hindu and Buddhist Art, Architecture, Archaeology and Heritage Research Series, AT) – Approved for future activities</p> <p>The Board observed that this was in part a retrospective request for funding, and that the explanation given ‘(<i>The application is late this year due to uncertainty regarding SAAAP procedures and capacities in the restructuring process, and as such seeks to cover 2 speakers retrospectively</i>)’) was unsatisfactory, given that there had been clear communication about continuing ongoing activities, and that nothing had prevented submitting this proposal to the October Board: Accordingly, the proposal was approved in relation to future speakers only.</p> <p>c. Funding proposal: SAAAP029 (Yogyakarta Summer Programme with UGM NCS-ISEAS) – Approved d. Funding proposal: SAAAP030 (SEAM invitation to subscribe (recommended by R&P group) – The Board approved the proposal, based on the input from BM, but noted that in future more than a letter from outside SOAS should be provided. The correct form should be completed. e. Funding Proposal: SAAAP 28 (Paris study trip 2017).¹</p>
8	<p>Finance update (standing item) (TB)</p> <p>It was agreed that quarterly reports from Finance would be sufficient.</p> <p>Report from Finance:</p> <p>a. Endowment</p> <p>It was noted that there had been slow use of Academic Support Fund apart from in relation to personnel costs, in line with the delay in activities.</p> <p>It was also noted that exchange rates had previously reduced the sums available, requiring SOAS to cover the shortfall, but that currently, exchange rates were more favourable. It was also noted that the cost of these posts has also been partly funded by SOAS, owing to recruitment at levels above budget.</p> <p>b. Expendable Funds</p> <p>It was noted that spend had also been slow apart from on personnel costs. The Project Administration budget would cover a Project Manager only, based on current costs, until the end of July 2019. Hence</p>

¹ Since the paper was accidentally omitted, the proposal was approved subsequently by email on 19/01/2017

	<p>the donor will be asked if the cost of this post can be taken from the Related Costs Fund, as mentioned above. The aim is to have someone in post in January 2017.</p> <p>ACTION 128: MG to ask Jim McDonough about the use of the RC Fund for the junior administrator post.</p> <p>ACTION 129: Recruitment of a part-time Project Administrator to be started, once agreed by Alphawood that the RC Fund can be used.</p> <p>The Fund stops in 2019. At this deadline, any surplus funds will be returned to Donor unless an additional agreement is made.</p>
9.	<p><i>AOB:</i></p> <p>18th December was the SAAAP Scholarship application deadline. EH had circulated a list of potential scholars that she has encouraged.</p> <p>The PDS termly report was overdue and would be provided for the first EB of the following Term.</p> <p>ACTION 130: GM to add boxes for Application ID number and make sure applicants complete them</p> <p>ACTION 131: GM to request use of Conference Suite, Paul Webley Wing for future Board Meetings.</p>

SAAAP Project Board Actions 2016/17

No.	Agenda Item	Added	Action Points	Deadline	Owner	Complete?
131	9. AOB	15/12/2016	Request use of Conference Suite, Paul Webley Wing for future Board Meetings. (requested from Chris Ince on 03.01.17)	ASAP	GM	
130	9. AOB	15/12/2016	Add boxes to funding proposals for Application ID number and make sure applicants complete them.	ASAP	GM	
129	8. Finance update:	15/12/2016	Recruitment of a part-time Project Administrator to be started, once agreed by Alphawood that the RC Fund can be used.	ASAP	TB/JT	
128	8. Finance Update	15/12/2016	Ask Jim McDonough about the use of the RC Fund for the junior administrator post.		MG/TB	Complete
127	SAAAP ToRs and Roles and Responsibilities	15/12/2016	Explore options for an in-region graduation ceremony.		Outreach sub-board	
126	7. SAAAP Funding Applications:	15/12/2016	Add a point in the proposal form to ensure impact is identified.		GM	
125	4. SAAAP Group TORs and Roles and Responsibilities	15/12/2016	ToRs and R and Rs revised following the Board of 15/12		GM	Complete
122	Finance update:	04/10/2016	SG to circulate the ToRs for the Academic Support Fund and the Related Costs Fund to the Board for comment, once they are confirmed by the Chair.		SG	Complete

121	Update on Outreach (standing item):	04/10/2016	SG to revise contract based on the proposal and seek approval from the Chair.	18/10/2016	SG	Complete
117	SAAAP Structure; sub-groups and membership	04/10/2016	Chair to write to those staff who are no longer SAAAP sub-group members to acknowledge their contribution and thank them for their involvement	23/11/2016	TB	Complete
116	SAAAP Structure; sub-groups and membership	04/10/2016	Chair to agree membership of the SAAAP sub-groups with the relevant sub-group Chairs as soon as possible.	ASAP	TB	Complete
115	SAAAP Structure; sub-groups and membership	04/10/2016	SG to circulate redrafted ToRs for comment once approved by the SAAAP Board Chair.	18/10/2016	SG	Complete
114	SAAAP Structure; sub-groups and membership	04/10/2016	Members to consider the next phase of the Programme and bring suggestions to the next ordinary meeting of the Board. This action was postponed. Ashley joining in next phase in January 2017.	15/11/2016	ALL	Postponed
117	7. SAAAP Funding Applications:	16/03/2016	AC and AT will meet to discuss how future MA workshops could fit into MA programmes.	29/09/2016	AC/AT	On-going
114	7. Banteay Chhmar Report:	28/01/2016	AT to complete Centenary MOU template to specify museum participation and circulate to BC group.	16/03/2016	AT	In progress