

**Southeast Asian Art Academic Programme (SAAAP) Project Board**
**Minutes: Virtual Board, 7 August – 23 August 2017 (Meeting 28)**

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| <b>Membership</b>    | Dr Tamsyn Barton         | Chair  |
|                      | Professor Anna Contadini | Head of Department (School of Arts)                            |
|                      | Dr Heather Elgood        | Course Director (Diploma in Asian Art)                         |
|                      | Matt Gorman              | Director of Development, Alumni and External Engagement (DAEE) |
|                      | Dr Ben Murtagh           | Senior Lecturer (Indonesian and Malay)                         |
|                      | Liam Roberts (Secretary) | Project Manager  |
| <b>In attendance</b> | Baroness Valerie Amos    | SOAS Director  |

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

| <b>Agenda item.</b> | <b>Agenda Item and Notes</b>   |
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| <b>1</b>            | <b>Previous Minutes</b><br>The minutes of Meeting 27 (27 June 2017) were agreed as accurate. |
| <b>2</b>            | <b>Matters arising</b><br>No comments received and no discussion minuted                     |

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| <p>3</p> | <p><b>Update on discussions with Alphawood Foundation (Standing Item)</b></p> <ul style="list-style-type: none"> <li>• MG reported that, following our conversation at the last Board meeting, Alphawood have confirmed that they are happy that non-Alphawood scholarship students receive funding to attend the Paris/Amsterdam trip providing their area of study is aligned to the objectives of the visit. The Foundation is also aware that SAAAP endowed academic staff are undertaking research leave in the coming term/s and their teaching duties will be taken on by interim members of staff. The Foundation is said to understand that it is standard practice for academics to take sabbaticals.</li> <li>• MG also reported that he has fed back VA's positive comments from her meeting with SAAAP Alumni in Singapore. He also noted that he and the Foundation have concluded the conversations regarding the use of scholarship funding and how we have reached the underspend we have. He noted that LR has spent some considerable time on forecasting and Jim has confirmed that this has been helpful. DAEE are to request that the remaining £1.4m of scholarship funding be drawn down.</li> </ul>   |
| <p>4</p> | <p><b>General Report and proposed 2017-18 processes</b></p> <p>LR tabled a summary of recent programme activity and proposed updates to SAAAP processes. These included:</p> <p><b>Updates</b></p> <ul style="list-style-type: none"> <li>• Announcement that Chloe Osborne would begin as SAAAP Programme Administrator from 29 August, working alongside LR in day to day management and administration of the Programme</li> <li>• Development of the third edition of the SAAAP Newsletter is underway, with publication on track for late September</li> <li>• Recent ASF-supported projects, including Bagan Metropolis (SAAAP021) and Yogyakarta Summer Programme (SAAAP029) were successfully completed, with a Funded Activity Report tabled for SAAAP021 (and one forthcoming for SAAAP029). On receipt of the Funded Activity Report, <b>SAAAP021 was considered successfully concluded</b></li> </ul> <p><b>Processes</b></p> <ul style="list-style-type: none"> <li>• LR tabled the TOR for the SAAAP Project Board, introducing no changes to roles or responsibilities. LR did propose formally renaming the Project Board as "Programme Board," and renaming his role and that of Chloe Osborne as "Programme" Manager and Administrator respectively, to reflect the programmatic (not project) nature of the work. These nomenclature changes would imply no change whatsoever to Terms of Reference, job descriptions or any conditions previously agreed.</li> <li>• LR tabled a calendar of meeting dates for 2017-18, which Board members have subsequently been asked to vote on through a Doodle poll. Meeting dates and time will be confirmed once results are in.</li> <li>• LR also tabled an updated ASF application form for the Board's approval and new expenditure coding guidance, in line with updated financial codes introduced by the Finance Department as a part of SOAS restructure.</li> </ul> <p>The General Report and its Updates and proposed Process were accepted by the Board</p> |

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| 5 | <p><b>Project Updates</b></p> <p>Within the General Report, LR also provided a brief synopsis of ongoing ASF-supported projects. He noted that all projects are underway and are on track, though there are revised timetables for the launch of SAAAP044. No further comments were raised on the status of these projects</p>  |
| 6 | <p><b>SAAAP045 (<i>John Thomson Workshop [Revised]</i>)</b></p> <ul style="list-style-type: none"> <li>• Angela Cheung, Lupt Utama, Ashley Thompson and Shane McCausland tabled a revised proposal to secure SAAAP support for the John Thomson workshop. The Board was unable to reach widespread endorsement of the proposal, with Board discussion concerning whether the revised proposal had addressed original concerns expressed. <b>The proposal was not approved.</b></li> </ul> <p><b>SAAAP046 (<i>Leiden Dissertation Research Grant</i>)</b></p> <ul style="list-style-type: none"> <li>• Alphawood Scholar (MA) Eko Bastiawan tabled a proposal for travel and accommodation support for planned dissertation research in Amsterdam and Leiden. The Board felt this proposal was well in line with his research interests and aligned well with the remit of the Fund. <b>The proposal was approved by the Board.</b></li> </ul> |
| 7 | <p>AOB</p> <p>None raised</p>   |

**Date of Next Meeting – October 2017 (TBD)**

**SAAAP Project Board Actions 2016/17**

| <b>No.</b> | <b>Agenda Item</b> | <b>Added</b> | <b>Action Points</b>  | <b>Deadline</b> | <b>Owner</b> | <b>Complete?</b> |
|------------|--------------------|--------------|---|-----------------|--------------|------------------|
| <b>135</b> | 6 (AOB)            | 27 June 2017 | LR to establish dates for virtual Project Board meeting in August | ASAP            | LR           | <b>Complete</b>  |