

CARMEN at Krems, 11-13 September 2009

– Steering Group and Council –

Items for discussion and approval of new resolutions at the General Assembly on Sunday morning

This document has four sections, and each section summarises relevant past Resolutions that were agreed at the Annual Meeting (e.g. Resolutions 2007/X were agreed at Prato); some matters for discussion, possible actions to be taken, and some draft new Resolutions (if they may be required)

Section 1 = Formally establishing the Advocacy Group and Council

Section 2 = Electing a new Standing Committee (i.e. the four officers)

Section 3 = Financing CARMEN, incl. establishing a Steering Group, providing grants for poorer institutions to attend CARMEN annual meetings, and financial contributions from beneficiaries of CARMEN activities (primarily collaborative research projects and the graduate school).

SECTION 1:

AIMS, STATUS, AUTHORITY ETC.

Resolution 2007/7:

That the General Secretary address reservations about status, legitimacy, and lack of structure and include this within the tasks outlined in Resolution 2007/3 (see below).

CONSULTATION

Resolution 2007/3:

That a General Secretary of CARMEN be appointed and mandated to discuss the issues below with all interested parties and report to the next CARMEN annual meeting with proposals or options.

The issues to be examined by the General Secretary under this Resolution include:

- a. Is the role of national associations limited to dissemination of information downwards to individual institutions? Do they have additional roles – in general or on a country-by-country basis?
- b. Can national associations be permitted to represent all institutions in their country (in other words, individual institutions would not be represented in their own right – e.g. Mediävistenverband, NEER, OsM, MAA)? Do we have a general policy or country-by-country?
- c. What do we do when there is more than one relevant national association (e.g. which represent only one medieval discipline; or where there are competing bodies, such as in Poland)?
- d. How can we identify, appoint or elect people to represent regions in a consultative layer between the executive and individual participants in the network?
- e. What regions do we identify as being able to contribute one or more representatives onto some consultative group?
- f. Does CARMEN have any formal relationship to international academic societies which focus on single-disciplinary interests (e.g. sermons, drama, philosophy, particular authors)?

- g. Should we institute an 'Observer Status' category for organisations which request it, such as FIDEM, who do not wish to be formally associated with CARMEN nor play an active role in it?

Comments re: (b) above – at present in all countries where there is a national association active within CARMEN, there are also institutions active in CARMEN, so one cannot exclude the other. All institutions are being invited to sign-up as formal participants in CARMEN. The intention is that this will, in due course, be extended to national associations. Notwithstanding, each national association is invited to play a full and active role in the work of the Advocacy Group, to further the interests of the associations and their members through that forum.

Comments re: (c) above – that the Advocacy Group be made responsible for identifying and contacting national associations, and where more than one may exist identifying which will be invited to participate in the Advocacy Group and CARMEN; and that the Advocacy Group invite a representative of each national association to attend the meeting of the Advocacy Group each year.

Matters for discussion – is a new resolution needed, to set up the Advocacy Group as the forum on which a rep from each designated national association is invited to become a member.

Action – That a new resolution be submitted for approval by the General Assembly:

Proposed New Resolution 2009/1:

That an Advocacy Group be established, as foreseen in Resolution 2007/8, to promote and defend the interests of the discipline of Medieval Studies. The Advocacy Group shall invite a representative from designated national or international associations of medievalists (or the close equivalent) from across the world, to act as a global forum for such associations. The initial convenor of this Group shall be Prof. Bob Bjork (Arizona State University, and chair of the CARA committee of the Medieval Academy of America).

Comments re: (g) above – all institutions are being invited to sign-up to a formal relationship with CARMEN; once that is completed a parallel process will take place for national or international associations. In due course, those institutions or associations which do not wish to sign up to a formal relationship with CARMEN will revert to a default "Observer" status.

Matters for discussion and possible action – are people agreed with this proposed procedure and its implications? Do we need to spell it out, and do we need to set a time-frame, especially given that the signing-up procedure is highly labour-intensive and slow.

Resolution 2007/4:

That the General Secretary create a consultative, representative body in embryo for approval at the next annual meeting of CARMEN.

Comments relating to this resolution and also the previous resolution, items (d) and (e) above – as institutions sign up to formal participation in CARMEN, we have "electoral areas" which can now elect a representative to the Council. However, the signing-up process is slow, and some areas have progressed quickly. As of August 2009, the institutions that had signed up can be grouped as follows (though Mette Bruun, the General Secretary can provide the most complete record):

- a. Scandinavia (Århus, København, Stockholm x 2, Tampere), Baltic lands (Tallinn, Daugavpils) and Low Countries (Utrecht x 2) = 9
- b. Ireland (Trinity Dublin) and Britain (Aberdeen, Bangor & Aberystwyth, Birmingham, Leicester, Newcastle, Southampton, Swansea) = 8
- c. USA (Arizona State, Illinois, Madison, Ohio State, UCLA) = 5
- d. Canada (Toronto x 3) and Australasia (Western Australia) = 4
- e. Iberia (Complutense, CSIC Madrid, Lleida, Porto) = 4
- f. Germany (Münster x 2), Austria (Krems) & Switzerland = 3
- g. Italy (Padova) = 1
- h. France (Poitiers) = 1
- i. Central and Eastern Europe (Warszawa) = 1
- j. Asia/Rest of the World = 0

Matters for discussion – are the ten zones fairly balanced? Should we establish a rule that once a zone has 8 signed-up single institutions, it is eligible to vote for a representative on the Council? And if so, should we stipulate some method for their electing their representative?

Possible action (1) – is a resolution needed to establish these ten zones, and the rule that once eight (or whatever minimum number) of institutions in a zone have signed up, they can elect (according to whatever method they decide?) a representative onto the Council. Until such time CARMEN's officers will nominate a rep for the remaining zones.

Possible action (2) – do we invite the two zones which have 8+ participants to elect, by the end of the Krems meeting their representatives, from now on. Do they serve for 3 or 4 years??

Proposed New Resolution 2009/2:

That a Council be established to advise CARMEN's Standing Committee on all matters relating to the academic and scholarly development of CARMEN and on the development of all procedures for the good functioning of CARMEN.

Proposed New Resolution 2009/3:

The Council shall comprise one representative from each of the following regions: (i) Scandinavia, the Baltic Lands and the Low Countries; (ii) Germany, Switzerland and Austria; (iii) Central and Eastern Europe; (iv) Italy; (v) Iberia; (vi) France; (vii) Ireland and Britain; (viii) USA; (ix) Canada and Australasia; (x) Rest of the World.

Proposed New Resolution 2009/4:

Each single institution that signs a formal agreement to participate in CARMEN is entitled to vote for a representative from the relevant region on the CARMEN Council. Once a region has eight or more institutional participants these participants shall choose their representative, to serve a term lasting no longer than three years on the Council. Where a zone has insufficient institutional participants, the General Secretary shall nominate a representative from one of the institutional participants to serve for a one-year term, until a proper selection process for that region can take place.

SECTION 2:

STANDING COMMITTEE

Resolution 2007/11:

That CARMEN establish a Standing Committee comprising an Executive Director, Academic Director, Conference Manager, and General Secretary, for a two-year period from September 2007 to the CARMEN annual meeting in (September) 2009.

Resolution 2007/13:

That the initial Standing Committee of CARMEN shall comprise Simon Forde as Executive Director, Dick de Boer as Academic Director, Claire McIlroy as Conference Manager, and Mette Bruun as General Secretary.

Matters for discussion – the terms of office of the four designated officers ends at Krems. Are any of them willing to be re-nominated? Are there other candidates?

Action – the General Secretary should establish who is willing to stand for the four positions, for a further two-year term. And then propose a new slate, for election by the General Assembly on Sunday morning.

Proposed New Resolution 2009/5:

That the initial Standing Committee of CARMEN for the period from October 2009 to September 2011 shall comprise XXX as Executive Director, XXX as Academic Director, XXX as Conference Manager, and XXX as General Secretary.

SECTION 3:

FINANCING

Resolution 2007/14:

That CARMEN explore the possibilities of providing administrative and financial support for itself, in order to facilitate the more rapid growth of the network. It specifically excludes the option of raising finance by instituting a membership subscription. But it will explore possible support from European funds, or from having money voluntarily donated back to CARMEN by projects which receive funding, or from individual institutional support.

In practice this is likely to mean:

- * An office address and support, email account and computing support
- * A part-time officer (e.g. 20%FTE)
- * Budget for travel to represent CARMEN to national or other groups
- * Financial support to groups or countries that cannot afford to participate in CARMEN meetings.

Apart from assistance-in-kind, it is estimated that this would cost €25k-30k per year.

Further, no decision on implementing this resolution will be undertaken until separate approval by the Annual Meeting of CARMEN.

Matters for discussion – it was agreed at Poitiers that the Executive Director and Elizabeth Tyler should explore funding for CARMEN first through European funding agencies (to cover such network infrastructure, and private foundations. Failing this, they should explore other sources of funding.

Elizabeth Tyler has worked on finding funding assuming the following annual expenditure:

| <i>Item</i> | <i>Amount</i> | <i>Description</i> |
|--------------|-----------------|--|
| 1 | €16,000 | 0.2-0.25 FTE salary for Executive Director |
| 2 | €3,000 | cost of office, computer, telephone and stationery for Executive Director. [Originally €2,777 here rounded up for simplicity] |
| 3 | €6,000 | Executive Director's travel and accommodation to the annual meeting and other key meetings throughout the year (largely with national associations and other stakeholders) |
| 4 | €8,000 | 0.1 FTE salary and infrastructure costs for General Secretary (Copenhagen) |
| 5 | €7,000 | 0.1 FTE salary and infrastructure costs for Conference Manager (Univ. of Western Australia) |
| 6 | €6,000 | website and costs for Academic Director (Groningen) |
| 7 | €6,000+ | travel and accommodation to the annual meeting and other meetings for the General Secretary (Mette Bruun, Copenhagen) and the Conference Manager (Claire McIlroy, UWA). [Originally budgeted at €10,000] |
| 8 | €3,000+ | travel subsidies to ensure access to annual meetings for representatives from poorer eastern and southern European countries, or Latin America |
| <i>Total</i> | <i>€55,000+</i> | <i>per annum for 4 years = €220,000</i> |

ET then explained that the University of York had committed to providing CARMEN funding of £20,000 over two years, and the Worldwide Universities Network (WUN) of £15,000 in Year 1, and almost certainly at least that amount in future years. There were conditions on these amounts – such as a medium-term Business Plan being established to ensure that CARMEN becomes self-funding after four years.

| <i>Item</i> | <i>Amount</i> | <i>Description</i> |
|--------------|----------------------|---|
| 1 | £10,000 (€11,500) | York (Years 1 and 2) – primarily to cover the salary for the Executive Director |
| 2 | £15,000 (€17,500) | WUN central funding (Year 1 secured, in discussion about subsequent years – the delay here is that WUN has not put out the application form yet, but we are promised £15,000 for the coming year)** |
| 3 | €2,000 | Bergen (each of years 1-4) |
| 4 | €2,000 | Bristol (each of years 1-4) |
| 5 | €2,000 | University of Saskatchewan (each of years 1-4)** |
| 6 | €1,500 | Arizona State University (each of years 1-4), plus in-kind support |
| 7 | €1,000 | CERL (Consortium of European Research Libraries) (each of years 1-4) |
| 8 | €8,000 | 0.1 FTE salary and infrastructure costs for General Secretary (Copenhagen). In kind |
| 9 | €7,000 | 0.1 FTE salary and infrastructure costs for Conference Manager (UWA). In kind |
| 10 | €6,000 | website and costs for Academic Director (Groningen)**. In kind |
| 11 | €3,000 | cost of office, computer, telephone and stationery for Executive Director. In kind from University of York |
| <i>Total</i> | <i>€61,500</i> | <i>Secured for 2009 and 2010 (** these items remain to be confirmed)</i> |

This material was presented to a meeting of 28 people and their comments have been incorporated into these proposals.

Action – the General Assembly on Sunday morning needs URGENTLY to approve the proposed budget (income and expenditure) for the coming two years. And it has to approve the Steering Group and the medium-term scheme towards becoming self-funding.

Proposed New Resolution 2009/6:

That, in order to maximise participation in CARMEN, as stated in Resolution 2007/1, participation in CARMEN should remain free “at the point of access” for all institutions.

Proposed New Resolution 2009/7:

That up to twelve institutions may be invited to contribute substantial fees, or support in kind, towards CARMEN and become members of a Steering Group for the network. From October 2009 to September 2011 this contribution shall be approximately €2000 euro or €5000 in kind per year.

The Steering Group shall be responsible for ensuring the long-term financial viability of CARMEN and shall oversee and manage all financial and budgetary affairs.

Proposed New Resolution 2009/8:

That, notwithstanding Resolution 2009/6, institutions that benefit from activities generated through CARMEN should contribute towards the financial stability of CARMEN. In particular:

(i) CARMEN International Collaborative Research Projects which succeed in gaining €250,000 or greater funds should pay the following fees:

i. €200 per funded researcher to register for CARMEN's Annual Meeting each September

ii. €1000 per project annually for collaborative work-platforms and network development services undertaken by CARMEN (the former provided under contract to NEER at the University of Western Australia)

iii. (optionally) a fee to hire a Project Administrator provided centrally by CARMEN – this would be a cost-neutral activity, as funds allow.

(ii) That each participating university that is a financial beneficiary of the Graduate School for European Medieval Studies should pay an €500 annual participation fee, averaging at €500, scaled in relation to the income earned.

PARTICIPATION

Resolution 2007/2:

That CARMEN explore methods of assisting participation from countries where finance is restricted.

Proposal – that up to €3000 be allocated in 2010 to support the attendance of representatives from under-funded resources in Europe and from institutions or national associations from Latin America

Matters for discussion – is the figure of €3000 affordable; how is the money to be allocated, and by whom?

Action – Probably no new resolution is needed; but the mechanics of implementing Resolution 2007/2 need agreeing.

MISCELLANEOUS – INTERNATIONAL COLLABORATIVE RESEARCH PROJECTS (CRP)

Matters for discussion – the Council should consider what is required for such as CRP to operate in association with CARMEN. Some projects were instigated at CARMEN meetings, but have since had no contact with CARMEN. Other projects are devised during informal discussions at CARMEN meetings but never have any relationship to CARMEN. But several have a closer, symbiotic relationship. Without being retroactive, the Council should institute some minimum requirements for such symbiotic projects, such as:

- Regular reporting (twice a year?) on progress to the Standing Committee or Council
- Holding a Business Meeting at every annual meeting of CARMEN
- Agreeing to financial contributions as specified in Resolution 2009/8

Possible action – is a resolution needed? Do we at least need to agree which projects present at KREMS agree to follow these requirements in future?