

CARMEN Business Meeting, Leeds, 15 July 2009
Senior Common Room, Bodington Hall, 13.15 to 14.00

Apologies for Absence:

Wendy Scase (Birmingham)

Present:

Arnoud-Jan Bijsterveld (Tilburg), Bob Bjork (Arizona State), Lesley Coote (Hull), Dick de Boer (Groningen), Philippe Depreux (Limoges), Stefan Engels (Graz), Simon Forde, Katerina Horníčková (Praha), Jan Hrdina (Praha City Archives), Emilia Jamroziak (Leeds), Gerhard Jaritz (CEU and Imareal, Krems), Linda Kaljundi (Tallinn), Sari Katajala-Peltomaa (Tampere), Gabor Klaniczay (CEU, Budapest), Kaspars Kļaviņš (Daugavpils Univ., Latvia), Pamela King (Bristol), Christian Krötzl (Tampere), Monika Jakubek-Raczkowska (Toruń), Anu Mänd (Tallinn), Liz McAvoy (Swansea), Jim Murray (Western Michigan), Balazs Nagy (CEU, Budapest), Nils Holger Petersen (København), Piotr Oliński (Toruń), Sarah Rees Jones (York), Felicitas Schmieder (Fernuniversität Hagen), Paul Szarmach (Medieval Academy), Elizabeth Tyler (York).

The meeting started at 13.20 and the following matters were discussed or reported:

1. SF welcomed those present from institutions that had not attended previous CARMEN meetings, welcomed those who were 'regulars', and briefly introduced the rationale behind CARMEN and its key activities.
2. The annual meeting at Krems (two hours by train from Vienna airport) is scheduled for 11-13 September. SF introduced the concept of the 'Market-Place' and the networking purpose behind the meeting, particularly inviting new institutions to attend.

GJ noted that the block reservations for hotels had passed their end-date, and accommodation in Krems was restricted at this season. Participants were encouraged, if they had problems finding accommodation, to contact Gerhard Jaritz direct – jaritzg@ceu.hu – or Ingrid Matschinegg – ingrid.matschinegg@oeaw.ac.at.
3. SF reported on preparatory work on the proposed Graduate School for Medieval Studies and stated that several preliminary discussion papers were in preparation for Krems.
4. BB reported on the activities of the Advocacy Group, particularly mentioning activities to defend threatened positions at Haverford College in the US and the University of Tasmania in Australia where the Group had helped gain a successful outcome, including the introduction of a new programme in medieval studies.
5. DdB reported on funding applications made under the auspices of CARMEN for the following large-scale collaborative research projects:
 1. *Medieval Manuscript Research and Semantic Web Technologies* – European Science Foundation funding for an exploratory conference in Birmingham this spring, with the expectation that a major funding bid to the ESF in Strasbourg will be submitted.
 2. *The Formation of Identities in the Region between the Adriatic, the Black Sea and the Baltic* – a submission is thought to have been made recently to the 7th Framework Programme at Brussels.
 3. 'Cuius Regio': *An Analysis of the Cohesive and Disruptive Forces Determining the Attachment and Commitment of (Groups of) Persons to and the Cohesion within Regions* – a shortlisted final submission for €1.5m has been submitted to the ESF under the EuroCoreCode umbrella project.

4. *Symbols that Bind and Break Communities: Saints' Cults as Stimuli and Expressions of Local, Regional, National and Universalist Identities* – a shortlisted final submission for €0.8m has been submitted to the ESF under the EuroCoreCode umbrella project.

DdB emphasised the success in submitting a successful proposal for an umbrella topic in the Eurocore programme (EuroCoreCode), and following it up with 2 of the 5 shortlisted projects for funding.

6. SF reported on the number of institutions who had already formally signed-up to participation in CARMEN. He explained that this signing-up was free, but had been proposed so that medievalists would have more leverage with deans and administrators to gain financial and other support for their institutions within CARMEN. Figures per region, as of 8 July 2009, were:

- Scandinavia (5), Baltic lands (2) and Low Countries (1) = 8
- Ireland (0) and Britain (6) = 6
- USA = 5
- Canada (3) and Australasia (0) = 3
- Germany (1), Austria (1) & Switzerland = 2
- Iberia = 2
- Italy = 1
- France = 0
- Central and Eastern Europe = 0
- Asia = 0

GK mentioned that CEU was in the process of having their document signed. SF confirmed that there were about 20-30 other institutions which were in a similar half-way state.

7. ET reported on fund-raising efforts and the establishment of a Steering Group to oversee CARMEN's finances. At the annual meeting at Poitiers in September 2008 it had been agreed to seek funding from European institutions or private foundations; if these proved impossible, CARMEN should seek other sources. ET confirmed that efforts via HERA-Net, the ESF and foundations such as the Carlsberg and Mellon Foundations had shown that network infrastructure in the humanities was not possible from them.

ET summarised the annual costs that were foreseen in the coming years for CARMEN:

| <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.

| Item | Amount | Description |
|--------------|-------------------|---|
| 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 | <i>EITHER</i> University of Leeds <i>OR</i> 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 |
| Total | €61,500 | <i>Secured for 2009 and 2010 (** these items remain unclear for 2010)</i> |

ET explained that it was proposed that institutions that contributed €2000 or more each year (or €5000 or more in kind) would form a Steering Group who would be responsible for overseeing the finances of CARMEN and its long-term development strategy.

8. ET and SF explained that those present at the meeting at Leeds were asked to provide advice about options for self-funding for CARMEN in the medium-term. To this end the following options were presented and feedback sought.

- i. That participation in CARMEN should remain free for all institutions in order to maintain maximum access, regardless of income.

This proposition was confirmed by the meeting as being highly desirable.

- ii. That CARMEN International Collaborative Research Projects which succeed in gaining €250,000 or greater funds should pay the following fees:

- a. €200 per funded researcher to register for the Annual Meeting each September
- b. €1000 per project annually for collaborative work-platforms and network development services undertaken by CARMEN (under contract to NEER at UWA)
- c. (optionally) a fee to hire a Project Administrator provided centrally by CARMEN – this would be a cost-neutral activity, as funds allow, and has not been included in any of the figures above.

Several people sought clarification that such fees were legitimate within the relevant funding regimes. NHP confirmed that each of these items had been possible within the ESF Eurocore project that he had recently submitted. It was therefore agreed that such fees should be raised from each project, applied as permitted by the relevant funding agency.

- iii. That each participating university should pay a €500 annual participation fee within the Doctoral School for European Medieval Studies.

PK proposed that such a fee should be an average figure, and the precise figure per university should be scaled in relation to the income earned. The meeting commended this approach.

- iv. That participation at annual meetings would require an annual fee of approx. €100.

LC argued that this contradicted the first proposition, that participation in CARMEN should be free. The meeting agreed with LC's argument and confirmed that only when institutions start benefiting financially from CARMEN activities should any fees be sought.

- v. That up to 12 major institutions would contribute substantial fees (approx. €2000 each year, or €5000 in kind) towards CARMEN and become members of a Steering Group for the network.

There were no objections.

- 9. DdB reported on the recent FIDEM conference in Palermo to which he had been invited as a representative of CARMEN but reported that there had been no opportunity for him to make friendly overtures to FIDEM at public meetings there. He congratulated PSz on his election to the Council of FIDEM and hoped that his efforts might lead to better collaboration, perhaps in the context of CARMEN's Graduate School and FIDEM's longstanding MA programme in Rome.

The meeting concluded at 14.05.

Simon Forde, 23 July 2009