

Agreement on AESOP PhD Workshop

between

Association of European Schools of Planning (AESOP)

and

Name of the University/School

1. Parties of the Agreement

This Agreement on the AESOP PhD Workshop 20XX ("Agreement") is made between the Association of European Schools of Planning (AESOP), represented by the President **Name of AESOP President** and the Secretary General **Name of Secretary General**, and the **Name of School** hosting the Congress, represented by **Name of the Representative**.

Under this Agreement, the **University/School** hosting the PhD Workshop will organise the the AESOP PhD Workshop in 20XX.

2. Dates and duration of the PhD Workshop

The PhD Workshop will be held in, from ... to of July 20XX.

3. Local Organising Committee

The Local Organising Committee (LOC) of the PhD Workshop was established by **Name of the Institution** It is chaired by **Name of the Chair**. The everyday contact between the Parties of the Agreement will be held by the Contact Person, who is agreed to be **Name of the Contact Person**, and will also be the Workshop Administrator.

3.1. Members of LOC (standard):

3.1.1. The Local Organizing Committee shall consist of:

1. Chair: Name
2. Vice-Chair and Contact Person: Name and e-mail address
3. The representative of the Young Academics of AESOP: Name of YAN Representative
4. **Other members of LOC:**
 - a) Name of the member of LOC
 - b) Name of the member of LOC
 - c) Name of the member of LOC

and other persons to be appointed.

3.1.2. If the Contact Person for any reason failed to act provisionally or permanently, the LOC shall nominate a new Contact Person without any delay.

3.2. Responsibilities of the PhD Workshop LOC:

3.2.1. The responsibilities of the LOC are the following:

- 1) to provide AESOP with any relevant information without any problems or delay, through the Contact Person or in any other way if necessary;
- 2) to cooperate with the Young Academics Network of AESOP;
- 3) to propose for the topic and programme to be approved by the Executive Committee of AESOP at least one month before the autumn meeting of ExCo;
- 4) to propose the mentors of the programme to be approved by the Executive Committee of AESOP;
- 5) to create (in close cooperation with the AESOP YA member of the LOC) a set of pre-defined criteria in order to provide a transparent evaluation process for the selection of participants and bursaries;
- 6) to provide a self-supporting budget that cover all costs of the Workshop;
- 7) to present the PhD Workshop venue and state of preparations to the AESOP members at sessions of the Council of Representatives;
- 8) to create a well organised workshop webpage, where all relevant information on the event will be uploaded. This web page shall be maintained and updated regularly, well before the various deadlines, and shall remain accessible on the web at least for one year after the Workshop. The website shall include a link to the main AESOP webpage and the Young Academics Network webpage;

- 9) to set the various deadlines with agreement with the AESOP Secretariat and the AESOP Conferences Officer;
- 10) to prepare informational material about the PhD Workshop and to distribute them to potential participants, namely:
 - a) first announcement and call for papers via AESOP and Young Academics Network channels of information;
 - b) workshop programme via AESOP information media as well as Congress website;
 - c) workshop information on the annual AESOP Congress website starting in January 2017 at the latest.
- 11) to organise the PhD Workshop, namely:
 - a) venue and technical facilities;
 - b) accommodation and meals / refreshments for the participants, invited mentors and one AESOP YA representative;
 - c) organisation of airport pick-up services for mentors and the AESOP YA representative if required due to lack of public transport to the venue;
- 12) to subscribe to an insurance policy covering operation risks from the organisation of the event (optional, recommended);
- 13) to collect the fees as agreed in art. 7.1 and cover the costs of the Workshop as agreed below in article 7.3 of the Agreement;
- 14) to prepare and send to AESOP the Final Report and the Financial Report as stated in articles 6.1 and 7.3;
- 15) to ensure that the AESOP and AESOP Young Academics Network identity elements are well visible on the website of the Workshop, and the other AESOP and Young Academics identity elements are printed on all material and documents distributed. The design shall follow AESOP Identity Guidelines.

4. AESOP & Young Academics

4.1 Responsibilities of AESOP:

The responsibilities of AESOP are the following:

- 1) scientific content of the Workshop, namely:
 - a) approval of the topic and programme,

- b) acceptance of the mentors;
- 2) to grant the **Name of the University/School**, free of charge, the right to use the name of the workshop, the logo and the style of AESOP;
- 3) to provide the LOC the Visual Guidelines of AESOP, including the AESOP logo for the purpose of organising of the Workshop;
- 4) to distribute on time to the AESOP members the information via AESOP's own channels, in order to promote the attendance of the Workshop;
- 5) to establish a deficit guarantee for the PhD Workshop of up to 2.000 EUR;
- 6) to fund bursaries for 5 PhD students up to the total amount of 2.500 EUR.

4.2 Responsibilities of AESOP Young Academics

The responsibilities of AESOP Young Academics Network are the following:

- 1) to provide the LOC, free of charge, the logo of Young Academics for the purpose of organising of the Workshop;
- 2) to distribute on time to the Young Academics community the information via Young Academics' own channels, in order to promote the attendance of the Workshop;
- 3) to contribute to the preparation of the Workshop in co-operation with the PhD workshop LOC and AESOP;
- 4) to take part in the workshop to promote the Young Academics Network and support the LOC;
- 5) to prepare a monitoring report on the Workshop to the General Assembly of AESOP YA;
- 6) to prepare and send to the Secretariat General report on the Workshop for the AESOP archives and for the AESOP website no later than 3 months after the Workshop;
- 7) to report on the Workshop outcomes to the General Assembly of AESOP, if requested.

4.3 AESOP Conferences Officer

- 1) As a working contact between AESOP and LOC, the AESOP Conferences Officer, **Name of the Conferences Officer**, will be a partner on the part of AESOP.

- 2) The Conferences Officer will closely co-operate with the Chair of the PhD Workshop LOC, and with the Contact Person, and will namely:
- 3) submit the proposals of the PhD workshop LOC for the decisions about the Workshop to be made by ExCo or CoRep of AESOP, e.g.:
- 4) proposals of topic and programme,
- 5) proposals for mentors,
- 6) the venue,
- 7) the budget,
- 8) proposals for bursaries;
- 9) follow the progress of the preparation of the Workshop in co-operation with the LOC of the main AESOP congress, the PhD workshop LOC, and AESOP;
- 10) report on the Workshop preparation to the CoRep and ExCo of AESOP on request;
- 11) convey advises and decisions of AESOP to LOC.

5. Workshop topic and programme

The topic of the Workshop is:

The programme has to be developed by February 20XX.

6. Financial arrangements

6.1 Workshop fee

- 1) All participants of the Workshop are obliged to pay appropriate fee.
- 2) The following fee has been agreed (in Euro):

	Registration fee
Participants from AESOP member institutions	€: [...]
Participants from AESOP non-member institutions	€: [...]

- 3) The fee will cover participation, lodging, meals and social programme during the Workshop days.

- 4) The participants of the Workshop are entitled to join the AESOP Congress in **City** for free and the Congress Dinner at a reduced price.
- 5) The members of the PhD Workshop LOC are entitled to join the AESOP Congress in **City** for free and are invited to the Congress Dinner for free.
- 6) Mentors of the PhD Workshop are entitled to join the AESOP Congress in **City** for free and are invited to the Congress Dinner for free.
- 7) Mentors are not financially gratified for their work.

6.2 Bursaries

- 1) Bursaries can be transferred only to students affiliated to the AESOP member institutions.
- 2) The proposed list of bursaries from LOC has to be approved by the ExCo of AESOP.

6.3 Agreement on finances

- 1) The entire costs connected to the activities of the Workshop are born and paid locally, and will be covered by the **Name of the Institution**
- 2) These costs include namely:
 - a) the rent for the Workshop precincts, facilities and equipment (if applicable);
 - b) social events;
 - c) invited mentors (accommodation, travel expenses, meals and social events);
 - d) one AESOP YA representative (accommodation, meals and social events);
 - e) local administration and staff;
 - f) local overhead costs.
- 3) At the conclusion of the Workshop, the **Name of the Institution** will prepare a final budget breakdown, a list of participants and fees paid by them and a written **Workshop Financial Report**, including final financial statistics. This report will be submitted to the AESOP within 3 months after the end of the Workshop. This report is different from the Workshop General Report described in article 6.
- 4) A first draft of the Workshop Financial Report must be presented by the chair of the PhD workshop LOC or a representative, or the YA representative at the AESOP's General Assembly at the Congress following the PhD workshop.

7. Workshop General Report

- 1) At the conclusion of the PhD Workshop 2017, the LOC will prepare a final Workshop General Report. This report shall contain statistical data of the workshop and descriptive comments on the implementation of the Workshop programme. In addition, detailed comments on the successes and challenges encountered in the process of organising and carrying out the Workshop should be included in the report, so that AESOP can steadily increase the quality of the PhD workshops. More specifically, the statistical data has to include:
 - a) Main topic, name and communication details of the local organisation;
 - b) Number of applications with geographical and thematic statistics;
 - c) Number of papers accepted;
 - d) Number of countries represented (by University of PhD student);
 - e) Number of final participation of PhD students (and dropouts);
 - f) Gender distribution of PhD students;
 - g) Statistics related to bursary applications.
- 2) This report will be submitted to the AESOP within 3 months after the end of the Workshop. This report is different from the Financial Report described in article 7.3.

8. Final article

The present agreement is issued in two original signed copies to be held by **Name of the Chair**, (Chair of PhD Workshop LOC) and the Secretary General of AESOP, **Name of the SG**

A copy of this agreement is kept by AESOP's Conferences Officer, **Name of the Conferences Officer**.

Name of the University/School

The Chair of LOC:

Name of the Chair of LOC

AESOP

The President of AESOP:

Name of the President of AESOP

Date:

Place: Name of the Place

Signature:

Date:

Place: Name of the Place

Signature: