

APPENDIX C

Agreement on AESOP PhD Workshop
between
Association of European Schools of Planning (AESOP)
and
[Institution]

1. Parties of the Agreement

This Agreement on the AESOP PhD Workshop [Year] ("Agreement") is made between the Association of European Schools of Planning (AESOP), represented by the President [Name] and [Institution] represented by [Name].

Under this Agreement [Institution] will organise AESOP PhD Workshop in [Year].

2. Dates and duration of the PhD Workshop

The PhD Workshop will be held in [Place] from the [Dates, Year].

3. Local Organising Committee

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

3.1. Members of LOC:

3.1.1. The Local Organizing Committee shall consist of:

- 1) Chair:
- 2) Vice-Chair and Contact Person:
- 3) The representative of the Young Academics Network of AESOP:
- 4) Other members 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 Country Representatives;
- 8) to create a well organised workshop webpage, where all possible 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;
- 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 to be distributed via AESOP information media as well as Congress website;
 - c) any Workshop information on the AESOP Congress web site starting in December [Year] at the latest.
- 11) to organise the very 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 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 Network

4.1 Responsibilities of AESOP:

The responsibilities of AESOP are the following:

- 1) scientific content of the Workshop, namely:
 - a) approval on the topic and programme,
 - b) final acceptance of the mentors;
- 2) to grant [Institution], 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 own AESOP 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 from AESOP member institutions 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 own Young Academics channels, in order to promote the attendance of the Workshop,
- 3) to contribute to the preparation of the Workshop in co-operation with the LOC of the PhD workshop 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 on request.

4.3 AESOP Conference Officer

- 1) As a working contact between AESOP and LOC, the AESOP Conference Officer, [Name], will be a partner on the part of AESOP.
- 2) The Conference Officer will closely co-operate with the Chair of the PhD Workshop LOC, and with the Contact Person, and will namely:
 - a) 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.:
 1. proposals of topic and programme,
 2. proposals for mentors,
 3. the venue,

4. the budget,
5. proposals for bursaries,
- b) 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;
- c) report on the Workshop preparation to the CoRep and ExCo of AESOP on request;
- d) convey advises and decisions of AESOP to LOC.

5. Workshop topic and programme

The topic of the Workshop is: [Topic].

The detailed programme has to be developed by January [Year].

6. Workshop General Report

- 1) At the conclusion of the PhD Workshop [Year], the LOC will prepare a final Workshop General Report. This report shall contain statistical data of the workshop, useful information for the future and detailed comments on the success and failure sides of the Workshop organisation, so that future Workshop organisers can improve and AESOP can thus steadily increase the quality of the PhD workshops. More specifically, the statistical data has to include:
 - a) Main topic, name and contact 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.
- 3) A first draft of the report described in 2) 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. Financial arrangements

7.1 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
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Participants from AESOP member institutions	xxx
Participants from non-AESOP member institutions	xxx

- 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 [Year] in [Place] 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 [Year] in [Place] for free and are invited to the Congress Dinner for free.
- 6) Mentors of the PhD Workshop are entitled to join the AESOP Congress [Year] [Place] for free and are invited to the Congress Dinner for free.
- 7) Mentors are not financially gratified for their work.

7.2 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.

7.3 Agreement on finances

- 1) The entire costs connected to the activities of the Workshop are born and paid locally, and will be covered by [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 (travel, accommodation, meals and social events);
 - e) local administration and staff;
 - f) local overhead costs.
- 3) At the conclusion of the Workshop, [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.

8. Final article

The present agreement is issued in three original signed copies to be held by: One by [Name] Chair of LOC, and two by the Secretary General of AESOP, [Name].

A digital copy of this agreement is kept by AESOP Conference Officer [Name].

[Institution]
[Department]
[Name]

Place, Year-Month-Day

Signature:

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AESOP
The President
[Name]

Place, Year-Month-Day

Signature:

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AESOP
The Secretary General
[Name]

Place, Year-Month-Day

Signature:

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