

**Southeast Asian Art Academic Programme (SAAAP) Project Board**  
**Minutes: Thursday 28<sup>th</sup> June 2018 (Meeting 33)**

<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)
	Ruth O'Hanlon	Director of Development, Alumni and External Engagement (DAEE)
	Dr Ben Murtagh	Head of School of Languages, Cultures and Linguistics
	Baroness Valerie Amos	SOAS Director
	Liam Roberts Chloe Osborne (Secretary)	Programme Manager Programme Administrator

**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>
<b>1</b>	<p><b>Previous Minutes</b></p> <p>The minutes from the previous meeting (April 19<sup>th</sup> 2018) were agreed as accurate.</p> <p>On Action points:</p> <p><b>#152</b> – This is complete and the form has been produced  <b>#151</b> – Has been requested and this point is therefore complete  <b>#150</b> – This is ongoing  <b>#149</b> – This is complete  <b>#138</b> – This has been discussed and is complete  <b>#137</b> – This is ongoing</p> <p><b>Minutes were approved by all.</b></p>

2	<p><b>Chair's Report (TB)</b></p> <p>TB summarised the agenda and asked VA to report on recent conversations with the Alphawood Foundation. VA noted that, in the last conversation, the SAAAP Impact Report had been discussed at length, and Alphawood had been impressed with the thoroughness and the depth of reporting on programme impact. Alphawood had asked about the process of fractional teaching support in the Department. There had not been indications as yet that further support for renewed Scholarships provision would be forthcoming.</p>
3	<p><b>Alphawood Scholarships Selections 2018-19: Update (AC/LR) Appendix 1</b></p> <p>AC updated the Board on the incoming cohort at the last meeting, summarising who would be arriving, in which programmes, and where ELAS or pre-sessional coursework was expected (or known) to be assigned). AC further reminded the Board that additional English-language support through pre-sessional and in-session classes on an opt-out basis had been agreed for to all Alphawood ELAS graduates in the 2018-19 academic year. From conversations with the IFCELS tutor who ran the recent MA Dissertation Writing course, also offered to Alphawood MA students and other students in the Department with a focus on Southeast Asian history of art and archaeology, it seemed that these students had benefitted from the extra support.</p>
4	<p><b>SAAAP Impact Report 2018: Next steps (LR) Appendix 2</b></p> <p>TB thanked the Programme Board for their work in producing such a comprehensive Impact Report, and said that it was good to hear that efforts had been appreciated by Alphawood.</p> <p>LR outlined the Next Steps workplan which introduced several possible pathways to be outlined in a new business case document for potential new Scholarship awards. Possible pathways discussed included the development of a new business case alongside a scholarships "fallow year" in 2018-19 as well as concurrent with a one-off sixth scholarships round in 2018-19, should financing be secured for this.</p> <p>TB enquired as to whether existing resource would be sufficient to make any new awards in 2018-19 for study in 2019-20. LR confirmed that the Scholarships resource was fully committed to awards already granted. Any discussion on viring additional funding from other SAAAP cost centres would require the involvement of the Donor. There was some discussion as to whether the priority would be for Ph.D level. TB requested that potential costings for these and other scenarios be produced before the next Board meeting.</p> <p>RO discussed efforts being made in Development to look at future funding options, and added that a new half-time Development Manager is currently being sought to look more into Scholarships and research funding in this region. The role will involve Alumni relations and fundraising for exhibitions, events, Scholarships and the Library among other areas. <b>Action #153 LR/CO to look into the options for future Scholarships funding, where the biggest impact might be, and what the implications would be on the administrative side.</b></p>
5	<p><b>Academic Support Fund: Updates, Reports and Applications</b></p> <p>a. UPDATE: Singapore Alumni Event (RO/AC)</p> <p>RO summarised work on this and explained the decision to push the event back until April, with November no longer possible owing to non-availability of HE and other academics. Provisionally this would run from the 12<sup>th</sup>-14<sup>th</sup> April at the ACM venue. The proposed scholars' graduation ceremony would be held on the Friday followed by a Friday night graduate dinner, then two days of planned master classes, and a Saturday night fundraising dinner. It was agreed that endowed postholders' engagement with the event would be a boost for participating scholars, and this should form part of the event's development over the coming months. AC noted that the master classes programme would benefit too from indications from participating delegates regarding areas of subject interest, which could also be taken into account. <b>Action #154: LR/RO to continue to develop the budget for the proposed event and look more into the finances for funding academic and scholars' attendance</b></p>

b. APPLICATION: SAAAP054: IPPA Panel (BM) **Appendix 3**

BM summarised the application, and noted that a number of Alphawood/SOAS alumni were on the panel. TB noted that the papers proposed might also be considered potential submissions either to Pratu or to contribute to other initiatives supported through SAAAP.

**The proposal was approved.**

c. APPLICATION: SAAAP055: Ayutthata-Sukhothai Trip (BM) **Appendix 4**

BM summarised the application, adding that it and the research proposed was pertinent to the programme remit and represented good value for money in light of complementary travel plans in the region. It was confirmed that Ashley Thompson would develop a paper on findings later. All agreed the proposal was well designed.

**The proposal was approved.**

d. APPLICATION: SAAAP056: Thammasat Conference Support (BM) **Appendix 5**

BM presented this proposal, which involved a panel of a number of SOAS/Alphawood Scholars and Alumni. The proposal as designed by Alphawood Alumni drew on their learning from SOAS.

Upon discussion, it was agreed that some abstracts (1 and 5) could be clearer in their language as to how the papers addressed the remit. Additionally, the abstract for proposed Paper 6 would need to be tabled in order to be considered.

**Action #155: LR/CO to return to the applicants (SAAAP057) to advise that some abstracts would need to be revised if they were to attract SAAAP funding and resubmitted within one week, with the Board committed to taking a final funding decision within two weeks**

e. APPLICATION: SAAAP057: IPPA Joint Proposal (BM) **Appendix 6**

BM noted that this application came from two Alphawood MA alumni and current SOAS PhD candidates. It was agreed that a revised proposal including implications for the archaeology of the region would fit more clearly with the remit.

**Action #156: LR/CO to return to the applicants (SAAAP057) to advise that some abstracts would need to be revised if they were to attract SAAAP funding and resubmitted within one week, with the Board committed to taking a final funding decision within two weeks.**

f. APPLICATION: SAAAP058: CSEAS Lecture Series 2018-19 (BM) **Appendix 7**

BM summarised the application for future funding for the CSEAS lectures. He reported that the CSEAS lecture series this past year had been a success, though there had been some cancellations due to visa issues and work scheduling conflicts amongst invited speakers. All agreed that the lecture series was an asset to the School.

**The proposal was approved**

g. REPORT: SAAAP043: Paris-Netherlands Study Tour (BM) **Appendix 8**

BM presented this report on the MA scholars' study tour, with the additional trip to Leiden and Amsterdam this year. All agreed it had been an extremely successful trip. AC added that this had also been discussed in the Scholarships sub-board, and that conversations were ongoing as to whether this now-routine annual trip can be turned into an MA module with the trip as a credit component.

**The report was noted**

h. REPORT: SAAAP039: CSEAS Lecture Series 2017-18 (BM) **Appendix 9**

	<p>BM spoke about this report reviewing the last years' activities. The Board took note. TB was pleased to see effort to monitor impact.</p> <p><b>The report was noted</b></p> <p>i. REPORT: SAAAP047: In-region Liaison Activity Report (AC) <b>Appendix 10</b></p> <p>AC spoke about EM's report, noting the positive work EM was doing in the region, bringing Scholars to the IPPA conference and work on the in-region library, which has become a hub for Myanmar Scholars and Alumni, with people borrowing many books and a publication in the works on Yangon. All agreed that this was very good work and relevant to outreach over the next phase of the Programme.</p> <p><b>The report was noted</b></p>
<p><b>6</b></p>	<p><b>Finance update (LR/TB) Appendix 11</b></p> <p>TB noted there had been discussion regarding the use of existing endowed and time-limited cost centres in future, in consideration of various scenarios relating to the potential new tranches of time-limited funding. LR provided a review of finances across cost centres to date, noting that the £100,686 of capital spend absorbing currency fluctuations over the five-year period was shown in the finance report tabled. Project spending had increased in the current financial year, owing to some projects approved in the previous financial year beginning to draw down from their budgets. This faster spending would continue. LR noted that the Singapore Summer Programme 2018, although not yet held, had the majority of its costs already accounted for in the current report. As normal, recent Scholarship deferrals would similarly shift a proportion of CAL1 spending earmarked for FY2019 towards FY2020, but this would not affect overall forecasts.</p> <p><b>The Board noted the Finance Report.</b></p>
<p><b>7</b></p>	<p><b>Academic Support Fund: Draft Application Form 2018-19 Appendix 12</b></p> <p>All agreed that this looked suitable for future use.</p>
<p><b>8</b></p>	<p><b>AOB</b></p> <p>TB thanked AC for all her work over the last 4 years at the end of her term on the Board as Head of Department.</p>

**Date of Next Meeting – October TBD**

	<b>Agenda Item</b>	<b>Added</b>	<b>Action Points</b>	<b>Deadline</b>	<b>Owner</b>	<b>Complete?</b>
--	--------------------	--------------	----------------------	-----------------	--------------	------------------

**SAAAP Project Board Actions 2017/2018**

#156	5 e. APPLICATION: SAAAP057: IPPA Joint Proposal (BM) <i>Appendix 6</i>	28/06/18	LR/CO to return to the applicants (SAAAP057) to advise that specific abstracts be considered further in light of SAAAP remit objectives, and resubmitted within one week, with the Board committed to taking a final funding decision within two weeks.	ASAP	LR/CP	
#155	5 d. APPLICATION: SAAAP056: Thammasat Conference Support (BM) <i>Appendix 5</i>	28/06/18	LR/CO to return to the applicants (SAAAP056) to advise that specific abstracts be considered further in light of SAAAP remit objectives, and resubmitted within one week, with the Board committed to taking a final funding decision within two weeks.	ASAP	LR/CO	
#154	5 a. UPDATE: Singapore Alumni Event (RO/AC)	28/06/18	LR/RO to continue to develop the budget for the proposed event look more into the finances for funding academic and scholars' attendance	ASAP	LR/CO	
#153	4 SAAAP Impact Report 2018: Next steps (LR) <i>Appendix 2</i>	28/06/18	LR/CO to look into the options for future Scholarships funding, where the biggest impact might be, and what the implications are from the administrative side.	ASAP	LR/CO	
#152	6 Finance update (LR/TB) <i>Appendix 3</i>	19/04/18	LR to update the form for funding applications with tick boxes for activities rather than funding pots.	ASAP	LR	Complete
#151	6 Finance update (LR/TB) <i>Appendix 3</i>	19/04/18	LR to request from finance the retrospective move of the six projects he identified from Outreach fund to Academic Support Fund.	ASAP	LR	Complete
#150	6 Finance update (LR/TB) <i>Appendix 3</i>	19/04/18	RO to update LR/AC with plans including budget for the graduation event as soon as possible.	ASAP	RO	Ongoing
#138	3 (Discussions with Alphawood)	19/10/17	RO to enquire further about the possibility of organising a graduation ceremony for Alphawood Scholars or other events with the National Gallery Singapore/Asian Civilisation Museum	Next meeting	RO	Ongoing