

Meeting of the European Organizing Committee

Lisbon, February 7th, 2015

MINUTES

Jouke van Dijk opens the meeting and welcomes all the participants to the meeting.

Item 1. Approval of the meeting agenda and appointment of an EOC member responsible for verification of meeting minutes

The agenda (attached to the minutes in appendix 1) has been approved. Andre Torre has been chosen as the EOC member responsible for verifying the minutes.

Item 2a.i. Long range discussions. Networking (EASSH: European Alliance for Social Sciences and Humanities, and EUGEO)

Andre Torre reports on the EASSH meeting which he attended on January 16th, 2015. EASSH groups major association for social sciences and humanities in Europe. Currently there are over 40 institutions participating. The meeting was aimed at preparing a constitution of the association which aims for social sciences to play a greater role in calls for tenders and with policymakers.

During that meeting EUROGEO (Association of European Geographers) representatives were approached. EUROGEO is willing to collaborate with ERSA.

The report is approved.

Item 2a.ii. Long range discussions. Collaboration (EU workshops, EU Open Days 2015, AESOP specials sessions, workshops. lectures; ERES joint Summer school)

Jouke van Dijk reports on a successful workshop in CORE with representatives of the EU and the OECD leading to the intention for more future cooperation. It is planned to organise more smaller events of this kind. Cooperation was also continued with ERES and AESOP. Currently ERSA is working to get access to the European Open Days.

Andre Torre reports that he and Richard Kelly attended a meeting with representatives of European Open Days in order to discuss the joint participation of ERSA in the Open Days. ERSA is to propose activities (workshops and round tables) for the University Open Days and the Master class.

Hans Westlund asks if the Open Days will bring income or costs to ERSA.

Jouke van Dijk explains that no additional costs or income will be involved. However, ERSA may benefit by generating good additional exposure, ultimately leading to greater participation in ERSA congresses.

Andres Rodriguez-Pose comments that developing links with the European Commission is good news.

Tomaz Dentinho asks for a report on these developments to be provided to the RSAI so that members in other supra-nationals could become aware of these activities.

Andre Torre adds that this cooperation may involve ERSA members more by giving them an opportunity to participate in the activities. The same goes for involving young researchers who could benefit in terms of their career development.

Jouke van Dijk concludes that ERSA is going to proceed to work on this cooperation.

The report is approved.

Item 2a.iii. Long range discussions. Sponsorship.

Jouke van Dijk reports that ERSA is performing well in terms of finance but is still looking for ways to secure sponsorship other than the annual congress. Possibilities of Horizon 2020 or COST are currently explored.

Richard Kelly confirms that several options are being investigated.

Jouke van Dijk asks for any suggestions with regards to sponsorship.

The report is approved.

Item 2a.iv. Long range discussions. Social media and communication with the members, website update and newsletter

Jouke van Dijk reports that ERSA has started a weekly newsletter in November 2014 to inform sections and members about current activities.

Richard Kelly reports on the usage of social media (newsletter). Over 7500 e-mail listings exist in the ERSA database. A few people opted out in November and December 2014, however a significant increase in openings of the newsletter has been noticed (over 20% of people open the newsletter). The aim is to make a newsletter every week. It will concentrate on planned activities of sections.

Facebook and Twitter are also used in order to link information on the newsletter. ERSA is now linked with 880 contacts on LinkedIn.

Jouke van Dijk asks for questions, especially concentrating on the newsletter, its frequency etc.

Gunther Maier comments that a newsletter on a weekly basis is too frequent and suggests that it might as well be bi-weekly.

Laura Resmini asks how information is collected for the newsletter. She suggests that the newsletter may become a tool of frequent contact with the sections, through regular, personal connections of section representatives and the Executive Director.

Richard Kelly explains that he is in contact with section representatives to collect information.

Jouke van Dijk comments that ERSA should actively pursue information. He agrees that a better frequency for a newsletter may indeed be once every two weeks – this will ensure that the content of the newsletter will be more interesting to the members.

Andre Torre reports that the current ERSA website has been analysed. It is planned to change the website in order to have a more clear presentation of ERSA activities and to facilitate communication with the sections and individual members. The amount of information will be reduced to the most crucial items which will then become far more visible.

In terms of the website software, the one which is currently used will need to be updated or changed. There are several options.

Gunther Maier comments that there are free solutions available and widely used for content management. He suggests that open software should be used and proprietary software avoided as this would bind the organisation to the software provider.

Jouke van Dijk comments that the priority is to retain control of the website and flexibility of managing it from the office.

Andre Torre asks about opinions on providing login for members.

Laura Resmini comments that a secure area could be used for sharing information with the sections rather than for providing information to individual members.

Tomaso Pompili suggests that lists of members might be accessible from the ERSA website through a link to the relevant section webpages, instead of building ERSA's own list. He also notes that some links to past congresses no longer allow access to external pages (especially papers); therefore he suggests to explore the feasibility of internalising such info as it has been done with recent congresses.

Jouke van Dijk agrees that the ERSA office should verify whether the links on the website are working. As for the membership lists – the most up to date and aggregate list is available on the RSAI website.

The reports are approved.

Item 2b. Long range discussions. Relationships between ERSA and sections

Jouke van Dijk reports that last year Andre Torre and himself attended the Portuguese section conference in Evora. Other events were also attended – the Italian conference and the Turkish section conference. In 2015 the Romanian section’s conference will also be attended.

Richard Kelly adds that sections were given roll-ups and other marketing materials to use in their events.

Gunther Maier comments that it is important to work on improving the relationships with the sections which are formally ERSA’s members. He suggests to use benchmarking between sections and to bring in a level of competition between sections in terms of their activities and performance.

Jouke van Dijk adds that another welcome development would be to facilitate exchange between members of various sections in section events. Large sections could e.g. have one continuous parallel stream of papers presented in English to attract participants from abroad.

Andre Torre comments that the French-speaking section is planning to organise a joint event with the Greek section with a stream of activities in English.

Jose Villaverde adds that the Spanish association will try to organise at least one specialised session in the British-Irish annual meeting and the British-Irish will try to do the same in the annual Spanish meeting.

Tomaz Dentinho comments that each large event organised by ERSA needs to be followed up in order to maximise the benefits from organising such events.

Jouke van Dijk concludes that the role of the ERSA office should be to ensure distribution of information and contacts between sections (with the use of social media)

The report is approved.

Item 2c. Long range discussions. Relationships ERSA – RSAI

Jouke van Dijk reports that many links exist. Last year a meeting of presidents of all supra-nationals with the RSAI President was held. There was a debate on the financial issues (i.e. division of membership fees). As a result the RSAI is now considering to become active in supporting section activities and initiatives.

Andres Rodriguez-Pose comments that the RSAI has a will to collaborate and build bridges between itself and the supra-national organisation as well as sections. He encourages sections to apply for RSAI support of their activities. RSAI also plans to support participants from low income countries to congresses.

Jouke van Dijk concludes that RSAI and ERSA have common goals. One other item of discussions was that the RSAI world congress should not cannibalise the ERSA congress. It was

agreed that the world congress will be held in April 2016 in Istanbul which will minimise the impact on the ERSA congress in Vienna later in August.

The report is approved.

Item 2d. Long range discussions. Replacements for EOC members (Hans Westlund, Laura Resmini, Maciej Turala) whose terms end in 2015

Jouke van Dijk reports that the terms of office of these three members end in 2015. Hans Westlund cannot continue as this is already his second term. Laura Resmini and Maciej Turala are willing to continue for another term.

Maciej Turala suggests to issue an open call for candidates to the sections following the EOC meeting without any personal recommendations.

Tomaz Dentinho suggests that balancing the EOC in terms of geographical distribution needs to be considered as well.

Gunther Maier agrees that sections need to be informed and to have an open call. On the other hand the EOC needs to secure at least one candidate for each post.

Jouke van Dijk suggests that himself and Maciej Turala draft a call for candidates to send to section representatives, emphasising that both Maciej Turala and Laura Resmini are willing to continue in their capacities.

Andree Torre asks about ideas for candidates for EOC members.

Francisco Carballo-Cruz suggests that a set of informal criteria could help with the selection process.

Gunther Maier suggests to include information about diversification, representation of younger researchers etc. in the call for candidates.

Tomaso Pompili emphasises that ERSA needs to highlight that the membership in the EOC requires active participation and commitment.

The discussion is closed.

Item 3a. Congresses. 2014 Congress in St. Petersburg – summary report

Jouke van Dijk informs that Alexander Pelyasov could not attend and concludes that the Congress was a success.

Maristella Angotzi reports on the congress organisation. She emphasises that regular communication took place between the ERSA office and the LOC and Monomax, who were responsive to arising problems.

There were 822 participants from 49 countries (58% from EU countries). Top 3 countries were: Russia, Germany and the Netherlands. Also Turkey, Japan and Brazil were well represented.

The report is approved.

Item 3b. Congresses. 2015 Congress in Lisbon, Portugal – progress report

Mark Crathorne presents the logistics arrangements for the congress. The congress will mostly use the old convent building. The meals will be organised in three different locations. Computer rooms will be made available to participants. Access to the university is easy with taxis or metro.

ISEG will also provide security, cleaning, technical support, lunches and coffee breaks. 20 students will participate as hosts.

Tomaz Dentinho adds that the social programme will include some excursions and technical visits as well. Some places for informal meetings will also be arranged and recommended to participants.

The Portuguese Assembly has been confirmed as a venue for some of the sessions. Key policymakers have also confirmed their participation to the event.

There are some logistics concerns with regards to accessing the gala dinner venue, various alternatives are being considered.

Item 3c. Congresses. 2016 Congress in Vienna – progress report

Gunther Maier reports that the dates of the congress will be 23 – 26 August 2016. Venue for the congress will be WU in Vienna. The LOC has been formed and the theme has been selected as: “Cities & Regions: Smart, Sustainable, Inclusive?”. No decisions on keynote speakers have been made yet. The approach is to have few keynotes.

It is planned to organise the official Congress dinner in the Vienna Townhall at the Mayor of Vienna’s invitation – the city of Vienna will contribute about half the cost of the dinner.

Accommodation and transport offer no difficulties. It is considered that the participants should receive public transport passes.

The budget for the congress requires between 20,000 and 80,000 EUR of sponsorship. There is no positive news there yet. Currently the budget for 900 participants is over 334,000 EUR.

The WU provides support for the organisation – the rooms and the Rathaus are already booked.

Laura Resmini suggests that hiring a local congress manager means that the costs are doubled (what with the Congress Manager hired in the ERSA office).

Gunther Maier comments that the budget may be cut down if the expenses are not needed, but at the planning stage such an approach is required.

Jouke van Dijk thanks for the report.

The report is approved.

Item 3d. Congresses. 2017 Congress in Groningen – proposal

Jouke van Dijk presents a proposal of a 2017 congress in Groningen at the University of Groningen. The proposed theme is: “Smart Specialisation and Resilience for more Regional Well-Being”.

The possible keynote speakers include Frans Timmermans (European Commissioner), Klaas Knot (President of the Dutch National Bank), Pavel Kabat (CEO IIASA).

The congress dinner is planned for the Martini Church.

Sufficient accommodation is available in the city. Groningen is easily accessible from Schipol Airport.

Item 3e. Congresses. Future Congresses

Andre Torre reports that there is a possibility to organise a 2018 congress in the UK, in Edinburgh.

Jouke van Dijk asks for any other proposals even for a more distant future.

The discussion is closed.

Item 4a. Summer schools. Summer School in 2014 in Poznan, Poland – summary report

Jouke van Dijk reports that the Summer School in Poznan was successful.

The report is approved.

Item 4b. Summer schools. Summer School in 2015 in Vienna, Austria

Gunther Maier reports that the summer school will be a joint ERSA-ERES event. The dates are July 5-14, 2015 and the theme: “Developers, Planners and the City”. The venue for the summer school will be the Vienna University of Economics and Business (WU). It is expected that 30 PhDs and young researchers will participate at a fee of 100 EUR. The format of the summer school will include lectures, technical visits and student presentations.

The budget is currently at just over 36,000 EUR (including accommodation for students).

Jouke van Dijk thanks for the report.

The report is approved.

Item 4c. Summer schools. Future Summer Schools

Jouke van Dijk reports that Croatia and Greece were approached concerning organisation of summer schools. Both voiced concerns about finance. With ERSA and/or RSAI support these venues may still be considered as ERSA requires that summer schools are maintained.

More news are expected for August.

The report is approved.

Item 5a. Finances. 2014 budget closing

The Treasurer’s report is included in Appendix 2.

Laura Resmini reports that 2014 closed with a surplus of some 21,000 EUR. The situation is now stable. The general structure of the budget is as follows:

- income: over 95% of income comes from the annual congress;
- expenses: there are 2 main categories : (1) annual congress and the summer school as well as the workshops (60% of total expenses); (2) fixed costs which amount to 100,000 EUR per year (including the personnel costs, running costs, travel, insurance);

The reserves are at 285,000 EUR. This means that the association could maintain activities for over a year even without organizing a congress.

Jouke van Dijk adds that the internal auditor (Frank Bruinsma) confirmed that the financial situation of ERSA is sound (the internal auditors report is attached in Appendix 3).

The report is approved.

Item 5b. Finances. 2015 budget update

Laura Resmini reports that the assumptions taken when preparing the predictions are: (1) no sponsors, (2) 900 delegates at the congress in Lisbon. Furthermore, the capitation fees have been restructured so that ERSA will now only get 50,000 EUR of fixed cost and 20% of capitation from the participants' fees.

ERSA is also ready to cover some costs of the summer school.

It is expected that a small surplus will happen in 2015.

The report is approved.

Item 5c. Finances. Appointment of new internal auditor for ERSA finances

Jouke van Dijk reports that Frank Bruinsma intends to quit as the internal auditor in 2016. It is suggested that a new internal auditor does the audit together with Frank in 2016. Any suggestions are welcome.

Item 5d. Finances. ERSA office work plan for 2015

Richard Kelly reports that the workload for 2015 will concentrate on increasing visibility and potential funding for ERSA (through continued cooperation with sections, increasing section membership, organising workshops etc.). A new proposal for the website will be presented in August 2015.

The report is attached in Appendix 4.

The report is approved.

Item 6a. Other ordinary business. REGION journal – report

Gunther Maier reports that the software is under control, the web page works and the procedure for processing of the papers is now in the place. A meeting is planned for the second week of February to discuss the strategy for 2015.

So far 2 articles, 3 editorials, 2 items in the resources section and 1 young scholar's letter were published, thus completing the first issue. Currently there are 8 articles under review and 16 rejected. More submissions are needed, particularly in the young scholar's letters section. It is requested that PhD students submit short summaries of their work to the journal.

The report is approved.

Item 6b. Other ordinary business. ERSA – EIB prize – report

Jouke van Dijk reports that the ERSA-EIB prize is now controlled by Eric Verhoef. Some ideas are now considered to increase the visibility of the prize (i.e. announcing the winner in advance of the congress).

Andres Rodriguez-Pose comments that any development aiming at improving the visibility of the prize and thus maintaining the EIB sponsorship are welcome.

Item 6c. Other ordinary business. Papers in Regional Science – report

No report is given.

Item 7. Any other business

Tomaz Dentinho suggests to concentrate on filling the white spots on the map of Europe (i.e. countries which do not have regional science sections).

No further other business is reported.

Item 8. Venue and provisional date for EOC meeting in Lisbon in August 2015

It is agreed that the next meeting of the EOC shall take place on August 25th, 2015 (Tuesday) before the opening ceremony of the congress. The exact time and venue will be communicated at a later time.

The meeting is closed.

Meeting of the European Organizing Committee

Lisbon, February 7th, 2015

APPENDIX 1 – MEETING AGENDA

Words of Welcome by the President

1. Approval of the meeting agenda and appointment of an EOC member responsible for verification of meeting minutes

2. Long range discussions

- i. **Networking (EASH: European Alliance for Social Sciences and Humanities, and EUROGEO)** (report André Torre)
 - ii. **Collaboration (EU workshops, EU Open Days 2015, AESOP specials sessions, workshops. lectures; ERES joint Summerschool)** (Report Jouke van Dijk and André Torre)
 - iii. **Sponsorship.**
 - iv. **Social media and communication with the members, website update and newsletter** (Richard Kelly and André Torre)
- **Relationships between ERSA and sections** (Richard Kelly)
 - **Relationships ERSA – RSAI** (Jouke van Dijk)
 - **Replacements for EOC members (Hans Westlund, Laura Resmini, Maciej Turala) whose terms end in 2015**

3. Congresses

- **2014 Congress in St. Petersburg – summary report** (Alexander Pelyasov)
- **2015 Congress in Lisbon, Portugal – progress report** (Francisco Carballo Cruz)
- **2016 Congress in Vienna – progress report** (Gunther Maier)
- **2017 Congress in Groningen – proposal** (Jouke van Dijk)
- **Future Congresses**

4. Summer schools

- **Summer School in 2014 in Poznan, Poland – summary report** (Tomasz Kossowski / Richard Kelly)
- **Summer School in 2015 in Vienna, Austria** (Gunther Maier)
- **Future Summer Schools** (Richard Kelly)

5. Finances

- **2014 budget closing** (Laura Resmini)
- **2015 budget update** (Laura Resmini, Richard Kelly)
- **Appointment of new internal auditor for ERSA finances** (Richard Kelly)
- **ERSA office work plan for 2015** (Richard Kelly)

6. Other ordinary business

- **REGION journal – report** (Gunther Maier)
- **ERSA – EIB prize – report** (Gunther Maier)
- **Papers in Regional Science – report** (Roberta Capello)

7. Any other business

8. Venue and provisional date for EOC meeting in Lisbon in August 2015

Please inform the secretary if you wish to introduce other items.

Meeting of the European Organizing Committee

Lisbon, February 7th, 2015

APPENDIX 2 – TREASURER’S REPORT

**THE ERSA FINANCIAL STATUS AND
PERSPECTIVES
2014 balance sheet and provisional budget
2015**

Laura Resmini
ERSA Treasurer

2014 Balance Sheet (final closing)

Following the positive financial reports of previous years, the finances of the Association are now very robust and no longer give causes for major concerns.

The 2014 financial year closed with a surplus of about €29,000 net of taxes, other financial expenses, and depreciations (see Table 1 in the Appendix for details).

The income of the Association is generated almost exclusively by the annual congress. In 2014 conference income (fees and sponsors) amounted at 268,211€, 17% less with respect to the amount collected in 2013. Membership services, instead, increased from 3,405€ in 2013 to 4,940€ in 2014. Fees from the summer school amounted to 4,600€.

Total expenditure in 2014 amounted to €245,660, a decline of about 15% on the previous year. Total expenditures can be classified in two main groups: expenses related to the scientific activities of ERSA, which include the organization of the annual congress, the summer school and workshops and seminars organized in collaboration with other Associations or national sections, and the expenses related to the management of the Association. In 2014 scientific activities absorbed about 60% of total expenses. Besides the conference, ERSA supported the organization of the summer school (14,256€) and co-financed two seminars in co-operation with AESOP. The cost of the annual congress was about 127,000€, 32% less than the amount spent in 2013. Overall ERSA running costs remained more or less constant

with respect to 2013. In 2014 they amounted to about €102,602, one of the lowest levels since 2010. Savings have been registered in day-by-day office expenses (-12% with respect to 2013), and travel & meeting expenses (-34%). Personnel costs, which represent about 60% of ERSA management costs, showed a modest variation with respect to 2013 and over the period.

At the end of 2014, reserves amounted to 285,286€, with an increase of the saving account of about 40% with respect to the previous year (see Table 2 in the Appendix for details). The ratio of reserves to total expenditure was 1.17 to 1 (up from 0.88 to 1 in 2013). This ratio increases up to 2.8 when one considers ERSA management costs, only. This implies that the Association is able to cover management costs for two years, should a financial shock occur. In order to ensure ERSA can continuously upgrade and expand its activities it is my view that it would be prudent to continue with the policy of financial consolidation since it allows the Board time to respond proactively while safeguarding the employees' and, of course, members' benefits in the short term.

In conclusion, during 2014 the Association's overall financial performance was pretty good. General patterns of income and expenditures reflect the continued growth in the activities of the Association. This is a sign of a healthy and dynamic Association and the Board will seek to continue this good progress throughout 2015.

The 2015 provisional budget

As for 2015, the provisional budget reflects the following facts and figures:

- 1) the annual conference has not expected to benefit from any sponsorships, which are more and more difficult to obtain because of the economic downturn.
- 2) Budget has been made by assuming 900 delegates, a reasonable number, given the positive trends recorded in the past years.
- 3) As capitation fees, ERSA will get 20% of total fees. As usual, sponsors found by ERSA will be shared 50-50 with the LOC.
- 3) ERSA fixed costs related to the organization of the conference have been reduced to 50,000€. ERSA will also cover travel costs of ERSA staffs related to the organization of the EOC and ERSAC meetings as well as the annual congress in 2015. This implies an increase in ERSA running costs and, mainly, travel costs.
- 4) It is expected that the financial contribution of ERSA to the organization of the Summer school will not exceed 2000€.
- 5) It is also expected a further development of ERSA relationships with other "sister" Associations in order to increase the visibility of the Association, and offer our members scientific events more finalized and specialized than the annual congress.

Given these facts, in 2015 it is expected a total income of about 330,000€ and total expenses of about 311,000€, a third of which related to ERSA running costs. The financial year is expected to end up with a surplus of about 19,000€.

Some extra costs may arise because of the need to update and re-design the website, the most important channel to communicate with members and to promote the Association, as well as an important tool in the organization of the conference. Costs and potential benefits of different alternatives will be carefully evaluated, when available. Should this be the case, the potential surplus will be very modest. Needless to say, the Board will seek to ensure that the financial position of the Association does not weaken too much. To this respect, it becomes urgent to develop and implement an effective strategy to find alternative sources of revenues and sponsorships.

APPENDIX

Table 1. Balance sheets by financial year

	2010	2011	2012	2013	2014	2015 ^(*)
INCOME	345,777.62	444,346.33	262,076.06	336,494.14	278,882.99	330,900.00
Congress	308,793.85	352,719.47	246,827.00	324,252.00	268,211.00	320,900.00
registration fee	305,257.00	361,743.00	241,077.00	319,732.00	264,002.00	315,900.00
sponsor	4,800.00	6,163.32	6,250.00	5,900.00	3,700.00	5,000.00
Past Conferences	-1,263.15	-15,186.85	-500.00	-1,380.00	509.00	
ERSA membership	5,815.00	5,190.00	6,560.00	3,405.00	4,940.00	5,000.00
Summer school	27,507.14	20,100.00	5,000.00	5,790.00	4,600.00	5,000.00
registration fee	12,507.14	5,100.00		5,400.00	4,600.00	
sponsor	15,000.00	15,000.00		390.00		
Other income	3,661.63	66,336.86	3,689.06	3,047.14	1,131.99	
EXPENSES	270,313.43	383,340.56	232,873.58	290,216.29	245,660.43	311,620.00
Scientific activities	155,786.28	273,919.84	129,738.33	187,760.58	143,058.21	209,720.00
Congress	134,263.68	270,419.84	129,738.33	187,760.58	126,802.21	202,720.00
Summer school	21,522.60	3,500.00			14,256.00	2,000.00
Workshops & seminars					2,000.00	5,000.00
Management costs	114,527.15	109,420.72	103,135.25	102,455.71	102,602.22	106,900.00
Day by day office	17,931.55	7,092.74	19,031.87	12,603.92	11,132.08	10,000.00
Employees	60,039.77	64,075.52	59,454.80	62,363.71	65,692.79	67,000.00
Fees	20,748.57	16,298.06	9,244.14	8,240.44	7,237.55	8,000.00
travel & meeting	10,401.87	15,195.37	8,722.54	12,153.05	8,024.05	15,000.00
Insurance and premises	5,405.39	6,541.41	6,365.23	6,718.86	6,824.73	6,900.00
Other expenses	0.00	217.62	316.67	375.73	3,691.02	
Result	75,464.19	61,005.77	29,202.48	46,277.85	33,222.56	19,280.00
depreciation	5,589.32	6,168.32	1,550.77	579.00		
financial income	-	436.19	290.09	567.63	983.94	
financial expenses	6,837.41	6,192.52	3,907.09	4,915.61	4611.1	
Result before tax	63,037.46	49,081.12	24,034.71	41,350.87	29,595.40	
tax	-	42.33	42.76	107.05	190.74	
Result after tax	63,037.46	49,038.79	23,991.95	41,243.82	29,404.66	

(*) estimates

Table 2. Financial situation, 2010–2014

	2010	2011	2012	2013	2014
Bank accounts	121,448.30	184,146.66	220,437.63	255,992.90	285,586.46
Italian account	30,339.60	50,241.00	-	-	-
Fortis-74 (Congress)	60,716.43	-	105.96	732.00	458.67
Fortis-82 (day-by-day)	30,311.66	133,762.45	220,315.62	92,480.73	50,332.33
Saving account				162,780.17	234,795.46
Petty cash	80.61	143.21	16.05	-	-

Meeting of the European Organizing Committee

Lisbon, February 7th, 2015

APPENDIX 3 – INTERNAL AUDITOR’S REPORT

January 28, 2015

Concerns: Audit ERSA finances 2014

I have visited the ERSA office in Louvain le Neuve on Thursday the 15th of January 2015 and gone through the finances of ERSA for the year 2014. I am pleased to inform the EOC that I found everything in good order.

The ERSA office has two accounts: a day-to-day account with a linked savings account and a congress account.

	1 January 2014	31 December 2014
Day to day account (82)	92.480,73	50.332,33
Savings account (62)	162.910,41	234.795,46
Congress account (74)	782,80	507,91
	256.173,94	285.635,70

In 2014 the financial reserve of ERSA grew with € 29.461,76. This is less than previous years. The revenues in 2014 were € 143.171, consisting of:

- ERSA Conference € 138.671 (€ 67.391 fixed costs to ERSA and € 71.280 capitation fee)
- Fee national sections € 4.500

Note that starting in 2014 there is no longer funding of the ERSA Summer School. Summer School organizers try to find sponsors. However, apart from the fee of the students, additional funding by ERSA is required. In 2014, ERSA contributed €10.310 to the running costs of the Summer School.

The running costs of the ERSA office itself were comparable to previous year: nearly € 105.000. Apart from salary costs, the main costs are travel costs of the office staff, the president and the secretary to Saint Petersburg and Lisbon.

I have checked the day to day account for daily expenses and revenues. All expenses are on behalf of the ERSA organization. A few remarks:

- In 2014 the rent of office space is paid for 2013 and 2014.
- Some costs (travelling, etc.) are made for the development of a broader network of contacts with international organizations active in the field of regional science.

- For revenues the ERSA office is mainly depending on the ERSA fix congress and capitation fees as agreed upon with the LOC. No major sponsor of the ERSA office is found yet.
- Apart from the running costs of the conference software no major investments are made, for instance in website development or new pc's.

The congress account is solely for the registration fees of the ERSA conference. Copies of this account are sent to the LOC of Saint Petersburg so they are up to date about their financial situation. I did not check this account in detail. The account is already checked by the LOC of Saint Petersburg. At the beginning of 2015 this account was not emptied yet. There was still a small amount left on this account. This account will be emptied soon to be able to use it for activities of the Lisbon LOC.

Most important to mention is that the funding of the Summer School by the European Investment Bank has ended. Although several initiatives are exploited no new funding is found yet. This year the contribution to the Summer School was limited to about €10.000, However, the contribution of ERSA to the Summer School might be considerably higher when organizers of the Summer School are less successful in attracting funding

In summary, the financial situation of ERSA is healthy: the present reserve is sufficient to bear the running costs of the ERSA office for about 2.5 – 3 years.

Frank Bruinsma

Meeting of the European Organizing Committee

Lisbon, February 7th, 2015

APPENDIX 4 – ERSa OFFICE WORK PLAN FOR 2015

Target	How to do	Means + Comments
STRATEGIC		
<ul style="list-style-type: none"> ✚ Increase sources of funding 	<ul style="list-style-type: none"> • Increase ERSa Office services using the software and the database for events and activities (other than conferences) • Find other sponsoring opportunities for the Congress prizes/awards and PhD students • REGION-online work closely with the Editorial team. • Search private investing companies • EU institutions in funding for combined workshops and lecture Series 	<ul style="list-style-type: none"> • Already done for Summer School. Discussion about the possibility to use that for events in collaboration with universities (ex: ongoing UCL& Federation of Firms in Belgium about Transport & Mobility). – Low income solution, • New avenues to test: Foundation & Think Tank (emails) ongoing: Regional Agency of Economic Stimulation • To be discussed on the 11th& 12th February after EOC meeting • Approach by email and telephone to arrange meetings (ex: EDF-Luminus promoted network of funding firm). High income solution • Lecture Series (twice a year) and Workshop (once a year) with the DG Regio (Accepted by DG Regio, complementary with EDF network solution) – Low income solution (to be done: written proposal to circulate

<p> Increase visibility of ERSA</p>	<ul style="list-style-type: none"> • Distributing roll ups, and/or promotion in programmes, about ERSA activities • Open Days University & Master Class Session • Represent ERSA in the various meetings and reporting back to the ERSA Board • Create a team in the selection of relevant academics for the sessions, 1 person needed to assist in selection of papers relating to the Master Class • Have roll ups and ERSA logo in all marketing aspects of the OD • Instil a regular collaboration with ERSA sections in raising ERSA visibility at a local level. • Continue with the proposed workshops with AESOP for 2015 	<p>RK representing ERSA in the meetings, throughout 2015 – reporting to the Board after each event and in 2016 at the EOC meeting</p> <ul style="list-style-type: none"> • Provide tools (like banners, logos) to use on their website or during events, follow up closely their activities and to advise on further concrete actions. • Clarify and determine how and where these events should take place and with whom should be presenting, with the ERSA Section involvement
<p> CORPORATE COMMUNICATION</p> <p> Better position ERSA Activities on the market</p>	<ul style="list-style-type: none"> • Revamp ERSA website • Develop new proposal of structure • Evaluation costs' solutions 	<p>RK (10% of time allocated)-</p> <p>Ongoing: Working closely with André Torre on ideas and layouts Review & proposal ready by June for ERSA Board Have a new website for August meeting in Lisbon.</p> <ul style="list-style-type: none"> • Benchmark with Wix software and other software providers <ul style="list-style-type: none"> • Analyse what package suits ERSA needs • Report on finding and recommend 3 packages • Estimated Costs 0 – 5000 euros

- Revise Corporate brochure
 - Incorporate changes like new sections, REGION
 - Work with design contact, on first draft
 - Develop actions to promote it (through RSAI, sections, other avenues)
 - ERSA Newsletter – produce twice a month from new of the Sections and on Regional Science
 - Explore the idea of developing an annual report which highlights ERSA governance, sections, congress, new collaboration (like with the commission,)
- Ongoing: implementing Jouke's input of layout and content
- RK 2% and MA 2% of time

Membership

- ❖ Improve services to the sections and assist them in their development (member retention, new members' search)
 - ❖ Support awareness of RSAI Membership
- Regular communication with them to understand their needs and provide them with support (email, phone, skype).
 - Raise awareness of their activities or needs (like internship)
 - Undertake short survey for learning better expectations of sections and its members towards the ERSA Office
 - Use our website or social media - direct access to Facebook and twitter
 - Providing them with a database listing from the congress to explore and recruit new members. Continue communicating through our Congress and Corporate Communication.

EVENTS' Management & Promotion

- ❖ The Congress
- Develop close collaboration to the LOC and with the Scientific committee
 - Set up Congress software and participant platform
 - Develop marketing tools and actions to promote the event (website, e-news, social media)
 - Increase awareness through social media)
 - Participants global management (registration, communications, accounting)
 - Reporting on advancements (submissions, registrations, finance)
 - Improve the use of the software, thanks to lessons learned the previous and implement new procedures to reduce manual and time consuming work, improve communication with participants and better support the LOC and the Scientific Committee needs.

	<ul style="list-style-type: none"> • Attract Exhibitors, publishers at the congress • Review and Update the tasks and responsibilities of ERSA Office and the LOC 	<ul style="list-style-type: none"> • Using Exhibits booklet promoting through the website, emails, contact of previous exhibitors and searching for new ones (emails, phone approach)
❖ Summer School	<ul style="list-style-type: none"> • Similar tasks on a smaller workload scale 	
❖ Coordinate & represent ERSA in production of Workshops / Lecture series	<ul style="list-style-type: none"> • 2 Lecture Series with the EC • 1 Workshop with the EC and UCL • EC - Open Days University and Master Class • 2 Workshops with AESOP, establish dates and involvement of Sections 	<ul style="list-style-type: none"> • RK – 10% time allocated – report back to the ERSA Board after each event and prepare a report for the EOC meeting in 2016 • To report back by the end of 13th February, dates of workshops and liaising closely with the Section Reps, in having members involved and participating.
❖ Improve efficiency & cost of time, relating to Accounting documentation of Congress	<ul style="list-style-type: none"> • Work with Win books and Centium, on inputting Debit Notes; Credit Notes of the Congress, Summer School, Workshops, directly into the system 	<ul style="list-style-type: none"> • RK (2% of time allocated) & MA (2% of time allocated)