



EUROPEAN INSTITUTE FOR DESIGN AND DISABILITY

ENHANCING THE QUALITY OF LIFE THROUGH DESIGN FOR ALL

12th Annual General Meeting – Berlin – 14 May 2005 Minutes

1. Opening and welcome of participants, apologies for absence

The President, Pete Kercher, opened the Institute's 12th Annual General Meeting and welcomed participants:

Name	Organisation	Country
Pete Kercher	EIDD President	Italy
Finn Petrén	EIDD Vice-President	Sweden
Avril Accolla	EIDD Hon. Secretary	Italy
Michal Ozmin	EIDD Hon. Treasurer	Ireland
Karin Bendixen	EIDD Communications Officer, DfA-DK	Denmark
Francesc Aragall	Coordinadora DpT	Spain
Imma Bonnet	DfA Foundation	Spain
Paul Fortune	IDD	Ireland
Markus Haas	Freiraum	Austria
Dietmar Janoschek	Freiraum	Austria
Rita Lacey	IDD	Ireland
Rüdiger Leidner	EDAD	Germany
Lennart Lindkvist	EIDD Sverige	Sweden
Peter Neumann	EDAD	Germany
Cearbhall O'Meadhra	IDD	Ireland
Markus Rebstock	EDAD	Germany
Rosa Sánchez	Coordinadora DpT	Spain
Gracia Santiago	Coordinadora DpT	Spain
Isabella Steffan	IIDD	Italy

Apologies for absence were received from:

Name	Organisation	Country	Proxy
Guida Faria	APDR	Portugal	Pete Kercher
Géza Fischl	HSUD	Hungary	--
Hubert Froyen	EIDD Belgium	Belgium	Pete Kercher
Lilian Henze	P5 Consultants	Netherlands	--
Jesús Hernández Galán	Coordinadora DpT	Spain	Gracia Santiago
Paul Hogan	EIDD President Emeritus	Ireland	--
Tone Rønnevig	EIDD Norge	Norway	Pete Kercher
Paivi Tahkokallio	--	Finland	--

The President welcomed in particular the representatives of the host organisation, the German National Member Organisation EDAD, which had joined EIDD at the 21st meeting of the Board of Directors, held in Münster in November 2004 (Peter Neumann, Rüdiger Leidner and Markus Rebstock), the representatives of the Candidate National Member Organisation for Austria, Freiraum, whose application for membership would be discussed later in the agenda (Markus Haas and Dietmar Janoschek), and all those other members who were attending an EIDD AGM for the first time (Rita Lacey, a member of the Board of IDD, Gracia Santiago and Rosa Sánchez, CDpT, Spain)

2. Minutes of the last AGM and Matters Arising

No comments had been received to the minutes of the previous AGM and there were no Matters arising that were not dealt with at some later stage in the agenda. On a motion from Lennart Lindkvist, seconded by Paul Fortune, the Minutes were approved as a true and faithful record of the proceedings of the 11th AGM.

3. President's Address

The President gave his address (**Appendix 1**).

Discussion ensued.

Rüdiger Leidner stated that the failure of the Lisbon agenda is the responsibility of the member states.

The President responded that, indeed, the Council of Ministers had adopted a set of impossible targets and set the Commission to achieve them. The Commission had done a magnificent job with an impossible set of targets, but there was evidence of a lack of horizontal thinking, as all models proposed tended to build on past mistakes rather than looking at the entire development of the Union to see whether any mistakes had been made in the past. The analysis made by Wim Kok of the reasons for the Lisbon agenda failure was indicative: it proposes nothing but the same tired old recipes, such as cost-cutting, and makes no attempt whatsoever to valorise Europe's unique selling points, such as design.

Paul Fortune expressed his congratulations on the outstanding amount of work done and the terrific presentation.

The Honorary Treasurer, Michal Ozmin, said that he had been thinking for a long time about what makes a country want to join EIDD: together, all of us are gaining critical mass from the experience taking place in each country, but the Executive Committee has to help establish National Member Organisations and bolster existing ones, clarifying things for them and saying clearly what we can offer to NMOs. EIDD has no basic funding to fall back on: we rely on individual voluntary work, but need to find core finance. To deal with this problem, what we now have here is a fully-developed strategic business plan for EIDD.

Francesc Aragall expressed his congratulations to the Executive Committee for the impressive work done on drawing in new member states and also on the plans for the future. He did not agree totally with the SWOT analysis: he agreed with the positive points, but said that we are not so synergic as we would wish.

Lennart Lindkvist also congratulated the Executive Committee, stating that he was impressed by the excellent presentation made by the President. He agreed with the points made by the Honorary Treasurer and regretted that the audience receiving this important message was not a bigger one, as not all the nations were here. The money issue was very important: he asked how the next Executive will be able to continue without money. The President answered that the Executive is well aware that everybody can only be just so dedicated, so steps must be taken to put EIDD on a firm financial basis

Peter Neumann also expressed his congratulations and suggested that the AGM should discuss about the topics for the conferences and their subtitles, which are very important. The President agreed and said that time would be made available for this in this agenda and that of the meeting of the Board of Directors. Reiterating that the subtitle is always really important, he stated that his aim with these conferences is to project the principle of the theory and practice of DfA outwards to other communities (Culture, Work, Tourism and Communications), aiming purposefully at macro areas, as this can be defined more precisely on each occasion to suit the latest developments in the field, the aspects of each field that we want to highlight and so on. The President insisted that these major conference topics should be on the large scale, projecting the message outwards to a broader audience, and that EIDD should not return to ad hoc conferences whose topics reflect the particular field of interest of the NMO in the host country, which is a model more suitable for communicating inside the Institute. On the other hand, this model would be very good for a smaller event, to be held in relation to the autumn Board Meeting. The intention in future was to move completely away from all responsibility for the organisation of the Annual Conference being vested in an NMO, for two reasons: firstly, the EIDD Annual Conferences are set to grow to such an extent that the work of organising one would monopolise an NMO's activities to an unacceptable extent for more than a year in advance (in fact, the President has already been working on preparing the 2007 Annual Conference for one year now), so that it is obviously preferable for this task to be taken on by a professional conference organiser; secondly, the principle of an EIDD strategic business plan, of which the cycle of money-earning Annual Conferences on predetermined macro-themes is a crucial part, requires extensive continuity, of a kind that cannot be guaranteed if the choice of topic is left up to an NMO.

4. Vice-President's Address

The Vice-President reported that the President had asked him to act as the focus for drawing up the EIDD NMO toolkit. Discussion ensued.

The toolkit is at an early stage at present, but will develop rapidly, as the need is pressing. All members who have been through the process of establishing an NMO, so have discovered unexpected advantages and problems, are invited to share their input, insight and experiences, with a special focus on problems and opportunities, by sending these to the Vice-President within one month.

Several members suggested that the Executive Committee draw up a template of the information required from the NMOs. The President proposed to do this if there was time in the Executive Committee's schedule: absolute priority had to go to preparing the NMO Toolkit and the human resources available for the work were of course limited.

5. Honorary Secretary's Report

The Honorary Secretary gave a summary report of key activities in the National Member Organisations (**Appendix 2**).

6. Honorary Treasurer's Report

The Honorary Treasurer presented the report for the financial year of 2004 (**Appendix 3**). Rudiger Leidner asked whether the EIDD financial report is checked by auditors. The Honorary Treasurer replied that it is, by the auditors, Messrs T.A. McKeown & Co., and that the statement would be in the minutes (**Appendix 4**).

He then also presented the draft budget for 2005 (**Appendix 5**). In response to a question from the floor about the length of the EIDD's financial year, it was clarified that this is the calendar year and not the variable year from AGM to AGM.

Paul Fortune asked for clarification about the funds and expenditure attributed to the IDIA project, especially his position as named recipient of expenses. The President and Honorary Treasurer clarified that part of the funds had been spent on improving the EIDD website, so as to make it a more efficient dissemination tool, and that this was the money in question, as he had monitored that part of the project. The Honorary Treasurer undertook to provide a more detailed report to Paul Fortune about this in due course.

Peter Neumann and Rüdiger Leidner asked to discuss the question of the 2005 conference funding.

The President replied that the AGM had first to approve the accounts for 2004, as that was the point on the agenda and it was under discussion: the 2005 Conference belonged afterwards. He asked the AGM whether it approved the 2004 Financial Report. Approval was moved by Lennart Lindkvist and seconded by Francesc Aragall and carried.

The President then asked the AGM to adopt the same procedure for the outline budget 2005, noting that all projects, such as the Annual Conference, are subject to separate budgeting. The AGM agreed and approved the budget.

The President then opened the discussion about the Annual Conferences.

Peter Neumann stated that there must be a contract, in case of losses. The President replied that this was a very good point and, in fact, there had been a contract this year, in the shape of a letter of appointment to Neumann Consult (**Appendix 6**). However, he also added that we need guidelines: organising the Annual Conference is a learning process, part of the growth of EIDD.

He then reiterated the history of how EIDD had come to hold the Annual Conference in Berlin. As reported at the Board Meeting in Münster in November 2004, a preliminary agreement had been reached in a meeting held in Islantilla between the President, the Vice-President, the Honorary Secretary, Francesc Aragall and Imma Bonet for the EIDD side and the Sevilla Convention Bureau. The Bureau had until the end of January to confirm all the details, but withdrew in mid-January because it felt unable to raise the necessary funds. After this, Peter Neumann made an extremely generous offer to search for alternatives in Germany. After vetting several different locations, Peter recommended Berlin and the plan went ahead.

It now appears that a financial loss was made by the Conference, as it had to be organised at such a late stage that it was very difficult to acquire funding.

The Honorary Treasurer proposed that the Board of Directors should discuss the possibility of making a symbolic contribution to cover these costs.

Rudiger Leidner stated that this was not acceptable.

Francesc Aragall asked the Executive to adopt a more pedagogic stance towards the new NMOs.

The President clarified the financial responsibility for the conference: the cost of the EIDD Annual Conference is the responsibility of EIDD, not of EDAD. In fact, in the Letter of Appointment, EIDD authorised Neumann Consult to collect and spend money on behalf of EIDD.

7. Communications Officer Report

The Communications Officer gave her report (**Appendix 7**). Discussion ensued. Francesc Aragall, Director responsible for contacts with the European Concept on Accessibility, asked whether the EIDD website has a link to the ECA.

The Communications Officer could not remember every link, but promised to investigate. The President asked everyone how often they visit the EIDD website: he then recommended visiting it regularly and also the option of using it as the default page on the web browser. He also insisted that everyone should provide Karin with information for the news section.

Francesc Aragall asked whether there is any system for counting the hits? It would be very interesting to record how many people visit the site and which pages they visit.

Marcus Haas said that there are tools for this, the asked whether the information to be provided to the Communications Officer should be only in English, or if it could also be in German. The Communications Officer asked for all news summaries to be in English, but of course a link could go to the NMO's webpage with the full text/article in the national language and preferably also linking to a contact person.

Isabella Steffan supported the principle of having links to NMOs. She also suggested putting the Powerpoint presentations from the Conference on the website and asked where she could get an up-to-date list of the cities that have signed the Barcelona Declaration.

Rüdiger Leidner asked whether there is a newsletter on the website.

The Communications Officer answered that we used to have an e-mail newsletter, but starting last year, we put the news on the web directly. At the moment, we don't have the possibility to subscribe to the newsletter, but hope to very soon (the problem is that it is time-consuming).

The President commented that it will be possible to identify a partner organisation for this when we have an idea of the cost for updating the site. But first we have to decide exactly what we need on the update.

Marcus Haas stated that Freiraum had found a system for dealing with the news system and volunteered to assist the Communications Officer with it.

Cearbhall O'Meadhra said that there is a link on the IDD website about the Barcelona Declaration, so he proposed that IDD take care of updating the signatory cities.

Francesc Aragall reminded the President that he had already sent a budget to renew the website about one year ago. The President replied that this was correct, but the requirements for the website had changed in the meantime and EIDD needed another budget now.

Cearbhall O'Meadhra proposed an ad hoc workshop about this. Francesc Aragall reminded the meeting that the EIDD's website is not accessible yet: this is not something that can be done on a voluntary basis, but must be commissioned from a company.

The President asked the Communications Officer to establish an ad hoc group to set the brief. Agreed.

8. Other Board Reports

8.1 Cearbhall O'Meadhra, representing EIDD on EDF, reported:

In September 2004, when the idea of the Build for All project originated, the idea was aired that EIDD should run the project, but this was not possible, as EIDD does not have the logistical structure to run a European project. The responsibility was taken on by Info Handicap of Luxembourg. The project proposal was successful and it now has two main working groups, one building a toolkit, the other drawing up training for local authorities to achieve accessible criteria. EIDD is represented in Build for All by Cearbhall O'Meadhra for contents and by Michal Ozmin, the Honorary Treasurer, for the Steering Committee. The launch event will be in November in Brussels.

Cearbhall O'Meadhra will attend the EDF General Assembly in May in Barcelona and will report on it afterwards.

C.O'M. receives a lot of invitation from EDF: should this be sent to the Communications Officer?

The President replied that C.O'M. should choose who is the most appropriate recipient for material and forward it.

The Communications Officer asked him to choose whatever is of interest for the website C.O'M. promised to write a short report for these minutes (**Appendix 8**).

8.2 Francesc Aragall, providing the link between EIDD and ECA, reported:

The ECA has now been translated into many languages and will reach 16 languages by the end of this year. ECA has no money, so some of the members do not meet, because they cannot afford to. There are no conferences. Nobody is actually invited to participate: anyone who is interested can contact the co-ordinator Silvio Sagramola.

Peter Neumann reported that the German translation of the ECA, launched here in Berlin during the Annual Conference, is a co-ordinated effort of Germany, Switzerland and Austria.

The President encouraged those members who are interested in this work to contact Silvio Sagramola and volunteer to work in ECA.

8.3 Imma Bonet, contacts with the business community, reported:

The Design for All Foundation has 19 member companies, with experience in co-operating with organisations in disseminating information in 14 towns and cities in Catalonia. The Foundation is a network of experts.

9. National Member Organisation Reports

Karin Bendixen reported on the activity of Design for All DK (**Appendix 9**).

The President said that, in future, two countries will be selected by rotation at each AGM and Board Meeting to make in-depth Powerpoint presentations on the model presented by Denmark this time.

Peter Neumann reported on the activity of EDAD (Germany).

Cearbhall O'Meadhra reported on the activity of IDD (Ireland).

Isabella Steffan reported on the activity of IIDD (Italy)

Francesc Aragall reported on the activity of CDpT (Spain)

Lennart Lindkvist and Finn Petróen reported on the activity of EIDD-Sverige (Sweden)

Short reports had been given about the activities of EIDD Belgium, EIDD Norge (Norway), HSUD (Hungary) and APDR (Portugal) by the Honorary Secretary in her report. The President reported that UKiID had elected a new, very active Board of Directors and he intended to visit later in the year.

10. Applications for Membership

An application to become the National Member Organisation for Austria had been received from Freiraum. The President and Honorary Secretary visited Freiraum in Linz in April to present EIDD and hold talks about Freiraum's aims and objectives, which were discovered to mirror those of EIDD, with the accent on Design for All. The Executive Committee therefore recommended that Freiraum be adopted as the EIDD's National Member Organisation for Austria.

Dietmar Janoschek, President of Freiraum, and Markus Haas, a member of its Board of Directors, introduced their organisation and answered members' questions about it. Some members were concerned at the fact that Freiraum has a commercial arm: it was explained that this sector has the function of generating the funds necessary to maintain a low membership fee and enable the organisation to operate.

Freiraum was adopted unanimously by the Annual General Meeting as the National Member Organisation of EIDD for Austria. The AGM applauded the new NMO.

The President then informed the representatives of Freiraum that their organisation would now have the automatic constitutional right to appoint a National Director to represent it in the EIDD Board of Directors and asked them to prepare this for the forthcoming point 14 on the agenda of the Annual General Meeting.

The President then went to the representatives of the new National Member Organisation for Austria and fixed the EIDD pin on their lapels.

11. Amendments to the Constitution

The President introduced the set of amendments to the Constitution that had been agreed by the Board of Directors at its 21st Meeting in Münster in November 2004. The effect of these amendments, as already discussed at length by the Board, was to abolish Individual Membership of the EIDD and affirm the status of the Institute as a federal organisation of National Member Organisations. As there had already been extensive discussion in the Board of Directors, the President asked the Annual General Meeting whether it wanted to open new discussions. This was not the case. He therefore moved the proposed amendments on behalf of the Board of Directors and asked for a vote.

The amendments were carried and the new text of the Constitution is attached to these minutes (**Appendix 10**).

12. Amendments to the Bylaws

12.1 Amendments moved by the Board of Directors.

The amendments to the Constitution also entailed necessary amendments to the Bylaws. Again, these were introduced by the President.

Discussion ensued about the quorum of National Member Organisations that will have to be present for the Annual General Meeting to be legally constituted.

Francesc Aragall proposed half the NMOs +1, with the possibility of proxy voting.

Dietmar Janoschek and Cearbhall O'Meadhra proposed 5 NMOs. C.O'M. said that a quorum should be less than a majority of the members.

The Vice-President spoke in favour of a quorum of at least half the NMOs, including proxies.

The President proposed a working arrangement for one year of "half the NMOs". He reminded the meeting that the Bylaws can be amended without any formalities at any General Meeting and invited interested members to correspond about it and make a

suitable proposal next year. He then moved the proposed amendments on behalf of the Board.

The amendments to the Bylaws were carried and the new text of the Bylaws is attached to these Minutes (**Appendix 11**).

12.2 Amendment moved by IIDD

The President then gave the floor to Isabella Steffan, representing IIDD (Italy), who moved an amendment proposed to the Bylaws proposed by IIDD:

At the end of the second paragraph of Article 10 “National Member Organisations (National Committees)”, IIDD proposed adding the following text:

“EIDD shall therefore actively encourage the organisation of national events; these may also be organised by EIDD, on condition that it inform the local NMO and invite it to participate”.

Discussion ensued, with members objecting that although there was nothing wrong with this sentiment, the proposal was to insert it in a place where it did not really belong. This led to a discussion about the need for a better definition of the reciprocal relationships between EIDD and its National Member Organisations.

After due discussion, the President summed up with a proposal that interested parties should work together to draw up a complete new article for the Bylaws covering this area in time for it to be discussed at the autumn 2005 meeting of the Board of Directors, prior to submission to the next Annual General Meeting. This was agreed.

On this basis, Isabella Steffan withdrew the IIDD proposal. Peter Neumann and Francesc Aragall offered to collaborate with her and present the result of their work at the autumn Board Meeting.

13. Proposals of Honorary Membership

The President pointed out that the amendments to the Constitution and Bylaws just passed left EIDD with the unusual position of having two individuals who had served in the past as Presidents of the Institute who, at the moment, were technically no longer members. The Executive Committee had discussed this eventuality immediately after the meeting of the Board of Directors in Münster in November 2004 and had decided to overcome the situation by inviting the Annual General Meeting to exercise its right to nominate four Honorary Members: all the previous Presidents of the Institute.

To a question from the floor about whether this would affect the status of the President Emeritus, Paul Hogan, the President responded that it most definitely would not change his status: he would merely also become an Honorary Member.

The President then moved that the Institute’s four previous presidents – Paul Hogan, Professor Jim. S. Sandhu, Francesc Aragall and Paivi Tahkokallio – be appointed Honorary Members of the Institute.

Seconded by the Vice-President, the motion was carried unanimously .

14. Election of the Board of Directors

14.1 National Directors

The following individuals were nominated by their respective National Member Organisations to serve as National Directors of EIDD in the period 2005-2006:

Country	National Member Organisation	Nominee for Director
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Austria	Freiraum	Markus Haas (to be confirmed)
Belgium	EIDD Belgium	Hubert Froyen
Denmark	Design for All DK	Karin Bendixen
Germany	EDAD	Peter Neumann
Hungary	HSUD	Geza Fischl
Ireland	IDD	Paul Fortune
Italy	IIDD	Isabella Steffan
Norway	EIDD Norge	Tone Ronnevig
Portugal	APDR	Guida Faria
Spain	CDpT	Jesus Hernandez Galan
Sweden	EIDD Sverige	Lennart Lindkvist

The President invited the Annual General Meeting, voting now on the basis of the new Constitution and Bylaws, to approve this list. The motion was carried unanimously and the National Directors were duly elected.

14.2 Directors at Large

The President invited nominations of individuals to serve as Directors at Large, indicating that the nomination should specify the task to be carried out by the nominee. The following were nominated:

Nominee for Director at Large	Nominated by	To serve as
Pete Kercher	IDD, IIDD, EIDD Sverige, DfA.dk	Executive Committee
Finn Petrén	IDD, IIDD, EIDD Sverige, DfA.dk	Executive Committee
Avril Accolla	IDD, IIDD, EIDD Sverige, DfA.dk	Executive Committee
Michal Ozmin	IDD, IIDD, EIDD Sverige, DfA.dk	Executive Committee
Karin Bendixen	IDD, IIDD, EIDD Sverige, DfA.dk	Executive Committee
Rüdiger Leidner	EDAD	Links to Euro. institutions
Cearbhall O'Meadhra	CDpT	Rep. on EDF
Francesc Aragall	IIDD	Contacts with ECA
Imma Bonet	CDpT	Contacts with business

The President applauded the nomination of Rüdiger Leidner for such a key position and clarified that the function to be fulfilled would not be that of representation, as this must of course remain the preserve of the President and, in his absence, of the Vice-President, but one of opening channels and attending such meetings as would not be possible for EIDD under other circumstances.

The President then invited the Annual General Meeting to approve this list of nominees. The motion was carried unanimously and the Directors at Large were elected unanimously.

15. Election of Auditors

Upon a motion from the Honorary Treasurer, seconded by the chair, the AGM voted unanimously to reappoint Messrs T.A. McKeown & Co, Chartered Accountants, of 114 Pembroke Road, Dublin 4, to serve as the auditors of the EIDD accounts for the year 2005-2006.

16. Resolutions

The President proposed a motion to adopt Final Act of the Annual Conference on Culture for All, to be known as the Berlin Act (**Appendix 12**).

The motion was passed unanimously.

The Honorary Treasurer commented that the Final Act must be circulated to the people identified as recipients and all other important contacts.

17. Date and place of next AGMs

17.1 AGM and Annual Conference 2006

The President indicated that there were several possibilities for the 2006 Annual General Meeting and the Annual Conference, with the macro-theme of “Work for All”, and that the Executive Committee would need to have its hands free to negotiate the best option in the near future. He asked the Annual General Meeting to mandate the Board of Directors to make the appropriate decision of the basis of a recommendation to be made by the Executive Committee to its autumn meeting.

This proposal was agreed unanimously.

17.2 AGM and Annual Conference 2007

The President proposed the selection of Riccione, with which the President and the Honorary Secretary have already been collaborating for one year, as the location for the 2007 AGM and Annual Conference on “Tourism for All”.

This proposal was also agreed unanimously.

18. Any Other Business

18.1 Standards and norms

It was agreed that Francesc Aragall, Cearbhall O’Meadhra and the representatives of Freiraum will collaborate on studying standards and norms.

18.2 Acknowledgements

The President asked the Annual General Meeting to join him in expressing a vote of thanks to EDAD for organising the Annual General Meeting. Applause.

19. Closure

There being no further business, the President closed the 12th Annual General Meeting of EIDD at 17.00

List of Appendices:

- 1) President’s Address
- 2) Honorary Secretary’s Report
- 3) Financial Report year 2004*
- 4) Statement of the Auditors*
- 5) Draft budget year 2005*
- 6) Letter of Appointment of Neumann Consult
- 7) Communications Officer’s Report*
- 8) EDF Representative’s Report*
- 9) Design for All DK Report*
- 10) EIDD Constitution

- 11)EIDD Bylaws
- 12)Berlin Act

These Minutes and all appendices will be posted on the EIDD website. The appendices marked with an asterisk* will be posted on the EIDD website only.