



**Minutes of ASSITEJ Executive Committee Meeting  
Online May 2021  
(3rd, 4th, 5th, 6th, 13th & 14th May)**

**Present:**

Sue Giles, President (**SG**)  
Louis Valente, Secretary General (**LV**)  
Ernie Nolan, Treasurer (**EN**)

**Vice Presidents:**

Bebe De Soares **BDS**,  
Seok-hong Kim **SK**,  
Pamela Udoka **PU**, (Apologies: 4 May)

**EC members:**

Tatiana Bobrova **TB**, (Apologies: 14 May)  
Shoaib Iqbal **SI**, (Apologies: 6, 13 & 14 May)  
Minoovash Rahimian **MR**,  
Lalu Mokuku **LM**, (Apologies: 13 & 14 May)  
Cristina Cazzola **CC**, (Apologies: 14 May)  
Julia Dina Hesse **JDH**,  
Emilie Robert **ER**,  
Yannick Boudeau **YB**, (Apologies: 14 May)  
Jon Daffyd Kidd, **JDK**. (Apologies: 5 May)

**Organizers of ASSITEJ Artistic Gathering 2022:**

Niklas Borefors, Bibu (present 14 May)  
Niclas Malmcrona, ASSITEJ Sweden (present 14 May)  
Linnea Lidberg, ASSITEJ Sweden (present 14 May)



## **Agenda**

1. Welcome
2. Apologies
3. Approval of Agenda
4. Conflict of interest
5. Creating the working groups of the EC
6. Working group meetings (session 1)
7. Working group meetings (session 2)
8. Reports from the working groups
9. General reports
  - 9.1. President
  - 9.2. Secretary General
  - 9.3. Treasurer
10. Reflecting on the 20th ASSITEJ World Congress
11. Dramaturgy of ASSITEJ 2021-2024
12. AAG2022: Questions to Bibu/ASSITEJ Sweden
13. Counselor
14. Memberships and Member requests
  - 14.1. Membership application from ASSITEJ Burkina
15. Coming meetings
16. Any other business

## **Preparation meetings May 3 and 4**

Before the start of the official agenda the EC members were introduced to the work of the EC and the shape of ASSITEJ in two separate groups:

- a. Introduction to the work of the EC (Group 1)  
Minoovash, Bebe, Ernie, Tatiana, Emilie, Yannick, Seok-hong, Louis, Lalu, Sue & Julia
- b. Introduction to the work of the EC (Group 2)  
Sue, Cristina, Shoaib, Jon, Louis, Pamela (Absent).

## ***Tuesday May 4 - EC Meeting begins***

- 1. Welcome**
- 2. Apologies**
- 3. Approval of Agenda**

1. SG welcomed the EC and went on to apologies.
2. The agenda was approved.



#### **4. Conflict of interest**

SG asked whether any EC member could identify any conflict of interest in the agenda. No conflict of interest were declared

#### **5. Creating the working groups of the EC**

The areas and structure of the work of the EC had been discussed at the first two days of meetings in smaller groups on 3 and 4 of May.

Since then SG & LV had prepared a proposal for a new structure of the working groups, based on the conversations during these meetings (See addendum A).

The proposed structure was presented and received support from the EC with a few additions and changes.

The groups are as follows:

- Policies and protocols: SG, BDS, YB, LM, LV and EN *as a floating member*.
- Communications: SK, TB, SI, JDK
- Networks: CC, JDH, MR, LV
- Assitej Online: EN, ER, PU

#### **6. Working group meetings (session 1)**

The whole EC gathered for confirmation of the working groups, including updating members who had to leave early or who were absent at the last meeting.

The EC dispersed to their groups to address the working plan and the action and strategic areas of focus.

#### **7. Working group meetings (session 2)**

Working groups dispersed for 45 minutes and continued discussion.

#### **8. Reports from the working groups**

##### **Communications Report: (Addendum B)**

SK, TB, JDK, SI

Communications working group shared their report



SK talked through the existing work and added in the focus on accessibility. The working group said they would like to find a new designer for the world theatre day and for ASSITEJ branding in the next term, asking EC members to assist with people that might do this work. SG asked the reason for changing the visual design of the world theatre day. The group felt that it would be good to have a new aesthetic feeling together with the election of a new EC. The designer of Segni Festival was proposed alongside the designer of Nashville Theatre that EN works with.

SG - mentioned the working plan action of a three year advance plan for the world day campaign, so that we are not caught at the last moment during this term. The group agreed and asked EC members to start to collect names for world day messages.

LV - explained in more detail the campaign and who has written messages in the past.

JH asked how the EC until now had found the writers of the message for example whether there has been a call to our members.

SG said that there has not been a call in the past, but that the EC has worked to find the writers, looking at what we need to consider strategically. .

The World Performance Week was mentioned as a way to connect to the world day of the other international organizations.

**Action:** to create the three year plan and timetable and a place for EC members to put their suggestions of world day message contributors.

**Action:** to create a brief for potential world day message delivery

### **Networks Working Group report: (Addendum C).**

JDH, MR, CC, LV

The Networks Working group shared their report

JDH talked through the group's meeting: Next Generation, Creating “Umbrella Sessions” for National Centres and ASSITEJ Networks, and in comparing the working group focus to the working plan had three questions at the end, as they were unsure whether they would be responsible for all the focus points or not.

1. Where are we with the Performing Arts Capital Project that Yvette was part of and should they be attending to this going forward?



We talked about the world performance week initiative and encouraging reciprocal gestures from our International network colleagues. LV would contact ITI and see where the project was up to.

2. To what extent is it the responsibility of the group to reach out to non arts organizations? Can we cooperate with NGOs like Save the Children to create projects together? The group wanted to connect to the Policies and Protocols working group to develop this goal.

SG - Suggested contact sharing of people who are already creating arts projects with Save the Children.

LV - should make sure there is a clear purpose and plan behind any contact potential link to the manifesto.

3. Sustainability - can the EC create a framework for projects around this focus as it is so large - how does the EC approach this question.?

SG: The policies & protocols working group has been working with this as a goal. A place to start is in the notes of the conversations done at the ASSITEJ Artistic Encounter 2019. The notes will be compiled and shared as a basis for member involvement in this subject. SG also mentioned the focus as a potential dramaturgy frame also.

BDS - mentioned the connection with ITI as a collaborator around

EN stressed that the “umbrella of National Centres” would be wonderful to record and make available on [assitejonline.org](http://assitejonline.org).

**Action:** create a shared contacts sheet as a resource for all - useful for TYA mapping focus.

**Action:** Kristiansand notes from Sustainability session to be shared - SG

#### **Assitej Online Working Group report: (Addendum D).**

EN, ER, PU,

The working group shared the report

Ernie asked that there is a conversation about the suggested Umbrella sessions for National Centres and the projected coffee sessions planning - so that they don't double up. Coffee Sessions will focus on subjects created by EC from focus areas we have all identified. The [assitejonline](http://assitejonline.org) exploration will begin with a meeting with NAF to understand how we can use the site and structure our online content. .

LV asked whether a little down the road a calendar could be established that the whole EC could access to inform themselves and propose ideas that the working group could decide on.



The ASSITEJ Online Logo or assitejonline.org logo. This might also be connected to creating the Umbrellas logo and a small redesign of the normal ASSITEJ logo.

JH proposes that the Networks working group and the online group coordinate their activities.

SG an internal and external calendar would be good.

CC proposed a shared contact list of all relevant contacts.

BB: A proposal for a calendar is a google calendar.

**Action:** Create a shared year planner schedule for EC to populate

### **Policies and Protocols working group report (Addendum E)**

The group shared the report

SG talked through the major focus points of the working group and the new areas of the working plan that we have added to the existing work.

**Action:** The contact persons for different areas in the MOU for AAG2022 should be updated (LV & SG will do that). Other actions are marked in the working group report.

### **9. General reports - Office Bearers.**

All reports were circled before the meeting and the EC members were asked to read beforehand so the EC could go directly to the questions to the written reports.

#### **9.1 President Report (Addendum F)**

SHK: Asked about the situation of ASSITEJ Singapore. SG explained the situation including that the centre resigned but also paid the membership fee and voted at the congress.

CC: Address how the Network group can contribute to share better the information about the activities that EC members and others make (for example the ones that are mentioned in the Secretary General Report and President report).

ASSITEJ Italy asked Cristina about the Workshop in ASSITEJ Zambia and wished that there had been better communication between ASSITEJ and the national centre. CC asked whether a protocol for the role and responsibilities of EC members in relation to communication could be established. Communication between ASSITEJ and National Centres/Networks and ASSITEJ and the wider



public including social media. It was decided that the policies & protocols working group will work with this.

BBS: also expressed a wish for a policy for this area.

## 9.2 Secretary General (Addendum G)

LV - asked for questions from the EC

JDH - commented on the enthusiastic and positive email from Korea. LV this is an example of the kind of response people have made to the congress.

YB - commented in the funding from the Danish government around co funding  
LV - had hoped for more

JDH - do you need help with the Creative Europe Network application Cooperation project, where are we up to?

LV - will call out for help when the time comes.

CC- meeting with Barabara Gessler May 26. It was discussed who could be present together with LV and SG.

JDK: proposed that IIAN took on the job to create a sign language name for ASSITEJ. The EC was very happy to accept this offer.

**Action:** SG, SHK and LV will work on this topic and set up a meeting with ASSITEJ Singapore.

**Action:** create a sign language name for ASSITEJ

## 9.3 Treasurer Report (Addendum H)

Treasurer report shared on google drive after the meeting.

All the legal requirements have been met to take on the treasurer role.

EN is looking for Bookkeeping software so that we can invoice, work with payment and collect funds more easily

YB - supported this action and asked are you looking for open source system

EBN - looking for a low cost system that can do many functions.

**VOTE:** The reports of the President, Secretary General and treasurer were unanimously accepted.

## 10. Reflecting on the 20th ASSITEJ World Congress.

SG asked the question : What does the Congress tell us about the next three years? What did you see?

YB: access, sustainability, advocacy and reinvesting in the performing arts.

EN: accessibility, sustainability and a beautiful sense of connectivity - a common platform for all. The participation and global connection was incredible and could be brought forward to the dramaturgy.

TB: What is our superpower: The power is our community. "Power" could be used in the dramaturgy.



JH: Coexistence, collaboration and community. Inclusivity, belonging and having these voices heard.

JDK: access: digital, language, financial, connection (also on a national level), a want for blended formats. The “Journey” might be an interesting metaphor as we trace the literal journey to Cuba. We are all at different points of our journey.

SHK: We need action. So action/ moving forward could be interesting to have in the dramaturgy.

BDS: The mission of ASSITEJ is access to information and to spread the word. The impact because it gave access to people who will never travel is central. “All voices onboard”. We need action, we need movement. We don’t have time to wait anymore. What are we going to do with the voices?

CC: The topic of connection/connectivity. The new world. After the pandemic is a new beginning. “Strategy of collaboration and connection.”

PU: participation: How do we include everyone even if we move to a physical festival. How do we carry everybody along also in the physical meetings? No barriers to involvement.

LV: Congress was successful, demonstrated the work to be done - just having digital doesn’t mean everyone can be connected creating content people can relate to - diversity in content and reach. Long term work to make sure the shape of what we do comes from many places.

SG: The congress made her feel both excited about the people who could be there but also awareness of the people that we did not reach. Partly because of the timeline in making the congress possible that did not give time to develop open pathways and ease of access. SG has been thinking about the word “Sustain”. About environment, audiences, artists survival.

## **11. Dramaturgy of ASSITEJ 2021-2024**

The EC went through a process of exploration and brainstorming in smaller groups, then regrouped to share some of the thinking.

Discussed were the existing Artistic Gatherings and Congress and the themes explored by each, the role of the dramaturgy and how it helps shape our connection with members.

*Bibu - No one left behind - Sustainability*

*Serbia - New generations*

*Cuba - voice of the new world*

VL shared the past dramaturgies and opened discussion on the purpose of the exercise. *eg; 2012 - 14 -facing society, facing the artist, facing the audience*





There was an outside suggestion from Diana working from her theme in Serbia 2023. Diana also working with *No one left behind* - suggestion of Voices as a holding theme - VOICES of otherness (Indigenous) VOICES of the new generation (professionals and audiences) VOICES of the new world (South global)  
The EC received Diana's input with thanks.

All the ideas from the smaller sessions were shared through a google doc with another working group created to fine tune the ideas into the dramaturgy for the next three years.

This working group is : JDK, ER, PU, JDH, LM, TB, SG & LV.

**Action:** Google doc will be shared on the Drive - SG

## **12. AAG2022: Questions to Bibu/ASSITEJ Sweden**

Niklas Malmcrona (ASSITEJ Sweden), Niklas Borefors (CEO of Bibu) and Linnea Lidberg (Intern attended on behalf of Bibu).

Before the meeting Bibu created a presentation about Bibu that all members of the EC had seen before the meeting.

Niklas Malcrona:

The festival is twofold: Performances from Sweden (premiered in the last two years) selected by a Swedish Jury with a general selection criteria.

The international selection will be of indigenous performances. Based on a feeling that it is often the same performances that are presented in the international festivals. And also with a wish to connect the performance programme to the theme of leaving no one behind. And because there are Indigenous people in Sweden - the Sami. So it was a way to recognise that in Sweden there are indigenous people.

Then a research started: how many performances exist created by indigenous people in different parts of the world. Bibu reached out to key people and found out that there are performances but they are not very often seen. It is a big work to reach the practitioners and means we must go outside our usual circles.

There have so far only been received around 25 applications but we would very much like to see more.

We are getting into new fields and we might be able to create a catalogue for performances created by Indigenous peoples and an expansion of what this means to theatre and ideas of performance.



The jury for the international performances is international, created with people from Indigenous communities and arts practice.

MR: The theme is very interesting for the performances. I ask you to leave no one behind including the middle east and central Asia. Many people in these areas don't speak english and are not in good contact with the international community.

SG: This inquiry might be outside the frame of the performance criteria.

NM: There is not one definition of indigenous peoples (this is discussed in the selection committee). We do realise that we are excluding a lot of performances and many people might feel upset about this. But this is not for all ASSITEJ festivals, it is only for this festival.

JDK: What about representation of disabled artists? How is the festival catering for disabled artists and audiences?

NB: A part of the festival will be dedicated to disabled artists and how to make the performing arts accessible. There will be a part of the festival that will be dedicated to inclusive performances. This will not be in the call out because it is already an existing track in the work of Bibu.

Bibu will also work with accessibility in venues and is working with an external company to make the festival accessible for deaf and hearing imparied.

Where is disability placed in the call out for delegates and professional programme submissions?

There will be an access committee created to address these questions.

PU: How do you intend to select performances from Africa?

NM: one of the members from the selection committee is from South Africa and there are already submissions from African countries.

PU We would like to know the kind of performances you would like (from Africa).

NM: We will bring this question with us.

BB: There are some very interesting films done by indegenous artist. Are you open to also show films?

NM: We have not discussed films but we have discussed different ways of showing performances if they are not allowed to travel. We will have to discuss the idea about films.



Niklas Borefors: Recorded performances is not a problem but showing a movie created by the cinema raises many questions.

LV: Maybe films could be considered as a contribution to the conversations in the professional exchange programme.

NM: what we are missing is applications from Australia, South America and North America.

**Action:** SG will work on this and EN will reach out to TYA-USA and other key persons.

SHK: Indigenous is a difficult term in an Asian context.

NM: there will be arranged seminars during the gathering to discuss the different definitions.

PU: It is important to select a performance from Africa of groups that are members of the national centres.

LV: Maybe we can make sure that performances of groups that are not members will become members rather than limiting the selection to the groups that are already members. This can be a way of increasing our reach and keep the organization open.

MR: Do you have any sources about what indigenous means to help me understand what indigenous could mean in Central Asia and the middle east.

NM: will share a link. <https://en.unesco.org/indigenous-peoples>

SG: Where are you standing with the budget?

Niklas Borefors:  $\frac{2}{3}$  of the gathering funding is already granted. The grants that apply to Bibu more generally are given in October/November but these grants are usually given to the festival. We have a budget that is in balance and we are constantly working with it. A hybrid festival might create additional costs and that is something that will be worked on. We will have a hybrid festival and Bibu will come back to the EC with a plan of what Bibu can afford in terms of adding a digital dimension to the festival.

SG: Once the EC found out more about what assitejonline.org we can see what we can offer.

Magazine:



SG: The idea is from September to start rolling out the first articles.

SHK: How do the Swedish side feel about the online magazine that was created in 2021? and a second question is how we can work with making the magazine accessible.

Niklas Borefors is very positive towards the 2021 magazine.

If the EC agrees to the idea of starting releasing articles in September/October this means we need to start the work more or less now.

The timeline for the magazine work will change.

SHK: understands the idea and the working group has to think about that. The workload is similar to the regular magazine but the workflow is different. The dramaturgy also needs to be decided on.

SHK: Why do we launch early?

Niklas Borefors: This is a marketing approach, using articles to gather interest in the festival early. If we do an online magazine how will it be different: it is to make it available for a much longer time.

LV: We might need to change the title to the AAG2022 magazine rather than the annual 2022 magazine.

**Action:** LV will send around the general timeline for the production of the Bibu including the MOU.

**Access committee** will consist of: SG, JDK, and others including a person from Sweden with lived experience of disability.

A criteria for disability is difficult. It is rather people who identify as disabled.

There should be a meeting soon. SG will take the lead on setting up the meeting.

**Action:** to have a pre meeting with JDK to talk through our approach.

**Sustainability Committee.** It would be good to have a joint committee to discuss the theme more broadly. The purpose and aims of the committee has to be defined by the committee. One aim is to get practical advice and actions.

SG One of the long term purposes of our involvement is to create a framework for sustainability in ASSITEJ globally.



JH: What is the purpose of the committee? Is it to be practical for the festival or to inform the professional exchange programme?

NM: It is primarily to make sure that AAG2022 is making the right actions as a festival.

Members: JH, ER & LV and potentially 1-2 young persons (from Friday from Future or from the youth delegates at AAG2019).

JH will also be writing a PHD about the process so she will have to find a way to be both external and internal to the process.

ER finds the theme interesting especially because she will be involved in arranging the AAG2025.

### **Next Generation:**

JH: what will be the work of NG in relation to placemaking?

Niclas Malmcrona: To try to create art work together with the local community but will also be partly up to the participants.

<https://www.pps.org/article/what-is-placemaking>

YB and JDK sent in questions to AAG Bibu and ASSITEJ Sweden previous to the meeting.

### **13. Counselor -**

Lv introduced the concept of Counselor as opposed to a co-opted member of the Executive Committee - counselor has no voting rights and is often used to fill a gap that is seen in the EC.

Bebe may have an opinion on the need for South American representation considering we are heading to Cuba and we have only her as the champion for the region. The economic dimension also needs to be taken into consideration

SK - strongly agreed with South American counselor

BDS - The presence on the EC in the past has mostly been Argentina. Bebe is a representative of ASSITEJ Chile but lives in Germany. There is no person in Latin American who lives and is involved in the region. Strongly support another Latin American member.

Paulo Merisio was discussed. He could bring the Latin American connection and work and he also has the connection to the area of research. Brazil has been increasingly involved and active and it would be good to include them in this way.



SG: We should also in addition to the counsellor, have an advisory group of all Latin Americans to assist us towards Cuba.

**VOTE:** The EC unanimously decided to invite Paulo Merisio as a counselor member of the EC.

Financial considerations in relation to counselors are about travel and accommodations. Usually ASSITEJ covers these costs for the counsellors. LV and SG will talk with Paulo Merisio and ASSITEJ Brazil about the possibilities of sharing the costs to reduce the economic burden on the budget of ASSITEJ. As long as LV doesn't bring an assistant with him to the EC-meetings the accommodation and meals of Paulo Merisio can be covered by the meeting host (that normally pays for the stay of 16 persons).

#### **14. Memberships and Member requests**

##### 14.1 Membership application from ASSITEJ Burkina

**VOTE:** The application was accepted unanimously (Julia fell out due to computer issues during the vote).

ER: ASSITEJ Burkina is wanting to establish a new festival and hope that ASSITEJ can support that.

##### 14.2 Digitalization of regional workshop (Brazil, Argentina, Cuba)

These three centres received a grant for regional workshops and wish to make it digital due to pandemic. LV suggested officers approve this once we get more information.

#### **New Agenda items: Letter of Support Senegal**

YB read and screenshared an email from Patricia Domis and the Dajarma Arts and Culture Centre in Senegal Senegal (See addendum I). YB presented the backstory to the appeal from Patricia Domis and the Dajarma Arts and Culture Centre in Senegal. LV and SG talked through the protocol necessary to allow letters of support. ER spoke of the support of ASSITEJ France and Francois Fogel's knowledge of the artist. The appeal is also supported by several companies in Belgium. SG to write a letter and LV to chase up one more referee. SG will write a letter in preparation for translation by YB. More information and voting will be done by email.

#### **15. Coming meetings - dates for 2021:**



LV and SG will create a schedule for the EC and working groups will then make their own times to do extra work or arrange individual tasks.

We are aiming for End of July, September, and November in 2021. February in 2022 and then the May meeting at Bibu 2022.

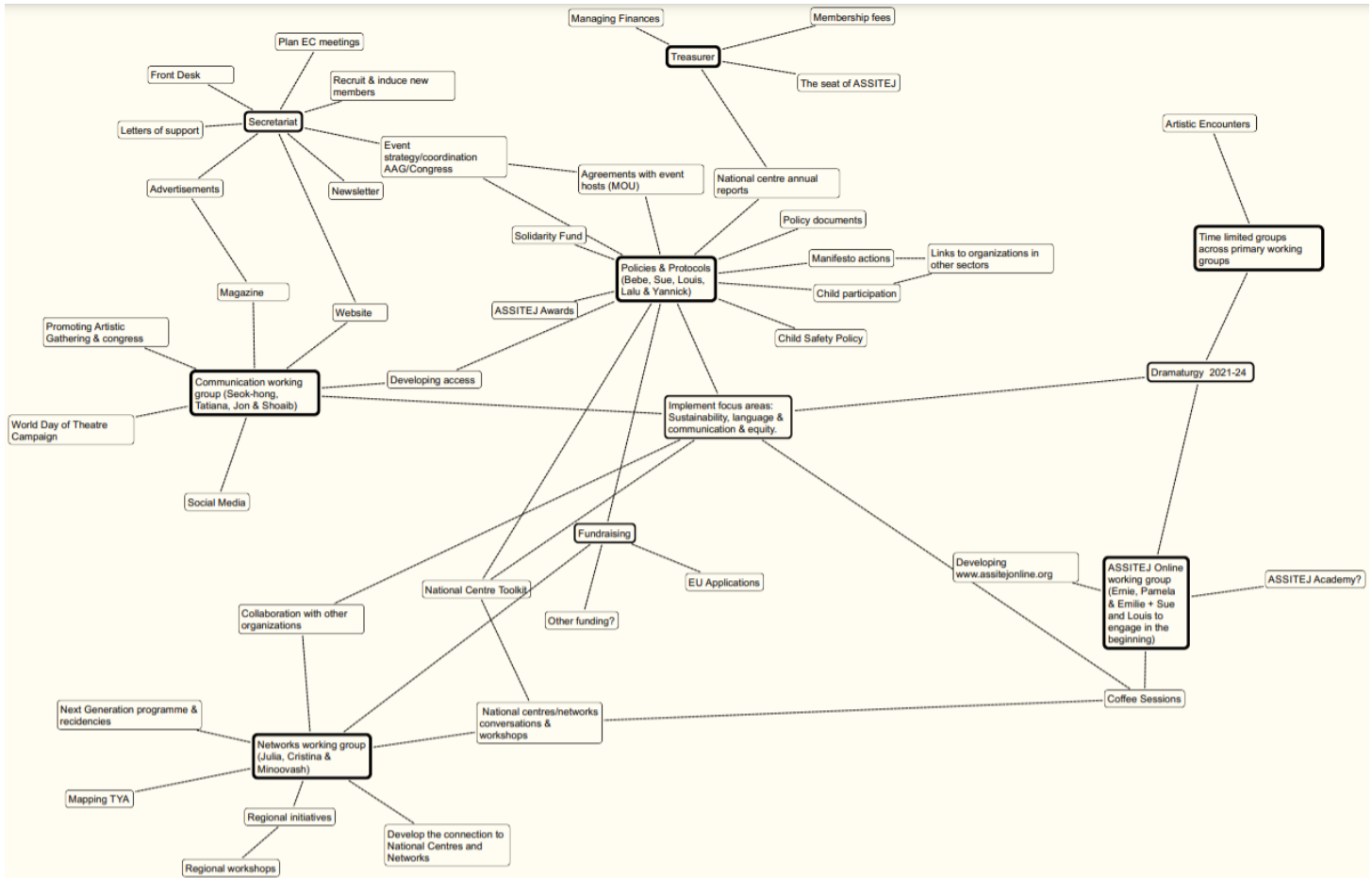
**Action:** LV to send dates for EC meetings for 2021.

## **16. Any other business**

The writers of the newsletter openers were decided.

JDK asked whether each writer could make a recording to make the openers more accessible. This was agreed on.

## **Addendum A**



## Addendum B





## Discussion Points in the Communications Group (7<sup>th</sup> May)

ITEM	Description	Question	Possible Answer
<b>Online Activities</b>	Website	Does it need renovation? (New concept and new design)	Not at this moment
		Who is going to do the role of Francois? Half tech. admin. & half visual design person	Ask for a help from Chris or other people
		How do we make it more accessible from the inclusivity aspect?	An ongoing agenda for the Communication Group
	Social Media	How far and how much could we contribute to social media?	To create a draft posts into the google drive first
		Who manages the ASSITEJ Twitter?	
<b>Magazine</b>	English Proofreading	We need an English proofreader for written materials, specifically for the Magazine.	
	Online	Does it continue going online after the AAG in Sweden?	Need to wait the reactions after the AAG 2022
	Inclusivity	How do we make it more accessible from the inclusivity aspect?	Another ongoing agenda for the C G.
<b>WDT Film</b>	Calling out or commissioning	The question is how to get a quality film from members.	
<b>Visual Design</b>	WDT Logo	Do we need to find a new designer, especially for WDT Logo or others? (Sellim is great but also good to look for new visual image)	Asking the EC members about designers proposals (like Italian designers of Segni festival?)

## Communications Group Working Plan 2021-2022

ITEM	Description	Notes	Person Responsible	Due Date
<b>World Day of Theatre Campaign</b>	2022 Film	Update criteria for 2022 film	Group	2 July 2021
		Call out or suggestion (July's Newsletter)	SG	1 September
		Decision of the producer	EC (Online)	14 Sept
		Contact and agreement with producer	SG	21 Oct
		1st draft film	Film maker	23 November
		Revision deadline	EC	14 Dec



		Film delivered	Film maker	28 Dec	
		Subtitles	Film maker	20 January 2022	
		Distribution	SG	3 February	
	Messages VIP Campaign		Contact and with authors	SG/Group	1 June 2021
			Confirmation	To SG	1 September
			Message writing		13 December
			Report to contributors	SG	20 May 2022
	VIP Campaign Logo		Forms updated Refresh 2021 - Signature design	Group	9 September
			Call to the members	SG	9 September
			Deadline		7 January
			Mailing	SG	9 March
	Press release Toolkit		President's Letter (Deadline 7 January 2022) Messages Logo Video	Group	3 February 2022
			Sending	Sec / Sue	3 March
			Toolkit circulated to centers	SG	4 March
	<b>Magazine</b>	Call out for the articles	Guidelines update	SH	7 June 2021
Call out for articles and advertising (July Newsletter)			SG	1 November	
International articles and photos deadline Swedish articles and photos deadline			Authors		
Mock design		Articles and photos edited	Group	1 December	
		Proposal / mock up from Designers	Designers	13 December	
Sending the letters to the authors		Send back to authors for corrections / Rejections to submitters	Group	17 December	
Editing		English edits / corrections back from authors	Authors	30 December	
		Editors' page/Editorial/Message of the President	Group	15 January 2022	
		Advertisements final date	Group	4 February	
Designing		All materials sent to Swedish designer	Group	18 February	
		Approval of layout proposal	Designer	18 March	
Proofreading		First proof to editors	Group	8 April	
		Second proof to editors	Group	22 April	



		Third proof to editors	Group	2 May
	Uploading	Final Sign off for uploading	Group	13 May
<b>ASSITEJ Leaflet</b> <i>(probably going online)</i>	Contents	Contents update	Group	24 September 2021
	Choice of the Designer	Refreshing design concept	EC	19 November
		Contact with Swedish designer	Group	3 December
	Proofs	Validation	EC	4 March 2022
	Uploading	ASSITEJ Website & Artistic Gathering		



## Addendum C

### Network REPORT Zoom-meeting 5./6.5.2021

<b>Working group Name</b>	<b>Networking</b>
<b>Group</b>	Cri – Mino- Julia -Louis

ITEM	Description	Notes	Person Resp	Due Date
<b>Collaboration with other organizations</b>		<p>Make a list of organizations (view list of Congress meeting), add missing parts/networks (Asia, middle east, Mino contact Lina via Louis ), contact national members</p> <p>Define who we want to address</p> <p>What is our interest: Lobby/advocacy</p> <p>1)</p> <p>a) Find a concrete suggestion for a common project fitting to our dramaturgy (short term)</p> <p>b) Follow up/Invitation to working meeting (Sue) (1.7.21)</p> <p>2) Learn-observe-empower: exchange with other global associations (long term)</p> <p>First Meeting: end of September 21</p>	Mino Cri/Julia	5.6.21 5.6.21
			all	Asap  Asap
<b>National Centres &amp; Networks</b>		<p>Facilitate a next meeting in June 21 (24.week?, 9.00am and 3pm (Ibero American) or 1am??)</p> <p>Send out email: open invitation, open space for questions/presentations if wanted</p> <p>Theme?!</p> <p>Host?</p> <p>Title (Umbrellas of/for/on National Centres?// “UmbrellaNetworks”?)</p> <p>Intern Rules: bring 3 new people to each meeting, check the focus for each meeting (Centre/Network/“other”)</p> <p>“Other” could be e.g. Julie’s bicycle or someone from an NGO etc.</p> <p>Every 2 to 3 months, each twice (let’s discuss this)</p> <p>Each meeting introduces one network</p> <p>Secret objective: bring in new people, attach networks to national centers</p>	all  Julia	June 21



		Mino: Centre list of Asia (30.5.) Louis: share existing List Julia: Text invitation (30.5.) TO DO: GET TOGETHER WITH online-academy group (Ernie, Emilie, Pamela)		
<b>Next Generation Residency</b>		1.Mino will share information about NG 2.Meeting with next generation network 3. Invite people from network and invite festival directors/producers	Cri, Mino, Jul	June 21 July 21
		Issue: Finances/Fundings (Friends of ASSITEJ)		
		Connect with “on the move” and “Efa” (festival academy)	Cri?	asap
<b>World Performance Week/ World Theatre Day</b>		World Performance Week: more Info via Louis, Idea/objective: connect our World Theatre Day with it (Cri will come up with a price for the best World Theatre Day-Action)	Louis/ Cri	
<b>Performing Arts Capital</b>	ITI	More Info via Louis, including forwarding emails to/by Yvette on collaborating here with ITI and then send a “catch-up” to ITI		
<b>Non-theatre organizations collaborations</b>	e.g. NGOs, schools ,	Make a list of possible partner organizations we are interested in working with: Ask within EC and the Networks like ITYARN an IIAN for contacts Get together with policies and Protocols Working group.  Define our interest/goal of the collaboration (e.g. referring to Manifesto)		
<b>Regional workshops</b>		Combine with sustainability an fair cooperation – get together with policies & protocols group.		



## Addendum D

### ASSITEJ ONLINE WORKING GROUP: UPDATE REPORT

<b>Working group Name</b>	<b>ASSITEJ online</b>
<b>Group</b>	Ernie Nolan, Pamela Udoka, Emilie Robert + Louis Valente

ITEM	Description	Notes	Person Resp	Due Date
<b>Assitejonline.org and data (Academy)</b>	Technical capacities	Before we plan anything for the new platform, we need to get some info about its possibilities (National Arts Festival).	LV	asap
	data	It could be useful to be able to send a survey to the Congress attendees or at least to get some data from Dialog, Zoom, the website and the social medias	LV + EN	asap
<b>Coffee sessions</b>	Access	Time zones are important : each coffee session should stand twice in order to be accessible to everyone Language and translation : some of the coffee sessions should be translated. It is expensive because simultaneous translation on zoom is a tough job and only good translators can do it. Can we allocate some for it?	All  EN + LV	
	schedule	We plan to have two Coffee sessions before December. First coffee session schedule May : survey the membership on FB to get some topics ideas + work on the selected topic and the methodology for this session Beginning of June : promotion of the session in the newsletter and on social medias End of June or beginning of July : Coffee session (x2)		ongoing
	List of topics	First proposals for a list that will be in the the FB survey <ul style="list-style-type: none"> <li>- Well-being and mental health of artists (and professionals),</li> <li>- Best practices for online contents,</li> <li>- Opening back-up after lockdown,</li> <li>- Performing to an empty space (without any audience),</li> <li>- How can ASSITEJ help now? ,</li> <li>- Any other...</li> </ul> Refers to ASSITEJ dramaturgy		Ongoing
<b>Online structure</b>	schedule	Build and share a schedule for the activities online with the EC		
	logo	Can we get one ?		
	fee	Are the academy 's proposals free to our members ? free for all (the first year) ? a A compensation for the teachers is needed, even a small one		



## Addendum E

### POLICIES, PROTOCOLS AND FUNDRAISING WORKING GROUP: UPDATE REPORT Online, May 2021

Working group Name	Policies, Protocols and Fundraising
Group	Louis Valente; Sue Giles; Bebe de Soares; Yannick Boudeau; Lalu Mokuku

ITEM	Description	Notes	Person Resp	Due Date	People to consult
<b>ASSITEJ Gatherings/ Congress</b>	Bibu	Presentation on May 14 - EC questions MOU finished and signed.	ALL	May 14	
	General	Look over MOU in working group meeting May 6 Look at roles and responsibilities into the future - to define this especially considering online engagement and assitejonline Send MOU to working group	All  Sue	May 6	
<b>Fundraising</b>	Campaign - "Take a Child to the Theatre"	Build the campaign into the world day tool kit - early communication to national centres and festivals - audience donating 1 Euro/1 dollar whatever works for the context of the centre. region specific currency Focus on festivals to engage them into the campaign across world theatre week Create a personality around the campaign Do we have a link with UNESCO? For promotion  note: communications group three year plan for world theatre day in advance	LM, BDS & LV	planning and work before end of year  campaign ready January 2022	



		Louis to share responses from national centres from the last years to identify main challenges.			
	Fundraising Working Group	<p>Creative Europe project: Cooperation project <i>Babel</i>: call not launched yet. Asian partner secured - Papermoon Puppet Theatre in Indonesia. application not yet complete: still some work to do and proof reading for sense.</p> <p>Yannick to keep the working group informed - also about how we can support/assist.</p> <p>EU network project.</p> <p>Other opportunities - strategy required and someone with eyes on when the calls are open. Create Open excel sheet for adding opportunities in drive.</p>	<p>YB and LV</p> <p>YB</p> <p>LV</p> <p>BDS</p> <p>Bebe</p>	<p>waiting for the green light from the commission.</p> <p>now</p>	
	Call for Ideas	<p>Follow up about Co Transcreation on ASSITEJ website. Cliodhna - where is she at with Child Participation and how do we continue the work? Introduce lalu and Cliodhna - regarding access for participation for children with disability</p>	<p>Sue</p> <p>Sue</p>	<p>June</p> <p>now</p>	
	Friends of ASSITEJ	<p>Review and re-design Look into tax benefits - working through national centres</p>	Sue	June	
	Crowd funding	<p>campaign - country specific? collect information we already know ( Yvette's research) to share with working group</p>	Sue		
	strategy	combined plan for the above	Bebe to make draft	June	





<b>Manifesto</b>		ASSITEJ Manifesto : ASSITEJ needs to now plan for and work on the aspects which we have committed to in the Manifesto. (Projects and Promotions will be involved in parts of this).			
<b>Sub-themes proposed at 2021 Congress</b>	Inclusivity and Access	Disabled access and inclusion Representation in official occasions – representation/ importance of visible change Signing for deaf members wherever possible Constitution and membership docs updated Work on Gatherings documentation – reach a local child audience; theatre at eye level access and inclusion policy and toolkit for ASSITEJ	SG	Ongoing	
	Equity	Strategy for task-based action around increasing equity : Equity action plan Create a Member Working Group around this topic Conversations around aesthetics, quality, economy.	BDS		
	Participation of children and young people	Child participation group proposals have been collected and shared with EC Best practice, resources collected - added to across time - where does this get kept? Child safety policy created and toolkit on how to work with this policy.	SG	Ongoing	
	Language and Translation	Needs to be considered in relation to our Coffee Sessions, our Congress. Translation apps and tools - Batida. Connect up. DeepL - : translation	SG YB	Ongoing	



	Sustainability	Collate and share notes from artistic encounter in Kristiansand Collaboration with ITI on sustainability project Perhaps the three year dramaturgy? discuss	SG LV?		
<b>Awards</b>	ITYARN Research award				
	ASSITEJ awards	Artistic excellence Award - re-shaping this award		Done but review  Need to revive process	
	WLPG Playwriting Award		WLPG	Before year end	
<b>Advocacy</b>	Developing a clear Advocacy position for ASSITEJ	We can look at how the Manifesto is implemented in order to get an international overview (series of national snapshots) of the rights of the child to arts/culture. (In process)  See Drive for document on Advocacy Website: Design the Why page? Impact on Children/ Impact on Artists - Sue  Role of artists in society - part of resilience building The artists as facilitator	SG	Ongoing	Darren O'Donnell





		These questions should lead to a strategy for how the centre can find easy to find support and grow.			
<b>National Centre Engagement</b>	Reports	<p>Online form was sent out and 17 national centres have responded to the National centre Questionnaire. We have received some National centre reports by email. We need to think about how to share this information with everyone and how to increase participation from all countries. This will be an annual report, so another one will be requested in January.</p> <p>Is the form too long? Or can we do a one-on-one session with members to go through the form and get answers?( I think the form is too long - sue)</p> <p>Send form to working group</p> <p>Professional program - continue to share digitally - look at our contracts with contributors and whether people are willing to share more widely.</p>	YH	Ongoing	
<b>ASSITEJ as an international organisation</b>	2021 - onwards	<p>Expenses and how these are reported: we are working on a budget which includes the contributions of EC members as well as of Artistic Gatherings/Congress partners to our work, in order to demonstrate to our members and to potential funders, the actual size of the organisation.</p> <p>What is the economic value of all our voluntary work?</p>		Ongoing	



		How do we reconcile sustaining artists for their work - and the culture of volunteerism that we rely on?			
<b>Constitutional amendments</b>	2021 - 2024	Do we need a clause that deals with force majeure situations like the pandemic? or is what we have enough?  Quorum - physical or virtual presence  Risk management Link this to how we do the Assembly in Japan - most accessible way	All		
<b>Financial arrangements with Networks</b>	IIAN, ITYARN, YDN etc	ASSITEJ can house the mechanism on our website to make it easier for networks to receive membership fees. Update on the status of this ?	LV/ EN		
<b>Membership fees / Solidarity fund</b>	All	Solidarity fund and membership payment methodology is embedded in the constitution.  ASSITEJ members should be given support in creative ways to raise funds.  African members are not paying - need to find a solution to this; no communication S America owes fees for 2020/2019; but communicate  This could be added to the toolkit. create a description of the solidarity fund that speaks directly to the current situation and inequity in the association brainstorm coffee session around ways to level the playing field			



		analysis of budget for savings and unspent funds - to look at support for members to attend online			
<b>Friends of ASSITEJ</b>	All	Update the website to reflect current dates. Remove bronze & silver Friends from the website if they have not donated in the last year (bronze) or three years (silver). Keep the lists to be able to track and follow up with previous Friends of ASSITEJ. Can we create more dynamic Facebook campaigns for individual giving? Get some more information about systems to explore in terms of international donations through social media - ask other Ec Ernie?	LV		
<b>Funding for EC members</b>		Equity for EC members to participate - how can we raise funds for their participation? How do we make a fund available that people know about so that they can apply, rather than waiting for people to apply and then offering assistance.  Hybrid engagement into the future.	LV to make proposal		
<b>New Policies</b>		Child safety, cultural safety			Jonathan Chapman
Communication Protocol for EC members	All	Identify whether it is possible to create a protocol for the role of EC members in relation to Communication between ASSITEJ and National Centres/Networks and ASSITEJ and the wider public including social media			Cristina Cazzola



## **Addendum F**

### **ASSITEJ President's report: EC Meeting online May 3 - 14 2021**

Sue Giles: President

#### **EC Business**

- Creating agenda and approach with Secretary General , welcoming new EC and presiding over Policy and Protocols working group
- Italian Codice Fiscale, bank documents and authorisation
- One-on-one meetings with all EC members - still remaining Pamela Udoka and Minoovash Rahimian
- Newsletter opener - May
- Proofed Newsletter and sourced contributions for Congress roundup
- meeting with Bibu and Sweden ASSITEJ about AAG

#### **letters of support:**

- ASSITEJ South Africa - letter of solidarity, sent to 6 Government officials
- Patricia Domis: Senegal - *to be continued*
- Reference letter for Visa application of Minoovash Rahimian

#### **Speaking opportunities/invitations:**

- PAYPA and Capital E/Circa Theatre - Keynote address to the National TYA gathering in New Zealand
- Bibu festival and ASSITEJ Sweden - welcome address to Swedish practitioners
- Visoni Festival panel, Bologna - the early years audience.

#### **Communications;**



- ASSITEJ Zambia - regarding the funds for Jacaranda festival new proposal for Artists professional development.
- wrote to all EC candidates post General Assembly
- wrote to Next Generation coordinators for World Congress gathering seeking their feedback and advice going forward. Will connect them with Minoovash and the Network working group.
- wrote thanks to ASSITEJ Japan, Mr Shimoyama, Mayako Morimoto
- ASSITEJ Singapore - regarding the workings of their National Centre, and after they decided to dissolve the centre, offering support.
- ASSITEJ Spain - about attending their festival in November

### **International Networking**

- Perform Europe Advisor Group - first meeting held with Louis also in attendance
- Correspondence with new president of UNIMA Karen Kathputli

### **Advocacy**

- Manifesto: presented to University Melbourne students in education and drama and also to the Victorian Commissioner for Children and Young People

### **Fundraising - Working Group strategy...**

#### **Connecting our EC:**

- VP Bebe De Soares - addressing the South African Artists' protest
- Connected Lalu Mokuku and Cliodhna Noonan - Child Participation
- Delegation of Minoovash Rahimian - Australia Council's Leadership network

### ***President's constitutional duties***

#### **11.2 The President shall:**

**11.2.1** Preside over all General Assemblies, Special and Executive Committee meetings;

**11.2.2** Work towards the realisation of the aims of ASSITEJ, as determined by the General Assembly, through implementing the policies of the Association, and proposing projects and practices to accomplish these;

**11.2.3** Lead and manage the activities of the Association through motivating and directing the work of the Executive Committee, in alignment with the working plan as adopted by the General Assembly;





**11.2.4** Work to ensure that ASSITEJ maintains and develops international and regional contacts through networking, and actively seeks out opportunities that will serve the members of the Association;

**11.2.5** Work to ensure that ASSITEJ develops and maintains relationships with relevant stakeholders in theatre and the performing arts, education and children/youth affairs, for the good of the Association;

**11.2.6** Propose fundraising strategies, and together with the Executive Committee, work towards the financial and organisational sustainability of the Association;

**11.2.7** Communicate the vision of the Association to members, interested parties, the media and the broader public;

**11.2.8** Represent the Association at regional or international meetings, or delegate an Officer or member of the Executive Committee to do so on his/her behalf;

**11.2.9** Sign or countersign cheques, correspondence, applications, reports, contracts and other documents on behalf of the Association, being entitled to delegate some of these functions, totally or partially, to the Treasurer or Accountant, with explicit mandate of the Executive Committee.

**11.2.10** During voting procedures, take the deciding vote in the event of a tie, when decisions cannot be taken by simple majority.



## Addendum G

### Secretary General's REPORT Online EC meeting May 2021

Activities since the 20<sup>th</sup> ASSITEJ World Congress

#### Related to the World Congress

- Updating the website: EC page, constitution, working plan, Honorary members, ASSITEJ Awards.
- Creating the newsletter looking back at the congress together with Kaatje De Geest (Freelancer paid by ASSITEJ Denmark). Including updating the World Festival list.
- Corresponding between the award winners and the Eek family (the sponsors of the 5.000 USD price related to the ASSITEJ Award for Artistic Excellence).
- Meeting with National Arts Festival and Performing Dialogue (congress collaborators) to coordinate the closure of [www.assitejonline.org](http://www.assitejonline.org) and the storage of the material. Including a preliminary financial status and coordinating the collection of the data from the online festival. The financial report will be created by Roberto within a few weeks.
- Corresponding with Performing Dialogue and ASSITEJ Japan about the attendance to the congress (See report for online event in attachment).
  - The virtual event was populated by 1169 unique registered users from 75 countries attending 190 events.
  - On the ground in Japan, the congress was visited by 3680 audiences attending 103 performances, workshops and symposia.
- Corresponding with non-elected EC candidates together with Sue.



- Communicating with ASSITEJ Japan about sending the 2020 Magazine to members and contributors (together with Seok-hong Kim).
- Sharing the voting commission report with the ASSITEJ members.

### **International networking / representing ASSITEJ**

- Perform Europe Advisor Group – first meeting held with Sue also in attendance
- Invitation to attend Perform Europe Expert Camp (Coincided with EC meeting – I offered to give feedback in writing).
- Meeting in the [European Consortium of performing Arts Organizations](#). Julia Hesse was going to attend also (to replace Stefan Fischer-Fels) as decided in the EC meeting on 1 April 2021. Julia had to cancel because of a family emergency.
- Sending information to the European Study of the performing arts field and connecting the researchers to ITYARN. This was a follow up to an interview I gave with the researchers in March 2021.
- Speaking at the seminar programme of Vision Festival in Bologna

### **Meetings**

- Meeting with Bibu & ASSITEJ Sweden to discuss key elements related to AAG2022.

### *Coming meetings/invitations:*

- Speaking at Young Europe Festival *To:gather* by European Theatre Convention which will take place online between 7-9 June 2021. This coincides with a Nordic-Baltic meeting, so I have proposed that that they invite other EC members to speak.
- Informal meeting with Barbara Gessler, Head of the Creative Europe Unit in the European Union. On 26 May 2021.

### **Preparing the EC meeting**

- Creating agenda and annexes together with Sue.
- Researching and setting up a new work platform for the EC.
- Bringing a new EC together in times of Pandemic.

### **Funding**

- ASSITEJ Denmark received a grant of 500.000 DKK (67.000 Euros) to co-finance the application to the Creative Europe Network Strand. Additional 185.000 Euros are needed over the four year period to reach the needed 20% co-financing. If this level of co-financing is reached the



application would have a total budget for the four years of 1.250.000 euros.

- Some work on the Babel application (mainly done by Yannick Boudeau).

### **Correspondences with members:**

- Corresponding with members giving informal feedback about the congress. A lot of positive feedback has been sent to us (I attach a feedback from ASSITEJ Korea as example).
- ASSITEJ Burkina about membership application.
- ASSITEJ Korea to learn about broadcasting performances online.
- ASSITEJ Argentina about using [www.assitejonline.org](http://www.assitejonline.org) for an award ceremony.
- Young Dance Network coordinating a meeting between the YDN and representatives from the EC.
- Small Size Network about the Creative Europe application in the network stand.
- ASSITEJ Canada requesting information about the congress.
- Basilio Nova from Fundación Teatro Cúcara Mácara about forming a membership in the Dominican Republic.
- ASSITEJ Cameroon about a festival visit on November 2021.
- ASSITEJ Cyprus about translations of the ASSITEJ Manifesto into Greek, Turkish and sign language.
- ASSITEJ Zambia about the payment of the funds related donated to them by the WTD campaign in Italy.
- ASSITEJ Mongolia: advising about the board structure of the national centre.
- ASSITEJ Ukraine about the national centres information on the website.
- Papermoon Puppet Theatre (Individual member in Indonesia) about the regional workshop as part of the Babel application.
- ASSITEJ Brazil about the digitalization of the workshop that the EC has granted support.
- ASSITEJ UK about the definition of lower and upper age limit of who ASSITEJ advocates for: "Children and Young People" is to some degree a context relative definition that can include young adults."
- ASSITEJ Lithuania: Raganiukės Teatras sent an open letter to ASSITEJ requesting for support to save their theatre space. The letter was forwarded to ASSITEJ Lithuania. ASSITEJ Lithuania informed us a couple of weeks later that Vilnius municipality extended the agreement for the rent of the space with Raganiukes theater for 10 more years.

### **Online votes since last meeting**

- Support letter to South African artists.
  - 13 EC members voted – all in favour of the letter.



*Louis Valente*

*Copenhagen, 12 May 2020*

**ANNEX 1 to Secretary General Report**

From: (사)국제아동청소년연극협회

Date: Tue, 30 Mar 2021 at 10:13

Subject: [ASSITEJ KOREA] Huge greetings from ASSITEJ KOREA!

To: Louis Valente(Secretary General) <[sg@assitej-international.org](mailto:sg@assitej-international.org)>

Dear Louis,

Greetings from Korea!

Hope everything is going well! The World Congress and MIRAI Festival has only two days to go.

We feel like it was just yesterday that we were excited to participate in the online general assembly and all the international performances.

It feels surreal that so many ASSITEJ members and delegates could meet and communicate with each other at one place on ZOOM.

ASSITEJ Korea would like to appreciate and feel thankful that audiences and TYA professionals in South Korea can watch and enjoy the festivals during this period.

As mentioned before, ASSITEJ Korea has purchased 51 tickets. Yet, there were more demands for the festival tickets.

So we bought more group tickets and eventually **a total of 102 tickets were all sold out!**

We believe that it could be possible because the lineup and festival itself were so good.

Also, it was great to feel that how many people were waiting for the theatres and festivals.

Thanks for all the effort from ASSITEJ International Team and the people who contributed to this festival organisation.

Will enjoy the rest of the days of the festival and hope to see everyone soon in person.

Kind Regards,

ASSITEJ KOREA

(사)국제아동청소년연극협회

**ASSITEJ Korea**



## Addendum E

### ASSITEJ Treasurer's Report: EC Meeting online May 3 - 14 2021

Ernie Nolan: Treasurer

- Complete Transition

Finishing paperwork for an Italian Fiscal Code. Just received word back that the consulate needs more information. Will hopefully have that completed in the week ahead.

- Researching Online Bookkeeping Platforms

Looking into online programs to help with efficiency as well as access. In addition to running financial reports, this would also help with invoicing members and potentially receiving payment. Trying to find one with international banking capabilities.



- **Meeting with Sue and Louis May 17**

**Starting work. Will have financial updates at next meeting.**

## **Addendum F**

**De :** Yannick Boudeau

**Envoyé :** mardi 4 mai 2021 15:43

**À :** 'Sue Giles' <[president@assitej-international.org](mailto:president@assitej-international.org)>; 'Louis Valente - ASSITEJ' <[sg@assitej-international.org](mailto:sg@assitej-international.org)>; 'Pamela Udoka' ; 'emilie Robert Theatre Massalia'; 'Selloane Mokuku'>

**Objet :** Senegalese artist and art practionner for children needs support

Dear Sue, Louis, Pamela, Emilie and Lalu,

I received the attached SOS today. It was sent in French, I kept the French, and “depled” it in English.

Patricia Gomis is a Senegalese artist based 50 kms south of Dakar. My company has collaborated with her several times since the past 17 years.

Patricia presented a coproduction we created with her *Sir, Me, Sir* (creation 2011) at the 19th Congress in Cape Town. She toured this show in almost 15 FR and EN speaking countries all accross Africa.

She has built with her husband, and many other Senegalese associations, by the port of Ndayane, a multi-artistic, educationnal, environment friendly Cultural center. This project is now threatened by the construction of a huge container port in-situ. No more cultural, educationnal activities for the children and the many young artists that evolve around this place.



I've know Patricia for almost 15 years, I must say I have rarely encountered such a dynamic and strong person in my life. But now she is desperately looking for support.

I am not sure any action will change the course of the events, but at least we would have done something. My company will write a letter of support. Djarama (the name of the association) is not part of any Assitej center. However I think this unique project in Senegal that has helped so many artists and children out, is unfortunately going to disappear, and it certainly deserves our attention as a global and equity-based association.

I know Sue you have so many things to do. I could write a short letter in French, I would "deep1" in English so that you get the meaning, and sign the French version? Any other ideas?

Here is a 10 minutes presentation made in 2016 about the association, in French, but I guess you'll get it.

<https://www.youtube.com/watch?v=VRG5EpBB2Us&t=25s>

Thanks  
Yannick