

**MINUTES OF THE MEETING OF THE
AEHT EXECUTIVE BOARD
HELD IN OSTEND (BE) ON MARCH 25TH, 2017**



Members of the Executive Board together with the chief judges and the congress organising team gathered in front of the Kursaal in Ostend - venue of the 30th AEHT Annual Conference.

COUNTRY / PAYS	REPRESENTATIVE/REPRESENTANT	
	<i>First name / Prénom</i>	<i>Surname / Nom</i>
AEHT HEAD OFFICE	Nadine	SCHINTGEN
BELGIUM BELGIQUE	Sanna	HUYGENS
CYPRUS CHYPRE	Kyriakos	KYRIAKOU
CROATIE CROATIA	Vesna	BARANASIC
DENMARK DANEMARK	Tea	CHRISTENSEN
ESTONIA ESTONIE	Neeme	RAND
FINLAND FINLANDE	Marja	HEMMI
IRELAND IRLANDE	Breda	HICKEY
ITALY ITALIE	Roberta Paolo	MONTI CIAFARDINI
LATVIA LETTONIE	Silva Ilze	OZOLINA LOCMANE
LITHUANIA LITUANIE	Birute Ramune	STASIUNIENE VADEIKYTE
LUXEMBOURG LUXEMBOURG	James	GENDARME
MACEDOINE MACEDONIA	Zoran	NIKOLOVSKI
THE NETHERLANDS PAYS-BAS	Remco	KOERTS
POLAND POLOGNE	Boguslawa	PIENKOWSKA
PORTUGAL PORTUGAL	Ana Paula	PAIS
RUSSIA RUSSIE	Olga	VAKHMANOVA
SLOVENIE SLOVENIA	Helena	CVIKL
SPAIN ESPAGNE	Nuria	MONTMANY
UKRAINE UKRAINE	Hanna Iryna (Interpreter)	BALUSHCHAK SEMENYSHEN
UNITED KINGDOM	Aysegul	YESILDAGLAR

ROYAUME-UNI		
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- Apologies:

ARMENIA ARMENIE	Artur	VARDANYAN
AUSTRIA AUTRICHE	Klaus	ENENGL
ICELAND ISLANDE	Helene H.	PEDERSEN
NORWAY NORVEGE	Stig	ANDREASSEN
SERBIE SERBIA	Slavoljub Djordje	VICIC COMIC
SLOVAKIA SLOVAQUIE	Jozef Marek	SENKO SOTAK
SWEDEN SUEDE	Liselotte	ALANKO
SWITZERLAND SUISSE	Charles V. Jacopo	BARRAS SOLDINI

MINUTES

1. Welcome address and apologies for absence

The meeting started with a welcome address by the President Ana Paula Pais and warm thanks to the organizing Committee of the next AEHT Annual Conference as well as the Head Judges present for the opening of this meeting.

Several National Representatives have sent their **apologies for absence**, amongst them our vice-president Klaus Enengl, who has had an operation and is in convalescence. Financial matters, part of his portfolio, would therefore be discussed at a later meeting.

2. AEHT Annual Conference 2017 in Ostend (Sanne Huygens)

There followed a presentation by Sanne Huygens, director of GO TA Campus in Wemmel, main coordinator of the 2017 AEHT Annual conference, supported by coordinators from Hotel schools in Hasselt and Ostend. Some ten hotel and tourism schools in Flanders are working together for the preparation and implementation of the AEHT conference in Ostend, known as the pearl of the Belgian coast. Responsible for competitions is Luc Bastiaens. Besides the 10 competitions traditionally organized during the Annual Conference (see: <http://www.aeht.eu/en/activities/ac2017>), the organizers plan to set up a beer competition, the AEHT PALM & Cornet Beer challenge sponsored by PALM Breweries. All competitions will be organized at the Kursaal on two days only (on Wednesday and Thursday) and may be followed by all participants. For the cooking and pastry competitions, 12 kitchen boxes covering 12 m² will be hired. All briefings and competitions will be organized at the Kursaal, except the tourist destination briefing held at the Tourist Office in front of the Kursaal.

Several workshops are scheduled:

- Workshop by PALM held on Tuesday, Wednesday and Thursday: A beer sommelier will guide participants through the history of Belgian beer. At the end of the guided tour different kinds of beer will be tasted.
- “Excellent jong Vlaams chefs 2016” - workshop led by one of the “Flanders Kitchen Rebels”. Each culinary workshop is based on a specific theme. It will be possible for the participants to meet the “North sea-chef” or the “Lady Chef of the Year”.
- Chocolate workshop by Callebaut experts
- Workshop on wines in French and English followed by a tasting: Mr Van Landeghem, Jurade (ceremonial wine officer) of Saint Emilion for Flanders, will present the richness of the Saint Emilion wine region.

Included in the programme on Tuesday, Wednesday and Thursday is a series of guided tours of Belgian cities with an artistic tradition organized by the students of a local tourism school. These cities include:

- Brussels,
- Ghent,
- Antwerp,
- Malines
- Bruges

During the excursions, lunch will be always served at local hotel schools.

On Friday, a guided tour through Flanders on the theme “the Great War” will be organized for all participants.

Every morning, two host schools will work together to prepare a tasty lunch to be served at the Kursaal. The gala dinner on Friday will be the climax of the AEHT Annual Conference. For this occasion, the students will serve participants the best of Belgian culinary arts.

On Sunday November 12th and Monday November 13th, the organizers will arrange for students to be present at Brussels Airport, Charleroi Airport, Brussels Midi Station and Ostend railway station to welcome the delegations and to guide them to the railway station to catch their connection to Ostend. On Saturday November 18th participants will be guided back to the train station and hosts will be present at Ostend and Brussels Midi stations. Please note that no shuttles are arranged by the organizers at airports !

On Monday, November 13th, it will be possible to eat between 11 a.m. and 8 p.m. at the Kursaal. At 20.30 the opening ceremony will start at the same venue.

The conference registration desk will be located in the entrance hall of Kursaal. Participants are advised to check in at their various hotels before the opening ceremony.

	Updated registration fees for Hotel Vayamundo	Updated registration fees for Hotel Vayamundo
	Early bird rates till June 20th	Registration fees after June 20th
Students in multi-bedded rooms	580 EUR	610 EUR
Adults in double room	670 EUR	700 EUR
Adults in single room	780 EUR	810 EUR

Participants who register after June 20th, will have to pay an extra €30. The final registration deadline is October 17th 2017. Payments will have to be made by October 5th 2017.

During a short break, the Head Judges and Remco Koerts leave the meeting room for their own meeting with the local coordinators in charge of the different competitions. The aim of this meeting is to prepare documents regarding the competitions for uploading as soon as possible to the AEHT web site.

Sanne Huygens invites everyone to participate in this exciting congress in Ostend.

3. Presentation of newcomers

The attendees introduced themselves in turn around the table.

4. Approval of the minutes of the previous meeting

The minutes of the previous Executive Board meeting (in London on October 25th 2016)

The above-mentioned minutes have been published on the AEHT website www.aeht.eu and were approved by the representatives present.

5. President's Report (Ana Paula Pais)

- Subsidy from the Luxembourg Ministry of Education

The subvention for 2016 from the Ministry of Education in Luxembourg was transferred to the AEHT earlier this month. For 2017, the grant will be increased by 4,200 EUR.

- Privileged Professional Partnership (PPP)

Regarding potential Privileged Professional Partnership agreements, Ana Paula Pais urges the National Representatives to send to the AEHT Head Office the details of companies that could be interested in supporting the AEHT.

- Election of National Representatives in 2017 :

As only school directors and directors of Hotel & Tourism departments will be eligible, it is of the utmost importance that member schools update the details of these persons in the AEHT database, otherwise they will receive neither the election information, nor the candidate form and the ballot paper. The tasks of National Representatives are listed in the House rules and are of great importance. National Representatives should be very dynamic and active in their own country.

Election procedure:

- AEHT Office will sent out to headmasters the form to run for the elections for National Representative
⇒ **by Friday April 7th 2017**
- Deadline for candidates to submit their application for election and final results for countries with one single candidate
⇒ **Sunday April 30th 2017**
- For countries with several candidates, reception by electronic mail by all members entitled to vote of the list of candidates of their country and the respective electronic voting form
⇒ **Mid-May 2017**
- Votes to be cast online by all member schools
⇒ **Sunday May 28th 2017**
- Votes counted by AEHT Head Office
⇒ **Mid-June 2017**

In case of an equal number of votes cast for two or more competing candidates during the first round, a second ballot shall be held to decide between the tied candidates.

Elections of National Representatives should be finalized in June.

- Procedure for elections to the Presidium:

In September/October a call for candidates interested to work within the Presidium will be sent out to the newly elected National Representatives. Those interested should submit their candidacy together with their electoral statement (their project for the AEHT in English or French).

Elections will be held in November during the Executive Board meeting in Ostend.

6. Report of the Vice-President in charge of the AEHT Internet site and the technical support for AEHT Annual Conference registrations (Neeme Rand)

- Office 365

Office 365 represents a group of software and service subscriptions, that AEHT will have to use to stay professional and updated with the IT development of our times. The implementation will occur in several phases:

- 1st step: AEHT Head Office will start using Office 365 during the next months.
- 2nd step: Afterwards all Presidium members will work with it.
- 3rd step: In one year, the Executive Board will also use it.

According to Ahti Paju, the AEHT webmaster, there are many other platforms, but Office 365 offers, with one single account, a lot of interrelated platforms and various efficient tools (mail server, SharePoint, Online Office application, One Drive for Business - 1000 GB by user, Skype Business, Microsoft teams), that make work much easier and more efficient. Using Office 365 will take fewer operations to handle documents and allow several people to work on the same document. Moreover, this platform is much more secure and supports many languages (training material exists in almost all EU languages).

For the AEHT, Office 365 Education is free off charge and its licence is unlimited.

James Gendarme, the National Representative from Luxembourg, who is already using Office 365 at his school, suggests assigning a special email address to all AEHT National Representatives via Office 365, so that it would be easier to contact each other. According to Neeme Rand, this will be possible during the 3rd phase.

One may also use the mobile app (mobile application software) designed to run Office 365 on mobile devices.

James Gendarme asks if it would be possible to create an AEHT app to communicate with National Representatives. He informs the audience that Office 365 is free only for recognized public schools, not for private schools. To ensure smooth running, each school should also have its own server and customize the platform and keep full management behind it.

7. Report of the Vice-President responsible for occasional events and teacher placements (Bogusława Pienkowska)

- Occasional events:

The general overview of AEHT events held between October 2015 and October 2016 presented at the last meeting showed that the statistics are excellent and that the number of participants is increasing.

For 2017, the following events are scheduled:

2017	EVENT
MARCH	
March 15 th - 17 th	4 th edition of the Fish & Cooking Festival of Aveiro (PT)
March 28 th – 30 th	12 th G&T Bartender Competition 2017, Bled (SI)
APRIL	
April 6 th – 9 th	19 th edition of the Bartolomeo Scappi International Competition (bar, sommelier, pastry, cooking competitions), Castel San Pietro Terme (IT)
April 19 th – 21 st postponed to 2018	Flavor & Cinema - Algarve'17, Faro (PT)
MAY	
May 2 nd - 6 th	Youth Parliament, Eastern Mediterranean University - Faculty of Tourism, Famagusta, North Cyprus
May 4 th – 6 th	Competition entitled "A dish with white gold (sweet salt of Cervia)",

	Cervia (IT)
JUNE	
June 22 nd - July 1 st	10 FEST AZORES 2017 – 10 days, 10 chefs, Ponta Delgada, São Miguel Island (PT)
OCTOBER	
October	Seminar for The WSET® (Wine and Spirit Education Trust) Level 1 and 2 Awards in Wines and Spirits, Maribor (SI)
October 19 th - 22 nd (new date)	Seminar for teachers and directors (for EQF level 5 and up) focusing on ‘Sea, sun & culture’ organized by the hotel schools from Douro-Lamego and Estoril, Lisbon (PT)
October 25 th - 27 th or November 8 th -10 th (date to be confirmed)	Eurocup 2017 – 25 th edition of the Junior bartenders competition (special jubilee edition), organized in collaboration with Cognac Academy, Prešov (SK)
October or December	AEHT Youth Tourism & Gastronomy Workshop, Eastern Mediterranean University -Faculty of Tourism, Famagusta, North Cyprus
NOVEMBER	
November 13 th - 18 th	30 th AEHT Annual Conference organized by the network of Flemish member schools, Ostend (BE)
DECEMBER	
December 2 nd - 8 th	26 th Christmas in Europe, Fatima (PT)

Several events have already been held, but 12 are still to be held.

According to the Croatian representative, Vesna Baranasic, the school from Sibenik is looking for information on the 10 FEST AZORES 2017 – 10 days, 10 chefs festival organized in Ponta Delgada, Azores. Ana Paula Pais apologizes for the delay in the publication of the information due to the change of headmaster at the organizing school. The information will soon be available. Please note that easyJet is now flying to São Miguel and offers much cheaper flights. Moreover, June is the best month to visit the Azores. Information will be shortly available at www.aeht.eu.

Helena Cvikl presents the Seminar for The WSET® (Wine and Spirit Education Trust) Level 1 and 2 Awards in Wines and Spirits, which will be held end September/beginning October, at the newly restructured school in Maribor. WSET Head Office is located in London and will provide the international WSET certificate to those participants who, by the end of the seminar, have acquired the required knowledge about the world’s wines. The organizers may offer this certificate at a lower price as they have an agreement with WSET.

During the seminar, trips to Austrian and Slovenian wine cellars are organized. Teachers may access directly level 2, if they show sufficient knowledge. If participants do not pass the test, they can retake it later in order to obtain the certificate.

The next edition of the HEG seminar will be organized mid-May in Lisbon in cooperation with three Hotel schools, i.e. from Lisbon, Estoril and Setubal.

Regarding the objection of the Ministry of Education to activities organized in 2017 by the Eastern Mediterranean University in Northern Cyprus, AEHT officials discussed the matter at length before taking a ‘difficult’ decision. The AEHT management empathizes with the pain of all victims of the civil war that ravaged Cyprus in 1974 and hopes that in the near future an

agreement will be found that will put an end to all disputes. In January 2017 the UN came close to an agreement regarding the unification of Cyprus and, even though the process has once again stalled, the AEHT should avoid any interference in the matter. The Cyprus authorities should not take this decision personally, but understand that the AEHT has to maintain a neutral position in any political, religious or ethnic dispute, and should avoid throwing oil on the fire. Once a school has been accepted as member of the AEHT by the General Assembly, it is allowed to organize events for the AEHT network. AEHT officials will cancel an event only if there is a security risk.

In response to Kyriakos Kyriakou's objections regarding the recognition by the AEHT of a self-declared state which is not subject to Interpol's jurisdiction as well as to the AEHT's acceptance of their schools, Aysegul Yesildaglar states that, though the Turkish Republic of Northern Cyprus is only recognized by Turkey, the UK has given them permission to have a permanent representation of Northern Cyprus in the UK, besides the Cypriot Embassy in London. As the UK has given Northern Cyprus the right for representation, she agrees with the AEHT that schools in Northern Cyprus should also be given the opportunity to be represented within the Association.

Ana Paula Pais urges Cyprus to accept the decision of the AEHT Presidium, which she assures the meeting has been taken with the best intentions.

Nadine Schintgen suggests changing the code of Northern Cyprus schools to a neutral one so that schools of that area are not affiliated to one country as long as no final agreement has been reached by the UN in the Cyprus dispute, but this has first to be deliberated by the Presidium.

- Periods of Observation for Teachers

Last year the AEHT signed an agreement with the Pestana Group, currently the largest Portuguese tourism and leisure group. In 2016, 6 teachers participated in the placement programme, but in 2017 it turned out that all emails sent in different languages by our Vice-president Boguslawka Pienkowska remained without reply. This year, the head of HR of the Pestana group changed and the officer at Pestana responsible for the AEHT observation periods was waiting for the appointment of a successor to present our initiative to him/her. According to Ana Paula Pais, they will reply in 3-4 weeks and offer 6 placements during different periods of the year in Lisbon, Madeira and Oporto.

Meanwhile, Ana Paula Pais asks interested teachers to send their application either to her or to Boguslawka Pienkowska and it will be dealt with. The duration of the periods offered varies between 1 and 2 weeks with free board and lodging (the same conditions as for the former ACCOR placements).

As it is important to broaden the geographical spread of the placements, National Representatives should feel free to suggest cooperation with other Hotel groups.

8. Report of the Vice-President in charge of the competitions organized at the AEHT Annual Conference (Remco Koerts)

According to Remco Koerts constant efforts are made to improve the competitions organized at the Annual Conferences. In Ostend, all competitions will be open to the public. 3 new Head Judges have joined the panel, which is becoming more and more international: Guillaume Staquet from St Quentin-en-Yvelines, France, Ronny Thill from Diekirch, Luxembourg and Theo Verhofstadt from The Hague, The Netherlands.

Headmasters should persuade their teachers registered at the conference to attend briefings, where they will have the opportunity to volunteer to join a judging panel.

In the hospitality management competition, as from this year students will have to work on an online simulator. More information on the competitions will be soon available at www.aeht.eu.

9. Christmas in Europe events (Nadine Schintgen)

- Christmas in Europe 2017 in Fatima

This year's edition of Christmas in Europe will be held from December 4th to 10th 2017, in Fatima, Portugal, as part of the festivities celebrating the centenary of the apparitions of Fatima.

27 schools from 17 countries have submitted their applications and 15 partners, a mixture of newcomers and regularly participating schools, including the AEHT Head Office as promoter, as well as 3 silent partner schools, have been selected for the project. After negotiating with the organizers from the Insignare Hotel school in Fatima, a maximum total of 22 schools may be hosted. The final list of participating schools will be sent out on selection of the project by the European Commission. The deadline for submitting the project to the commission is April 26th, 2017.

The programme for the 2017 edition was drawn up following the usual pattern, but there may be some changes after the fruitful meeting on the guidelines of the event held last Thursday between Christiane Keller (founder of the event), Remco Koerts and Nadine Schintgen.

So far, the programme is as follows:

	ACTIVITY	VENUE
Saturday 2nd Dec		
All Day	Arrival of the delegations	Fátima
All Day	Accommodation of the participants	Hotels in Fátima
19:00	Briefing of the delegations	Fátima Hospitality School
19:30 - 21:30	Dinner	Fátima Hospitality School
Sunday 3rd Dec		
08:00	Breakfast	Hotels
09:00 - 12:00	Setting up the stands	Hotel in center of Fátima
12:00 - 14:00	Lunch	Fátima Hospitality School
14:00	Official Opening of the exhibition	Hotel
16:30 - 18:00	Parade	Through the city center to Sanctuary of Our Lady of Fátima
18:30	Christmas Concert	Fátima Hospitality School
20:00 - 21:30	Dinner - animation	Fátima Hospitality School
Monday 4th Dec		
08:00	Breakfast	Hotels
09:00 - 12:00	Guided Tour	'Grutas da Moeda' Caves in São Mamede
12:00 - 14:00	Lunch	At the 'Grutas da Moeda' Caves in São Mamede
14:00 - 17:00	Preparation of the ingredients for the European Buffet - group I	Fátima Hospitality School
14:00 - 19:30	Exhibition	Hotel
17:00 - 19:00	Show Cooking	Hotel
20:00	European Buffet - animation	Fátima Hospitality School

	ACTIVITY	VENUE
Tuesday 5th Dec		
08:00	Breakfast	Hotels
9:00 - 12:00	Exhibition	Hotel
12:00 - 14:00	Lunch	Fátima Hospitality School
14:00 - 17:00	Guided treasure hunt on Christmas traditions and cultures in participating countries	Sanctuary of Fátima and the Hungarian Calvary
14:00 - 17:00	Preparation of the ingredients for the European Buffet - group II	Fátima Hospitality School
17:00 - 19:00	Show Cooking	Hotel
20:00	European Buffet - animation	Fátima Hospitality School
Wednesday 6th Dec		
08:00	Breakfast	Hotels
09:00 - 10:00	Disassembling stands	Hotel
10:00 - 12:00	Guided Tour	Nazaré
12:00 - 13:30	Lunch	Nazaré
13:30 - 17:00	Guided Tour	Óbidos
20:00	Dinner - animation	Fátima Hospitality School
Thursday 7th Dec		
08:00	Breakfast	Hotels
09:00 - 12:00	Guided Tour	Tomar and Ourém Castle
12:30 - 14:00	Lunch	Fátima Hospitality School
14:30 - 18:00	Cultural Performances	Fátima Hospitality School
19:30	Gala Dinner	Fátima Hospitality School
Friday 8th Dec		
08:00	Breakfast	Hotels
10:00 - 11:00	Feedback Session	Fátima Hospitality School
All Day	Departure of the delegations	Fátima

- Future editions

2018: Riga

2019: Warsaw

2020 : Colares-Sintra (to be confirmed)

Do not hesitate to let us know if your school is interested in organizing the event.

10. Any Other Business

Aysegul Yesildaglar, organizer of the 2016 edition of the AEHT Annual Conference, suggests that at the next congress we should schedule another workshop on the setting up of EU projects as people showed a lot of interest last year.

After that seminar, Docklands Academy London (DAL) has received a lot of partnership proposals and she intends to submit several joint projects with AEHT partners. Therefore, she would be grateful if interested schools could share their PIC - personal identification code - with her, so that she can submit as many projects as possible in order to increase their chances of being selected. We should be aware that strategic partnerships receive higher awards. She suggests that the AEHT should add 'Erasmus coordinator' as a new function in the drop-down list within the AEHT database.

Ana Paula Pais reminds the delegates that if their school is looking for project partners, the AEHT Head Office can forward their request to all member schools.

James Gendarme, the Luxembourg National Representative suggests that we publish more information on AEHT events on social media to increase the visibility of the Association.

11. Date of next Executive Board Meeting

The next meeting will be held on Wednesday November 15th, 2017 in Ostend during the 30th AEHT Annual Conference.

Diekirch, May 10th, 2017



Ana Paula PAIS
AEHT President



Nadine SCHINTGEN
AEHT General Secretary
and Rapporteur

(English version: Nadine Schintgen
proofreading: John Rees Smith)