Company Registration No: 06496707

Charity No: 1123786

ARCHITECTURE SANS FRONTIERES – UK

(COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 28 FEBRUARY 2022

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COMPANY INFORMATION

FOR THE YEAR ENDED 28 FEBRUARY 2022

Chairperson	Melissa Kinnear
Company registration number	06496707
Charity registration number	1123786
Registered office	Impact Hub Islington
	27, Dingley Place
	London
	EC1V 8BR
Accountant	Joshua Alton
Member of the Institute of Chartered A	ccountant of England and Wales (ICAEW)
	-
	# 2243593
Independent Examiner	
Independent Examiner	# 2243593
Independent Examiner	# 2243593 Neelan Santhirarajah Member of the Institute of Chartered
Independent Examiner	# 2243593 Neelan Santhirarajah Member of the Institute of Chartered Accountant of England and Wales (ICAEW)
Independent Examiner Bankers	# 2243593 Neelan Santhirarajah Member of the Institute of Chartered Accountant of England and Wales (ICAEW)
	# 2243593 Neelan Santhirarajah Member of the Institute of Chartered Accountant of England and Wales (ICAEW) # 1883082
	# 2243593 Neelan Santhirarajah Member of the Institute of Chartered Accountant of England and Wales (ICAEW) # 1883082 Santander
	# 2243593 Neelan Santhirarajah Member of the Institute of Chartered Accountant of England and Wales (ICAEW) # 1883082 Santander 2 Triton Square,

1. Structure, governance and management

The directors, who are also trustees, present their report and accounts for the financial year ended 28th February 2022.

The directors of ASF-UK serving during the year and since the year end were as follows:

Melissa Kinnear	Appointed September 2019, Chairperson
Constance Agyeman	Appointed July 2021
Adam Dawson	Appointed June 2021
Grainne Hassett	Appointed September 2018
Rubbina Karruna	Appointed July 2013
Peter Oborn	Appointed September 2018
Prashant Solanky	Appointed July 2021

1.1. Governing Document

Architecture Sans Frontières-UK is a registered charity company limited by guarantee, incorporated on 7 February 2008, with a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

1.2. Recruitment and Appointment of Trustees

The company is governed by a Board of Directors who are also trustees for the purposes of charity law. The quorum for the transaction of business by Directors is two. Directors are appointed for a three-year term and are able to stand for re-election.

Recruitment of Directors is by advertisement, ASF-UK newsletters, networking and targeting specific groups to attract a diverse trustee membership with election of new Directors taking place at the AGM or other general meeting.

The Board shall from time to time elect from the board of trustees a Chair and may determine for what periods they are respectively to hold office. The chair or joint chair shall be entitled to preside at all meetings of the trustees.

Trustee's induction and training

After appointment, the new Trustee will be issued with an induction pack, which will include copies of: description of Trustees' roles and duties, lists of fellow trustees, and contact numbers, Memorandum and Articles of Association, followed by an induction meeting with the Chairperson setting out legal obligations under charity and company

law, the committee and decision making process, the strategy plan and recent financial performance of the charity, as set out in the latest published accounts.

Trustees are encouraged to attend appropriate internal and external training, which will facilitate the undertaking of their role.

1.3. Risk management

The Board of Trustees will work with Associates to develop a risk register for the charity which will outline the key risks for both the charity overall and project specific risks. Each risk will be rated, have a risk owner and a risk mitigation strategy.

The risk matrix will be reviewed at each Trustee meeting and Associates will review the risk matrix at least four times a year at appropriate meetings to ensure the risk register is current.

1.4. The organisation

ASF-UK is governed by its Board of Trustees and led by its Management Committee with the support of a board of specialist Advisors. Our diverse network of Associates provide the capacity, skills and energy needed to meet our objectives and safeguard our independence where it matters most. Our Members play an important role as a community of critical friends who hold us accountable and provide feedback at key moments in the life of the organisation.

Trustees

The Trustees are responsible for setting the strategic direction of the organisation and policies, staff recruitment and financial management. Trustees are recruited from a variety of professions and backgrounds relevant to the work of the charity. As a minimum they meet quarterly—every Trustee has one vote.

Management Committee

The Management Committee has responsibilities for day-to-day operations and activities, fundraising, ensuring the charity delivers the services specified, volunteer supervision and continued development of their skills and working practices in line with good practice.

Related parties

Our main partners during the period 2021/2022 include:

- Architecture Sans Frontières International
- Federation of the Urban and Rural Poor Sierra Leone
- KU Leuven
- London Festival of Architecture
- London Metropolitan University (School of Art, Architecture and Design)
- Politecnico di Milano

- Refugees Welcome Italia
- Royal Institute of British Architects
- S27 Art and Education
- Sierra Leone Urban Research Centre
- TELCO Citizens
- Universität der Künste Berlin
- University College London (The Bartlett Development Planning Unit)

2. Objectives of ASF-UK

ASF-UK is a non-profit organisation that uses community-led design and planning to create fairer cities.

Our mission

Our mission is to ensure that community-led design and planning are at the very heart of urban development. We use our knowledge and skills to elevate the voice of those who are most affected by planning and design decisions, so that together we can tackle the deepest social and environmental challenges that communities face. We believe that when diverse people have real influence on decision making, it will lead to creating cities that are socially and environmentally just.

Our work

Our work centres around the development, use and dissemination of processes and methods for community-led design and planning. We place a strong emphasis on building equitable partnerships with a broad range of organisations, so that together we can take community-led development to scale in urban policy and practice.

This involves three areas of work:

We support communities – We use design and planning to develop shared skills and capacities to affect change.

We share knowledge – We create courses and publications to share our knowledge and tools with others.

We advocate for change – We influence policy making and practice by advocating for community-led urban development.

3. Programmes and activities

Our actions are structured into three main programmes: Change by Design, Resilience by Design and Inclusion by Design.

- Change by Design explores participatory design and planning as tools for advancing equity and deepening democracy in cities.
- Resilience by Design utilises participatory methods to build resilience in communities that are most vulnerable to climate change.
- Inclusion by Design asks how built environment practice can contribute to making cities of care, where more people feel welcome in more spaces.

Change by Design, Resilience by Design and Inclusion by Design are supported by—and contribute to—our independent-learning programme Challenging Practice: a course that seeks to enable built environment practitioners to engage reflexively with the challenges of equitable urban development.

Our main activities during the year 2021/2022 included the following projects.

3.1 Change by Design

- Title: Methods and Tools for Community Planning in Freetown
- Location: Freetown, Sierra Leone (in person and remotely)
- Team: Beatrice De Carli, Tamara Kahn, Louisa Orchard, Francesco Pasta, Niki Sole and Charlie Wright, with the support of Lucia-Caistor Arendar.
- Partners: Sierra Leone Urban Research Centre; Knowledge in Action for Urban Equality programme (KNOW)

Timeframe: 2018–2022

ASF-UK has partnered with the Sierra Leone Urban Research Centre since 2017, as part of a larger coalition of stakeholders including the CODOHSAPA and the federation of the Urban and Rural Poor in freetown, and The Bartlett Development Planning Unit of UCL in London. The aim of this partnership has been the development and dissemination of a novel planning tool for community-led planning, called Community Action Area Plan. In 2017–2019, our efforts focused on piloting the CAAP process and output in two settlements and supporting the development of a policy and planning framework that could take the CAAP at scale. Since 2020, our work has focussed on developing local capacities and tools for the implementation of future CAAPs. This work has been conducted in the context of the UKRI funded project Knowledge in Action for Urban Equality (KNOW) led by The Bartlett DPU.

Within this framework, in 2021/2022 we conducted three main activities:

Activity 1. Online training: Community Action Area Planning

From January to September 2021, ASF-UK designed and produced an online training course on Community Action Area Planning. This involved the creation of ad-hoc presentations, videos and worksheets to be utilised by SLURC in monthly in-person sessions in Freetown, attended by public planners, activists and community researchers. Together, the online course by ASF-UK and in-person sessions delivered by SLURC provided participants with step-by-step guidance for developing a CAAP for the settlement of Portee Rokupa. A key legacy of the course is a Google Classroom site collating all the course's learning material, which will remain accessible to SLURC and their partners.

Activity 2. Freetown Community Planning Toolkit Volume 1 and 2

Following the delivery of the course, ASF-UK focused on finalising a two-volume publication titled: Freetown Community Planning Toolkit. The first volume focuses on Settlement Profiling and the expected publication date is May 2022. The second volume focuses on Community Action Planning and we envision that it will be published in Autumn 2022. ASF-UK and SLURC are applying to present these publications at the World Urban Forum 11 in Katowice, Poland.

3.2. Resilience by Design

Title:	RBD methodology review and partnership development
Location:	NA
Team:	Tamara Kahn, Simhika Rao, Charlie Wright, with the support of Melissa Kinnear
Partners:	Oxford Brookes University
Timeframe:	2021–ongoing

During the period 2021/22, we have advanced on the re-development of our Resilience by Design methodology, in view of applying it to the development of Community Climate Action Plans and Local Place Plans with local community groups in Scotland. This review process included a successful online workshop in December 2021, run in partnership with Oxford Brookes University and involving staff and students from their course, as well as members and friends of ASF-UK. In parallel, ASF-UK has also advanced in the development of partnerships with organisations in Edinburgh, in view of becoming operative in 2022/23.

3.3. Inclusion by Design

Title: DESINC LIVE – Designing and Learning in the Context of Migration

Location:	London, UK, also Milan, Italy; Berlin, Germany; Leuven, Belgium
Team:	Rowan Mackay, Tahmineh Hooshyar Emami
Partners:	Politecnico di Milano (lead) with London Metropolitan University, KU Leuven, Universität der Künste, Refugees Welcome Italia, S27.

Timeframe: 2019–2022

Activity: Pilot educational offer

This year saw ASF-UK and five partner institutions from across Europe pilot an innovative learning programme, Practices of Urban Inclusion. The programme brought together learners and educators from a diversity of disciplines, backgrounds and geographies to explore how we can design, plan and enact cities as spaces of care for people with lived experience of migration, displacement and exile. The programme is the primary output of the Erasmus+ funded DESINC Live project, which has been running since 2019 and is due to conclude in August 2022.

The pilot programme brought together 29 learners from four universities and three civil society organisations from the UK, Italy, Germany and Belgium. The programme lasted six months between May and October 2021. It was designed as a blended learning experience made up of both online and live activities including self-directed and peer learning, online seminars and events and two live workshops, held in Milan and Berlin.

Through this experience ASF-UK has been able to explore new opportunities for impact through its knowledge sharing activities, which we will continue to build on as we look to re-launch the programme over the coming year.

3.4. Challenging Practice

Title:	Challenging Practice Handbook			
Location:	NA			
Team:	Beatrice De Carli, Goran Vodicka (coordination) with Lucia Caistor-Arendar, Charles Palmer, Niki Sole (Activities 2 and 3), Alexandre Apsan Frediani and Jhono Bennett (Activity 4).			
Partners:	ASF-International, RIBA, London Metropolitan University, Institute for Environment and Development (IIED) and UCL Development Planning Unit (DPU).			

Timeframe: 2012–ongoing

Activity 1. ASF-International Working Group

In 2021/2022, we have focussed our efforts in re-establishing a good working relationship with our peers in ASF-International who are also running the Challenging Practice course.

This was enabled by the Board of ASF-Int, who initiated a cross-organisation CP Working Group and hosted regular meetings to bring this group together. ASF-UK has been a key organisation in the group and co-organised and facilitated two events during the annual General Assembly of ASF-Int in September 2021, to discuss our ongoing work on the CP website and handbook (see below) and to share the methodology of our first online seminar, held in February 2021.

Activity 2. Handbook

Since 2018, ASF-UK has undertaken a review of the theoretical modules that form a core part of Challenging Practice. This has involved the overall review of the Challenging Practice Handbook, including the introduction of new modules (Migration; Urban Conflicts; Community Resilience) and the revision and update of existing ones. The process was made possible through the support of a wide range of guest authors including scholars and practitioners in the Uk and beyond In early 2021, ASF-UK partnered with London Metropolitan University to finalise this process; the partnership has enabled us to partly fund the copyediting, proofreading, illustration and graphic design of the Handbook. The Handbook will be launched in August 2022.

Activity 3. New website

As part of the review process above, the Challenging Practice website has also been updated with an improved structure, user interface and incorporation with the new ASF-UK website (see below). A further update is scheduled for August 2022, once the new Challenging Practice Handbook is available for uploading.

Activity 4. Stage A and Stage B preparation

Following the end of the pandemic, we decided to take a one-year break from running Stage A seminars and Stage B workshops, to focus on finalising the new Challenging Practice Handbook (above) and redesigning our educational offer. This hiatus has resulted in a plan to conduct a novel Stage A Seminar in October 2021, for the first time in partnership with the International Institute for Environment and Development and UCL Development Planning Unit. The seminar will involve the creation of new learning material and will be launched at the same time as the new handbook. The Stage A seminar will be followed by a Stage B workshop in Johannesburg in early 2023, in partnership with ASF-Int member organisation 1to1 Agency of Engagement.

3.5. Communication and Knowledge Exchange

New ASF-UK Website

This year we launched a new website, providing a new public face for the organisation, and incorporating administrative tasks such as membership subscriptions, events organisation and newsletter publication. This platform has replaced Mailchimp as the platform for distribution of the newsletters and email announcements.

In addition to the website we have started planning ways to streamline communications with our members and the public through a triannual newsletter and social media.

3.6 Strategic Planning

In September 2021 the Management Committee began a process to define a 10-year collective vision for ASF-UK, together with an action plan to deliver this vision over the short, medium and long-term.

The ASF-UK Vision Document, published internally in January 2022, is the product of facilitated conversations that took place between ASF-UK Management, Trustees, Associates and Expert Affiliates, and was facilitated by consultant Hazel Douglas, over three months at the end of 2021.

The document presents analysis of the organisation's strengths and weaknesses, a new vision and values statement and details the organisation's collective aspirations in areas including governance, identity and communication, funding and impact. The document concludes with a detailed action plan that has since been used to establish new workstreams to deliver on this vision over the coming years.

4. Plans for the Future

In 2022-23 ASF-UK will continue to deliver high quality community-led planning and design activities across its four programmes, whilst enacting its vision to grow into a small-medium sized charity and realising socially and environmentally just cities.

Within **Change by Design** we aim to re-start our international workshop programme after a two year break, as part of an emerging partnership with 1to1 Agency in Johannesburg.

Our **Resilience by Design** programme will be re-launched with a series of projects and workshops in the UK, focussed on supporting a just and equitable transition to climate justice.

Under **Inclusion by Design** we plan to complete the three year Erasmus+ funded DESINC Live project and to launch a new educational offer in partnership with London Metropolitan University, building on the successful pilot programme, Practices of Urban Inclusion.

Finally, the **Challenging Practice** team will be launching a new Handbook and theoretical modules for the programme, alongside re-launching our in-person Stage A seminars.

In addition to our programme activities, ASF-UK will continue to enact the actions set out in the ASF-UK Vision Document. A summary of work streams and key actions for the coming year is provided below:

• **Vision**: We will be reviewing our Theory of Change to better communicate the value of what we offer to diverse audiences.

- **Governance**: We will be formalising the role and responsibilities of the Management Committee and creating two new Associate roles to better respond to the team's capacities and commitment.
- **Finance**: For the first time as an organisation we will be undertaking financial planning on a 5-10 year timescale, with the aspiration to increase our funded activities and paid administrative and management support.
- **Impact**: We will also establish a framework for documenting and communicating our impact to potential partners, funders and clients.

5. Statement of Trustees' Responsibilities

The Trustees are required by law to prepare financial statements for each financial year, which give a true and fair view of the financial activities of the company and of its financial position at the end of that year. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on an ongoing concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Public Benefit

The principal objects of the charity during the year are stated in Section 2 of this report. The trustees are aware of the Charity Commission guidance on public benefit reporting as set out in Section 17 Charities Act 2011. The trustees believe that the charity achieves a public benefit as detailed elsewhere in this report.

Approval

This report was approved by the Board of Directors and Trustees and signed on its behalf by:

Melissa Kinnear, Chair

Kinne

Date: 11/11/2022

6. Independent Examiner's report to the Trustees of ASF-UK ("the Company")

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 28 February 2022.

Responsibilities and basis of report

As the Trustees of the Company (who are also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent Examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that:

- 1. Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2. The accounts do not accord with those records; or
- 3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- 4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

NB

Signed:

Name:Neelan SanthirarajahMembership Body:Institute of Chartered Accountants of England and WalesDate:14/11/2022

7. Statement of Financial Activities

FOR THE YEAR ENDED 28 FEBRUARY 2022

TOR THE TEAK ENDED 20 TEBR		-	2022		2021
	Note	Unrestricted £	Total £	Unrestricted £	Total £
Income from: Donations		900	900	2,361	2,361
Charitable activities: Fee Income	3	21,746	21,746	16,970	16,970
Total income		22,646	22,646	19,331	19,331
Expenditure on: Charitable activities	4	23,806	23,806	14,049	14,049
Total expenditure		23,806	23,806	14,049	14,049
Net income / (expenditure) for the year	6	(1,160)	(1,160)	5,282	5,282
Net movement in funds					
Funds at the start of the year Funds at the end of the year		<u> </u>	<u> </u>	<u> </u>	<u> </u>

8. Balance Sheet

AS AT FEBRUARY 2022

	Nata	2022	2021
Current Assets	Note	£	£
Cash at bank and in hand		26,582	28,305
Accrued income		7,200	7,182
Total Current Assets		33,782	35,487
Creditors: Amounts falling due within 1 year	5	0	(544)
Net Current Assets		33,782	34,942
Net Assets		33,782	34,942
Funds:			
Unrestricted funds:			
General fund	7, 8	33,782	34,942
Total funds		33,782	34,942

For the financial year ended 28 February 2022, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006. No member of the company has deposited a notice, pursuant to Section 476, requiring an audit of these financial statements under the requirements of Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved by the Board of Directors and Trustees and signed on its behalf by:

Kinne

M Kinnear - Chair Date: ...11/11/2022.....

9. Notes to the Financial Statements

1. Accounting Policies

Basis of Preparation of Financial Statements:

- The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Companies Act 2006.
- The charitable company meets the definition of a public benefit entity under FRS 102. These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts

1.2 Going Concern

- Based on the recent performance and good reserves, the trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.
- Income is the amount receivable derived from grants and other services falling within the company's ordinary activities.

1.3 Income

- Donations income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.
- Investment income is recognised when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest or dividends paid or payable by the investment fund manager.
- Value Added Tax is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

1.4 Funds

Unrestricted funds are those funds which the trustees are free to use in accordance with the charitable objects. Restricted funds are funds which have been given to carry out activities in furtherance of the charity's objectives.

- Any income received that is for specific purposes is credited to Restricted Fund income and is shown separately in the Statement of Financial Activities. Similarly, any expenditure incurred in relation to that income is charged to the Restricted Fund. Charges are levied to the Restricted
- Fund in respect of management and administration costs, details of which are shown in the notes of the accounts. Resources expended are recognised in the period in which they are incurred.

2. Share Capital

The company has no Share Capital but is limited by guarantee of the members. Membership of the Association is obtained through application to the Trustees. In the event of a winding up, the liability of each member is limited to £1.

3. Course, Membership and Fee Incomes

	Unrestricted £	2022 £	2021 £
Challenging Practice & Knowledge Exchange seminars	6,600	6,600	1,854
Inclusion by Design	14,421	14,421	14,365
Change by Design Workshops	-	-	-
Membership fees	725	725	751
Project consultancy fees & other income	-	-	-
TOTAL	21,746	21,746	16,970

4. Analysis of expenditure

	Charitable activities	Support		
	Unrestricted	costs	2022	2021
	£	£	£	£
Direct costs	13,940	-	13,940	6,928
Consultants fees	-	2,544	2,544	1,320
Office rent and services	-	467	467	538
Other administration costs	-	6,842	6,842	5,050
Other governance / AGM costs	-	13	13	213
Support costs allocation	9,866	(9,866)	-	-
TOTAL	23,806		23,805	14,049

5. Creditors: amounts due within 1 year

	2022	2021
	£	£
Accruals and deferred income	0	544

6. Movement in Funds

	At the start of the year	Incoming resources	Resources expended	At the end of the year
	£	£	£	£
Unrestricted funds: General fund	34,942	22,646	23,806	33,782
Total unrestricted funds	34,942	22,646	23,806	33,782
Total funds	34,942	22,646	23,806	33,782

Movement in Funds (prior year)

	At the start	Incoming	Resources	At the end
	of the year	resources	expended	of the year
	£	£	£	£
Unrestricted funds:	~	~	~	~
General fund	29,660	19,331	14,049	34,942
Total unrestricted funds	21,320	30,489	32,950	18,859
Total funds	21,320	30,489	32,950	18,859

7. Analysis of net assets between funds

	Tangible Fixed Assets £	Net Current Assets £	Total 2022 £
Restricted Income Funds Unrestricted Income Funds	- -	- 33,782	33,782
Total Funds		33,782	33,782

Analysis of net assets between funds

Analysis of het assets between junus			
	Tangible	Net	
	Fixed	Current	Total
	Assets	Assets	2021
	£	£	£
Restricted Income Funds	-	-	-
Unrestricted Income Funds	-	34,942	34,942
Total Funds			18,859
			.0,000