

Company Registration No: 06496707

Charity No: 1123786

ARCHITECTURE SANS FRONTIÈRES – UK

(COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 28 FEBRUARY 2023

CONTENTS

	Page
Company Information	3
Report of the Trustees	4–12
Independent Examiner’s Report	13
Statement of Financial Activities	14
Balance Sheet	15
Notes to the Financial Statements	16–18

COMPANY INFORMATION
FOR THE YEAR ENDED 28 FEBRUARY 2023

Chairperson	Melissa Kinnear
Company registration number	06496707
Charity registration number	1123786
Registered office	Unit 114567 PO Box 6945 London W1A 6US
Accountant	Kunal Amin Member of the Institute of Chartered Accountant of England and Wales (ICAEW)
Independent Examiner	Neelan Santhirajah Member of the Institute of Chartered Accountant of England and Wales (ICAEW) # 1883082
Bankers	Santander UK 2 Triton Square Regent's Place London, NW1 3AN

1. Structure, governance and management

The directors, who are also trustees, present their report and accounts for the financial year ended 28 February 2023. The directors of ASF-UK serving during the year and since the year end were as follows:

Melissa Kinnear, Chairperson	Appointed 2019
Constance Agyeman	Appointed 2021
Jessica Lisa Arczynski	Appointed 2022
Adam Dawson	Appointed 2021
Rubbina Karruna	Appointed 2013
Villa Mae Libutaque Ebreo	Appointed 2022
Peter Oborn	Appointed 2018
Prashant Solanky	Appointed 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 and collaborators during the period 2022/2023 include:

- 1to1 Agency of Engagement, South Africa
- Architecture Sans Frontières International
- Edinburgh Voluntary Organisations' Council (EVOC)
- Federation of the Urban and Rural Poor (FEDURP), Sierra Leone
- Inner-City Resource Centre (ICRC), South Africa
- International Institute for Environment and Development (IIED)
- KU Leuven, Belgium

- London Festival of Architecture
- London Metropolitan University
- PlanAct, South Africa
- Politecnico di Milano, Italy
- Refugees Welcome Italia, Italy
- Royal Institute of British Architects
- S27 – Art and Education, Germany
- Sierra Leone Urban Research Centre (SLURC), Sierra Leone
- Socio-Economic Rights Institute of South Africa (SERI), South Africa
- Universität der Künste Berlin, Germany
- University College London

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 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 revolves around developing, implementing, and disseminating processes and methods for community-led design and planning. We place great emphasis on building equitable partnerships with a broad range of organisations, so that together we can scale up community-led development 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 co-design and planning as tools for advancing equity and deepening democracy in cities.
- Resilience by Design utilises cocreative 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 complemented by our independent-learning programme Challenging Practice: a course that encourages built environment students and practitioners to engage in inclusive and sustainable urban development.

Our main activities during the year 2022–2023 included the following projects.

3.1 Change by Design

Project:	Methods and Tools for Community Planning in Freetown
Location:	Freetown, Sierra Leone
Partners:	Sierra Leone Urban Research Centre with CODHOSAPA, FEDURP, supported by University College London, The Bartlett DPU
Timeframe:	2018–2022
Team:	Beatrice De Carli, Lucia Caistor-Arendar, Tamara Khan, Louisa Orchard, Francesco Pasta, Niki Sole, Charlie Wright
<p>ASF-UK has established a partnership with the Sierra Leone Urban Research Centre since 2017, together with a larger coalition of stakeholders including the CODHOSAPA and FEDURP in Freetown, and The Bartlett Development Planning Unit of UCL in London. The objective of this partnership has been to develop and disseminate a novel instrument for community-led planning, known as the Community Action Area Plan. From 2017 to 2019, we piloted the CAAP process and output in two settlements, while also supporting the development of a policy and planning framework that could</p>	

facilitate the implementation of CAAPs on a larger scale. Since 2020, we have focused on developing local capacities and tools to support the implementation of future CAAPs. This work has been carried out within the context of the UKRI funded project Knowledge in Action for Urban Equality (KNOW), led by The Bartlett DPU. Within this framework, in 2022/2023 we undertook two main activities:

Development of Freetown Community Planning Toolkit

Following the delivery of a capacity development course on community action planning in 2021, ASF-UK has developed a two-volume publication titled: Freetown Community Planning Toolkit. The first volume concentrates on Settlement Profiling and was published in May 2022. The second volume focuses on Community Action Planning, which we anticipate will be published in 2023. The first volume of the toolkit was presented at the World Urban Forum 11 in Katowice, Poland in June 2022.

Assistance with the development of community-facing outputs

Parallel to the development of the toolkit, ASF-UK Associates have continued to provide remote support to SLURC for the development of three Settlement Profiles and one Community Action Area Plan. The profiles were published during 2022, while the publication of the CAAP is expected to occur in 2023.

Project:	Housing Justice in Inner-City Johannesburg
Location:	Johannesburg, South Africa
Partners:	1to1 Agency of Engagement and IIED with PlanAct, SERI, ICRC and others
Timeframe:	2022 – ongoing
Team:	Beatrice De Carli, Tahmineh Hooshyar Emami, Rowan Mackay, Francesco Pasta (Associates) with Jhono Bennett and Alexandre Apsan Frediani (Advisors)

Change by Design Johannesburg is a collaborative initiative between ASF-UK, IIED, and 1to1 – Agency of Engagement. The project is focused on addressing housing justice and the right to adequate housing in inner-city Johannesburg. The initiative was launched in 2022/2023 with a one-day symposium and a week-long workshop. The workshop, which was held in January 2023, explored two inner-city sites: an informal settlement and a cluster of occupied buildings. Building upon 1to1's ongoing partnerships with grassroots and advocacy groups, the aim was to support residents and their organisations in their efforts to create fairer living conditions in the two areas, as well as to explore the potential contribution of community-led design and planning

to advancing housing justice in the inner-city.

Key findings included the importance of strong collaborative networks, multi-stakeholder and multi-disciplinary approaches to advance housing justice, and the difficulty of translating policy into practice. The workshop also highlighted the lack of a policy for upgrading occupied buildings, and the limited options available for community-led housing in Johannesburg. The workshop provided several recommendations for the future, including a priority focus on upgrading occupied buildings, addressing knowledge gaps around affordability, and enhancing the capacity of grassroots activists to engage with policy.

Findings and recommendations were shared with partners including ICRC, Planact, and SERI in Johannesburg, and IIED in London, with whom we are currently planning the next steps in the Change by Design Johannesburg initiative.

3.2. Resilience by Design

Project:	Community Climate Action Planning in Edinburgh
Location:	Edinburgh, UK
Partners:	Edinburgh Voluntary Organisations' Council (EVOC)
Timeframe:	2019 – ongoing
Team:	Tamara Kahn, Dasha Moschonas, Simhika Rao, Charlie Wright

In January 2023, the Resilience by Design team and EVOC hosted a workshop to explore how community-led design and planning can support a fair transition to Net Zero Edinburgh. The event aimed to collect principles and methods for working with the civic sector on resilience projects within the 2030 Climate Strategy Agenda. A report from the workshop is available on ASF-UK's website. The report discusses the role that 'Net Zero Community Planning' could have in the production of inclusive, resilient and equitable city-making. The workshop explored this using ASF-UK's Resilience by Design methodology to address how communities, local groups and city institutions could develop transformative neighbourhood plans. The next phase of our partnership with EVOC will involve identifying one or more groups for in-depth engagement and explore further how community-led design can inform a just transition to net zero.

3.3. Inclusion by Design

Project:	DESINC LIVE – Designing and Learning in the Context of Migration
Location:	London, UK, also Milan, Italy; Berlin, Germany; Leuven, Belgium
Partners:	Politecnico di Milano (lead) with London Metropolitan University, KU Leuven, Universität der Künste, Refugees Welcome Italia, S27.
Timeframe:	2019 – ongoing
Team:	Tahmineh Hooshyar Emami and Rowan Mackay
<p>This year marked the conclusion of the Practice of Urban Inclusion pilot learning programme, which brought together 29 learners and educators from a diverse range of disciplines, backgrounds, and geographies. The programme was designed to explore how we can create cities that prioritize the care and well-being of individuals with lived experience of migration, displacement, and exile. The programme represents the primary output of the Erasmus+ funded DESINC Live project, and was conducted from 2019 until August 2022.</p> <p>During the period of 2022/23, we focused on developing key intellectual outputs of the DESINC Live project, with an emphasis on disseminating the learnings across a local network in London. This network consists of like-minded organisations working in similar ways and contexts. As a result, discussions around the replicability of the programme, and its embeddedness in the context of the UK have been progressing. Longer-term goals for replicating the programme as a university module are under discussion with London Metropolitan University. In the shorter term, the team is exploring the potential for shorter workshops as part of the London Festival of Architecture 2023.</p>	

3.4. Challenging Practice

Project:	Challenging Practice
Location:	London, UK, and Johannesburg, South Africa
Partners:	ASF-International
Timeframe:	2012 – ongoing

Team:	Goran Vodicka, Lucia Caistor-Arendar, Beatrice De Carli, Charlie Wright (Associates) with Alexandre Apsan Frediani (Advisor)
<p><i>Challenging Practice Handbook – Second Edition</i></p> <p>The second edition of the Challenging Practice Handbook, which includes contributions by academics and practitioners from the ASF-International network, was finalised and published in July 2022. The Handbook is available as a free download from both ASF-UK and Challenging Practice websites.</p> <p><i>Stage A (10/2022)</i></p> <p>In October 2022, the Challenging Practice (CP) team organised a special edition of the CP Stage A seminar in partnership with the International Institute for Environment and Development and The Bartlett Development Planning Unit of University College London. The two-day seminar involved engaging with the book "Cities for Human Development" with the author and ASF-UK Advisor Dr. Alexandre Apsan Frediani, and exploring how the Capability Approach informs the approach to community-led design and planning set by the Change by Design programme of ASF-UK.</p> <p><i>Stage B (01/2023)</i></p> <p>The Change By Design workshop held in Johannesburg in January 2023 also served as a Challenging Practice Stage B workshop.</p>	

4. Plans for the Future

In 2023-2024, ASF-UK will continue to deliver high-quality community-led planning and design activities across its four programmes, while pursuing its vision of growing into a small-medium sized charity and creating socially and environmentally just cities.

Within Change by Design, we aim to conclude our work with SLURC regarding the Freetown Community Planning Toolkit, and to explore opportunities for further collaboration in developing learning and capacity-building programmes. The Change by Design program will also continue its partnership in Johannesburg, developing a one-week learning programme for community organisers in September 2023, focussed on exploring the right to adequate housing in international law and national and city policy. Additionally, an international workshop will be held in January 2024 to explore how community-led design and planning can advance housing rights at a local scale.

Our Resilience by Design programme will seek opportunities to carry out hands-on work with community groups in Edinburgh and beyond, with a focus on supporting a just and equitable transition to climate justice.

Under Inclusion by Design, we plan to develop a new series of workshops in collaboration with London-based groups and collectives to refine the programme. We will also explore opportunities for partnership with London Metropolitan University and collaborate with the Challenging Practice team to deliver a seminar focused on IBD topics and themes.

Finally, the Challenging Practice team will partner with Sheffield Hallam University to conduct an evaluation of the programme's impact on learners over the past ten years, as well as explore ways of scaling it to reach new and wider audiences in the future. We also aim to review the program's website while delivering further Stage A and Stage B activities.

In addition to our programme activities, ASF-UK will continue to enact the actions set out in the ASF-UK Vision Document in 2021/2022. We will create new resources to disseminate our vision and theory of change with greater clarity to diverse audiences. We will move towards a paid position for management and create five associate roles to better respond to the team's capacities and commitment. We will consolidate financial planning on a 5-10 year timescale and submit 3 to 5 funding applications to support our work. Finally, we will consolidate 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 signed on its behalf by:

Melissa Kinnear
Chair of the Board of Directors

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 2023.

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 not come across any 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.

Neelan Santhirajah
Independent Examiner, 29/09/2023

7. Statement of Financial Activities

(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 28 FEBRUARY 2023

	Note	Unrestricted £	2023 Total £	Unrestricted £	2022 Total £
Income from:					
Donations		2,650	2,650	900	900
Charitable activities:					
Fee Income	3	15,646	15,646	21,746	21,746
Total income		<u>18,296</u>	<u>18,296</u>	<u>22,646</u>	<u>22,646</u>
Expenditure on:					
Charitable activities	4	27,439	27,439	23,806	23,806
Total expenditure		<u>27,439</u>	<u>27,439</u>	<u>23,806</u>	<u>23,806</u>
Net income / (expenditure) for the year	6	(9,143)	(9,143)	(1,160)	(1,160)
Net movement in funds					
Funds at the start of the year		33,782	33,782	34,942	34,942
Funds at the end of the year		<u>24,640</u>	<u>24,640</u>	<u>33,782</u>	<u>33,782</u>

8. Balance Sheet

BALANCE SHEET			
AS AT FEBRUARY 2023			
	Note	2023	2022
		£	£
Current Assets			
Cash at bank and in hand		17,440	26,582
Accrued income		7,200	7,200
Total Current Assets		24,640	33,782
Creditors: Amounts falling due within 1 year	5	0	0
Net Current Assets		24,640	33,782
Net Assets		24,640	33,782
Funds:			
Unrestricted funds:			
General fund	7, 8	24,640	34,942
Total funds		24,640	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:

Melissa Kinnear

Chair of the Board of Trustees,

29 September 2023

9. Notes to the Financial Statements

1. Accounting Policies

1.1 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.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2021 (cont.)**

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 £	2023 £	2022 £
Challenging Practice & Knowledge Exchange seminars	5,050	5,050	6,600
Inclusion by Design	0	0	14,421
Change by Design Workshops	5,810	5,810	-
Membership fees	1,100	1,100	725
Project consultancy fees & other income	3,686	3,686	-
TOTAL	15,646	15,646	21,746

4. Analysis of expenditure

	Charitable activities Unrestricted £	Support costs £	2023 £	2022 £
Direct costs	12,549	-	12,549	13,940
Consultants fees	-	6,660	6,660	2,544
Office rent and services	-	480	480	467
Other administration costs	-	6,987	6,987	6,842
Other governance / AGM costs	-	763	763	13
Support costs allocation	14,890	(14,890)	-	-
TOTAL	27,439	-	27,439	23,805

5. Creditors: amounts due within 1 year

	2023 £	2022 £
Accruals and deferred income	<u>0</u>	<u>0</u>

6. Movement in Funds

	At the start of the year £	Incoming resources £	Resources expended £	At the end of the year £
Unrestricted funds:				
General fund	33,782	18,296	27,439	24,640
Total unrestricted funds	<u>33,782</u>	<u>18,296</u>	<u>27,439</u>	<u>24,640</u>
Total funds	<u>33,782</u>	<u>18,296</u>	<u>27,439</u>	<u>24,640</u>

Movement in Funds (prior year)

	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	<u>34,942</u>	<u>22,646</u>	<u>23,806</u>	<u>33,782</u>
Total funds	<u>34,942</u>	<u>22,646</u>	<u>23,806</u>	<u>33,782</u>

7. Analysis of net assets between funds

	Tangible Fixed Assets £	Net Current Assets £	Total 2023 £
Restricted Income Funds	-	-	-
Unrestricted Income Funds	-	24,640	24,640
Total Funds	<u>-</u>	<u>24,640</u>	<u>24,640</u>

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	<u>-</u>	<u>33,782</u>	<u>33,782</u>