



DRAFT
MANUAL / PROTOCOL
for
ACGSA
COMMITTEE MEETING

Prepared by:

Debatosh Sahu,
M.Arch, FIIA, FIUDI, FIV, AIID
Chairman, ACGSA 2017-2018

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1. OVERVIEW

The idea of a Committee Meeting on Green and Sustainable Architecture among ASIAN countries was mooted at the time of formation of ARCASIA. The founder member institute of Hong Kong, Malaysia, Pakistan, India, Singapore and Srilanka decided to have this Committee from the very inception of ARCASIA.

1.1. OBJECTIVES :

- To advise and administer on behalf of the Council all matters pertaining to Green and Sustainable Architecture in Member Institute countries.
- To coordinate and promote co-operation among the Green and Sustainable Architecture Committees of the Member Institutes.
- To help the Member Institutes to achieve their national aims in matters regarding Green and Sustainable Architecture in order to achieve and maintain standards relevant to their respective national needs.
- To help Schools of Architecture in the region to inculcate in their curriculum issues of Green and Sustainable Architecture and encourage the evolution of these concepts.
- To arrange for the publication of any matter that are considered by the ARCASIA Council to be likely to promote the knowledge, theory, and practice that promotes the growth of Green and Sustainable Architectural concepts in the ARCASIA region.

The committee shall be responsible to the ARCASIA Council for the affairs of the ACGSA.

2. TIME PROGRAM

The ARCASIA Committees normally meets annually parallel with the ACA or ARCASIA Forum.

3. ADMINISTRATIVE MATTERS

3.1 The respective Committee Chairman oversees the preparation for the Annual Committee Meeting and shall during his term of office preside over and conduct business at all meetings of the respective Committees.

3.2 The Committee Chairmen shall have the following duties and functions prior, during and after the Committee Meetings:-

- To provide new ideas/programs in line with the ARCASIA Constitution for the Committee to consider.
- To operate a Secretariat for the Committee.
- To publicize the work of Committee worldwide.
- To participate in promotional activities related to the work of the committee.
- To maintain communication with Member Institutes.
- To monitor work delegated to Member Institutes.
- To chair the Committee's Annual Meeting which is normally held concurrently with ACA or ARCASIA FORUM.
- To liaise with the ARCASIA Honorary Secretary about the requirements/equipment for the Annual Meeting.
- To ensure that each Member Institute submits an ACGSA Committee Report for their Councils on the approved prescribed format.
- To produce a Summary Report of the deliberations of the Committee Meetings and present it to the Council in the afternoon of the Second Day of the Annual ARCASIA Council Meeting.

3.3 The Committee Chairmen shall coordinate with the Host Member Institute with regards to other meeting requirements.

4. COMMITTEE MEETING

4.1. TITLE:

The Committee meeting shall be titled **ACGSA Committee meeting** with the PREFIX such as 1st, 2nd etc to indicate the sequence.

4.2. THEME & FOCUS:

There shall be a THEME OF EACH Committee Meeting to be decided by the Host Institute which may be the same theme of the ACA or FORUM of that year, decided by the Host country.

4.3. HOST:

Host Institute for the following Committee Meeting shall be determined based on an EXPRESSION OF INTEREST submitted by the country for holding ACA or FORUM in the Council.

4.4. DATE, VENUE, LOGISTICS & HOSPITALITY:

- Host Institute shall mention the preferred date and venue of the Committee Meeting which is generally prior to the Council meeting.
- Host Institute shall organize and arrange the venue for the meeting and associated Logistics and local hospitality transport for all the invited participants of the Committee meetings only.
- Host Institute shall offer complimentary Accommodation for at least 2 nights to all the invited participants.
- Standard of Accommodation and basis of sharing shall depend on the convenience of the host Institute.
- Hospitality shall be provided to the Committee Chairman and Immediate Past Chairman, whereas the position of Deputy Chairman shall not create a financial burden on the host of ARCASIA Forums and Congresses.

4.5. EQUIPMENT AND FACILITIES REQUIREMENTS

4.1 Seating around a square Congress/Forum table for a maximum of 25 seats is preferable.

4.2 One microphone (at least) per two delegates.

4.3 Paper, pencils, glass of water on the table

4.4 Display cards for the following:

- Chairman
- Immediate Past Chairman
- Deputy Chairman
- Member Institutes

4.5 Coffee break, lunches and other hospitalities

4.6 Additional Chairs to be provided for individual observers/delegates attending.

4.6. DURATION:

- ACGSA Committee Meeting shall take place once in every year during ARCASIA FORUM or ACA prior to Council Meeting.

- The Committee Meeting shall be a ONE DAY EVENT from 10 am – 5.00pm with two Tea/Coffee Break and Lunch Break.

4.7. NOTICE & INVITATION OF THE COMMITTEE MEETING:

- Notice of the Committee Meeting shall be circulated among the members of the Committee and the Presidents of the ARCASIA Member Institute at least 1 month prior to the date of the Committee Meeting.

- Host Institute shall send invitation to ARCASIA President, Chairman ACGSA and Presidents & ACGSA Representative of each Member Institute to attend the Committee Meeting.

- Invitation shall be extended to Past Chairmen of ACGSA.

- Invitation may also be extended to any other official related to ARCASIA & ACGSA activities as deemed appropriate by the host Institute.

4.8. MODE OF CONDUCT:

- Chairman ACGSA shall chair the Committee Meeting and moderate the discussion.
- President of the Host Institute or any official designated by him shall deliver an Address of Welcome at the beginning of the Committee Meeting.
- Official designated by the organising country shall deliver a Vote of Thanks at the end of the Committee Meeting.
- Host Country may choose to invite any local, regional or International dignitary to share the thought relevant for the Committee Meeting.
- Display of small national flags shall be placed in front of each participant of the Committee Meeting.
- Name Plates of each participant with appropriate designation shall be placed.
- Provision for Audio recording, Still Photography and Videographer shall be arranged for archiving
- Basic Stationery such as (but not limited to) Note pad, Pen, Folder etc. shall be supplied by the host Institute.

4.9. AGENDA:

Agenda of the Committee Meeting shall be prepared by the Chairman ACGSA and be circulated among all the invitees & participants by the host institute at least 1 month prior to the Committee Meeting.

Agenda shall include (but not limited to)

- Presentations of the Minutes of the Earlier Meeting
- Introduction of the Participants, Guest & Dignitaries attending the Committee Meeting
- Member Institute Country Reports (Format: Annexure),

Business of the House:

Chairman ACGSA shall outline the Business of the House upon reviewing suggestions/recommendations from Member Institutes

Following items shall be included in general:

- ACGSA Road map for the next one year
- Calendar of events & activities

A Group Photo session shall take place at any convenient time during the Committee Meeting.