

AAA Awards Organising Framework - DRAFT

R3 27 June 2024

Preamble

The ARCASIA Awards for Architecture (AAA Awards) is an Annual Awards Instituted by ARCASIA for exemplary Architectural Projects in the ARCASIA REGION.

The RULES & REGULATIONS FOR THE ARCASIA AWARDS FOR ARCHITECTURE (AAA) in ARCASIA Handbook Section C.2.6 shall be the main reference document.

ARCASIA hereby invites Member Institutes to submit bids to organise the ARCASIA Awards for Architecture (AAA) for a period of 5 years.

This document outlines the roles and responsibilities of:

- i. 'ARCASIA' (*vide its Office Bearers and Secretariat*)
- ii. 'Awards Organiser' (*the Member Institute whose bid to organise the Awards is accepted by Council*)
- iii. 'Host Institute' (*of a Forum or Congress*)

The following outlines the AAA Awards Framework:

1. AAA Awards Convenor

The AAA Awards will be administered by a CONVENOR nominated by the Awards Organiser.

2. AAA Awards Committee

The AAA Awards Committee will consist of:

- The Awards Organiser team, led by the Convenor.
- One Representative of ARCASIA nominated by the Office Bearers.
- The Host Institute representative nominated by the host institute of the Forum or Congress of the prevailing year.

The AAA Awards Committee will be supported by the AAA Awards Secretariat established by the Awards Organiser. All three parties will be involved in decision-making discussions at all stages of the award organising work, with regular online/ ZOOM meetings as needed.

3. AAA Awards Jury (five)

The following Jury Panel of five persons, will be jointly proposed and decided by ARCASIA, Awards Organiser & Host Institute:



OFFICE BEARERS 2024-2025

President
Ar. Saifuddin Ahmad
Malaysia

Vice President (Zone A)
Ar. Devendra Nath Gongal
Nepal

Vice President (Zone B)
Ar. Saykham Thammanosouth
Laos

Vice President (Zone C)
Ar. Thomas Cheung
Hong Kong

Immediate Past President
Ar. Abu Sayeed M Ahmed
Bangladesh

Honorary Secretary
Ar. Dexter Y.P. Koh
Malaysia

Honorary Treasurer
Ar. Ridha Razak
Malaysia

Advisor
Datuk Ar. Tan Pei Ing
Malaysia

Advisor
Ar. Rita Soh
Singapore

CHAIRS 2024-2025

Committee Chair (ACAE)
Ar. Jonathan Manalad
Philippines

Committee Chair (ACPP)
Ar. Zhang Wei
China

Committee Chair (ACSR)
Ar. Farhana Sharmin Emu
Bangladesh

Committee Chair (ACGSA)
Ar. Alice Leong
Malaysia

Committee Chair (ACYA)
Ar. Denny Setiawan
Indonesia

Chair (Fellowship)
Ar. Debatosh Sahu
India

- President of ARCASIA (one)
- An eminent Non-Architect personality from the host country of Forum where the Awards are to be adjudged (one)
- Two eminent Architects from ARCASIA Zones other than the country represented by the President of ARCASIA (two)
- An eminent Architect from any region other than the ARCASIA Region (one)

4. Schedule & Rules

The Schedule of AAA and any adjustments on the Rules & Conditions for AAA shall be determined by the AAA Awards Committee.

5. Specific Scope of Works and Responsibilities:

5.1 Awards Organiser Team

5.1.1 Material

- Preparing the Awards brief and all related Rules & Conditions, Manuals for the Jury, Invitation Letter, relevant Press Release, etc.;
- Preparing digital files of medal and certificate for the selected winners;

5.1.2 Management of Awards Submissions & Entries

- Testing the award submission website/platform and liaising with the platform manager Flava Design LLP;
- Collection and organisation of award submissions and entries, online Q&A;
- Review of the unified format of all entries;

5.1.3 Contact & Liaison

- Communication with ARCASIA and Host Institute to complete all stages of work;
- Communication with ARCASIA member institutes;
- Communication with all juries;
- Communication with the winners of AAA;

5.1.4 Organizing Jury's Judging and Review

- Preparing the schedule of Judging & review;
- Organizing the First Review of Jury in online form;
- Assisting Host Institute in conducting the Final physical judging and preparing the digital materials required;

5.1.5 Compilation of Final Results

5.1.6 Visual design and material production

- The design of AAA posters and other relevant visual design;
- Communicating and liaising with local companies to prepare the awards certificates
- To prepare the Awards medals (*Note: Awards Organiser could communicate with PAM to assist with the production of medals and delivery*)

5.2 ARCASIA

ARCASIA's representative shall act as advisor and take the lead in monitoring and guiding the overall progress;



5.2.1 Final Physical Judging by Award Jury Panel

- Organising the final judging logistics, including communicating with the jury panel, providing the venue, accommodation and reimbursement of travelling expenses
- Printing and production of submission materials required for final judging

5.3 Host Institute Team

5.3.1 Award Ceremony & Exhibition (Host institute's obligation)

- To organise the AAA Awards Ceremony and Exhibition in conjunction with the ARCASIA Forum or ACA, under the guidance of the Awards Committee

6. Financial Arrangements

6.1 Income

The income is mainly from the entry fees. In the previous edition, the entry fees was 100USD per submission.

6.2 Bank Account

The entry fees should be deposited into the Bank Account of ARCASIA in Singapore, managed by ARCASIA. ARCASIA would be responsible in managing the financial account related to the AAA.

6.3 Income Distribution (TBC)

At the end of each AAA cycle, the income of AAA shall be utilised by ARCASIA to reimburse the Awards Organiser and Host Institute based on the respective worksopes undertaken.

