

## AAA Awards Organising Framework - DRAFT

R4 25 July 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

###### 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;
- 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

###### 5.1.7 Final 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
- **The venue of the final judging shall be subject to ARCASIA's approval.**



## 5.2 ARCASIA

- 5.2.1 ARCASIA's representative shall act as advisor and take the lead in monitoring and guiding the overall progress
- 5.2.2 Upgrading and modification of Awards platform, if required, will be under the purview and responsibility of ARCASIA. However, the Award Host Institute may suggest or propose the required upgrading.

## 5.3 Host Institute

- 5.3.1 Award Ceremony & Exhibition (Host institute's obligation and cost)
  - To organise the AAA Awards Ceremony and Exhibition in conjunction with the ARCASIA Forum or ACA, under the guidance of the Awards Committee
  - To invite the jurors to attend the AAA Awards dinner (accommodation and local hospitality limited to 2 nights and free Forum/Congress registration)

## 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. Any adjustment shall be subjected to approval by the ARCASIA Office Bearers.

### 6.2 Bank Account

The entry fees shall 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 Expenditures

The following are the costs which will form the expenditures of the income of AAA:

- i. Microsoft Azure Server Hosting
- ii. System for Award Submission
- iii. Renewal of Domain Name
- iv. Medals
- v. Certificates & framing
- vi. Jurors' Souvenir/Token
- vii. Jurors' flight, accommodation and local hospitality for the 1 session of final judging (unless judging is done online)

### 6.4 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 workscopes undertaken. to cover the expenditures incurred as listed in 6.3.

- Model 1:

Profit (Income – Expenditure) sharing with Awards Organiser (50% for ARCASIA and 50% for Award Hosting Institute)

*For Model 1, the Host Institute would be required to submit the details of the cost, and this could be cumbersome*



- Model 2: Income - % of total income to be retained by ARCASIA

*For Model 2, it is easier with less dispute. However, we need to work out some statistics on the cost based on past cycles to determine the financial viability for both ARCASIA and the Awards Organiser.*

The amount to be disbursed to the Host Institute within 30 days upon completion of the Congress/Forum.

