

Meeting	: 3rd OB/CC 2024-2025	Next Meeting	: 4th OB/CC 2024-2025
Date	: 4 July 2024, Thur	Date	: 17 August 2024, Sat
Time	: 11.45am - 1.00pm	Time	: 3.30pm KL Time
Venue	: Lounge 4, Hall 4, Level 1, Kuala Lumpur Convention Centre (accessible via Hall 4)	Venue	: Zoom
Notes by	: DK		

Office Bearers & Committee Chairs

Office Bearers	President	Ar. Saifuddin Ahmad	(SA)
	Vice President Zone B	Ar. Saykham Thammanosouth	(ST)
	Vice President Zone C	Ar. Thomas Cheung	(TC)
	Immediate Past President	Ar. Abu Sayeed M Ahmed	(ASA)
	Honorary Secretary	Ar. Dexter Y.P. Koh	(DK)
	Honorary Treasurer	Ar. Ridha Razak	(RR)
	Advisor	Ar. Tan Pei Ing	(TPI)
	Advisor	Ar. Rita Soh	(RS)
Committee Chairs	ACAE Chair	Ar. Jonathan V. Manalad	(JVM)
	ACPP Chair	Ar. Zhang Wei	(ZW)
	ACSR Chair	Ar. Farhana Sharmin Emu	(FSE)
	ACGSA Chair	Ar. Alice Leong Pek Lian	(ALPL)
	ACYA Chair	Ar. Denny Setiawan	(DSE)
Fellowship Chair		Ar. Debatosh Sahu	(DSA)

Joining via Zoom

Vice President Zone A	Ar. Devendra Nath Gongal	(DNG)
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Attendee by invitation

PAM President	Ar. Adrianta Aziz	(AA)
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Attachments

- ATT.1.1** 240622 ARC24-25 ACSR COR IAB
- ATT.1.2R** ACSR CHARTER - LAST EDITED 240630
- ATT.1.3R** ACSR MEETING CHARTER - Review Doc 240702
- ATT.2.1** 240624 ALPL ACGSA RT Theme & Programme
- ATT.2.2** 240704 ACGSA RT Agenda REV1
- ATT.2.3** 240704 ALPL ACGSA REPORT 4 JULY 2024
- ATT.3** 240626 ZW ACPP Meeting Report
- ATT.4** 240704 JVM ARCASIA TOY 2024 V.8
- ATT.5** 240704 JVM Students Design Competition 2024 V.1

MATTERS

1.0 Convening of the Third OB/CC Meeting

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| 1.1 | Welcome Remarks - ARCASIA President, Ar. Saifuddin Ahmad & PAM President Ar. Adrianta Aziz | |
| 1.1.1 | Welcome Remarks - ARCASIA President, Ar. Saifuddin Ahmad
- Pres welcome everyone at the Meeting and thanked PAM President Ar. Adrianta Aziz who was present, for his institute's generosity of hosting the ARCASIA OB & OBCC Meeting in Kuala Lumpur, concurrently with the ACGSA Roundtable and the ACYA Forum.
- Pres also remarked that PAM as founding member of ARCASIA has always supported ARCASIA activities and hope it will continue to do so in the future, and is appreciative and thankful for that.
- Pres also hopes PAM will support Forum22 which will held in Kandalama, by committing to the delegates attending the event.
- Pres then invited PAM President to say a few words. | INFO |

ACTION BY:

MATTERS	ACTION BY:
<p>1.1.2 Welcome Remarks - PAM President Ar. Adrianta Aziz</p> <ul style="list-style-type: none"> - AA remarked he has always been part of ARCASIA from his previous chairmanship of ACAE. - On behalf PAM he welcomed all delegates to Kuala Lumpur and remarked he had his Deputy and Vice Presidents in ARCASIA OB. - PAM reiterated its commitment and support to ARCASIA, and he hoped to see everyone in Kandalama. - AA then proceeded to present souvenirs and certificates of appreciation to delegates, followed by photo session. 	INFO
<p>1.2 Adoption of this Meeting Agenda - Hon Secretary</p>	
<p>1.2.1 HonSec proceeded with the Meeting Agenda and added that he has transferred matters arising from the 2nd OBCC Meeting.</p>	INFO
<p>1.2.2 The revised Meeting Agenda was then adopted without amendments.</p>	INFO
<p>1.3 Adoption of the Minutes of the 2nd OB/CC 2024-2025 Meeting held in Bangkok on 1 May 2024 - Hon Secretary</p>	
<p>1.3.1 Amendments:</p> <p style="margin-left: 40px;"><i>2.4.4, last para:</i> It was decided AEA will submit report to the OBs via ACSR Chair.</p> <p style="margin-left: 40px;"><i>2.4.8, last para:</i> It was decided AHPG will submit report to the OBs via ACSR Chair.</p>	INFO
<p>1.3.2 The Minutes was confirmed as correct records by the meeting.</p>	INFO
<p>1.3.3 HonSec reminded everyone again that for future meetings, all documents/ presentations should be submitted earlier per deadline and not at the last minute, to enable Secretariat to prepare for the meeting efficiently. Pres agreed and reiterated that early submission of documents will enable attendees to go through before the meeting so that meeting time is used for deliberation and discussion, not presentation.</p>	All
<p>2.0 Matters for tabling at the 3rd OB/CC Meeting</p>	
<p>2.1 from 2nd OBCC Meeting on 1 May 2024, item 2.3:</p> <p>TOY Document - As the TOY document has yet to be approved to be incorporated into the Handbook, Pres instructed JVM to amend/complete this document to be finalized at next OB/CC Mtg, then to be presented to Council in Kandalama for approval/adoption.</p>	
<p>2.1.1 JVM presented (ATT.4) 240704 JVM ARCASIA TOY 2024 V.8 at the meeting, incorporating the comments made by the meeting at BKK.</p>	JVM
<p>2.1.2 Comments:</p> <ul style="list-style-type: none"> - HonSec enquired on the '2024' in the title, to which JVM responded that it is the year the document originated. - JVM remarked there are no cost implications as there is no cost to ARCASIA, some cost incurred by host institute for medals and honorarium for jury, if any. which RS agreed. - TPI queried whether there are other costs like prize-money, free registration to Forum/Congress, flight and accommodation for winners. Pres responded that usually the institute representative will receive the prize-money on behalf of the winners. - RS opined that, similar to AAA Awards, ARCASIA does not fly in winners so this should apply to TOY. - Juror composition: Head Juror shall be current chair of ACAE 	INFO

MATTERS	ACTION BY:
<ul style="list-style-type: none"> - RS suggested not to use the term 'Gold Medal' for TOY as there may be more than one winner. - Convenor is necessary, ACAE shall propose to OB for approval. 	
2.1.3 JVM will finalise the draft which will be presented to Council in Kandalama	JVM
2.1.4 JVM reported update on TOY2024, timeline for institutes to decide nominations is on 6 July, after which the portal will be opened for three nominated thesis to be uploaded by each member institute.	INFO
2.2 from 2nd OBCC Meeting on 1 May 2024, item 2.4: ACSR - FSE to report update on draft Charter by the next OB/CC Meeting, to be presented in the Council Meeting in Sept.	
2.2.1 FSE submitted (ATT.1.1, ATT.1.2R & ATT.1.3R) via email on 22 June 2024 & revised version via WA to HonSec on 2 July 2024	INFO
FSE shared a drafted printed and bound copy of the new Charter; and presented the comparison between the old and new versions of the ACSR Charter on-screen at the meeting.	
2.2.2 Comments:	
<ul style="list-style-type: none"> - RS lauded FSE efforts and the introduction of infographics, and a more systematic arrangement. - RS suggest to put both Presidents' terms of office in same format/size, Joseph Kwan can be labelled as Founding Chair of ACSR. - VPB suggested current President's Message to precede TPI's message, to avoid confusion. - RS suggested to put in photos of ACSR Committees/from past terms - TPI was glad all the earlier comments have been incorporated into this version - Pres queried whether the Charter will be presented in time at Council Meeting in Kandalama, to which FSE responded that the final draft will be presented to OBCCs by W1 August, after that circulated to all Member Institute Presidents for them to send their signatures to be incorporated into the Charter. - Pres suggested all current Presidents to send their signatures for compilation, RS suggested the previous signatory page be maintained too. - RS also suggested an electronic version to be made available. - RS queried whether photos of the first toilet is available, this can be put into the book. FSE responded both photos of construction in progress and completed project will be put in. - VPB suggested projects such as hospitals and other facilities set up during the pandemic be also featured as records; FSE responded that the Task force wanted to concentrate on AAA Award projects which had themes of Social Responsibility and fit them within the 6 statements. - RS agreed with VPB; and suggested some sampling of the actions during the pandemic (eg. Covid Guidelines), which showed the preparedness of the organization then, which would be a good record of ACSR's efforts. - FSE has obtained 4 quotations for the printing costs from 4 different countries for printing 100 copies and will evaluate them. Cost per book: UAP:USD20-22, IIA: USD7-9, IAI:USD40-50, IAB:USD13-15. - TPI informed that during her term there were some sponsorship monies for Social Responsibility projects (toilet project), the balance amount can be utilized for the printing of the Charter. She will check with HonTre on the available amount. 	<p>INFO/FSE</p> <p>FSE/W1 Aug to OBCC</p> <p>TPI</p>
2.3 from 2nd OBCC Meeting, item 2.5: Webinar Proposal from Fellowship Chair DSA	

MATTERS

ACTION BY:

2.3.1	At the last meeting DSA presented the proposal to hold a memorial symposium for Ar. Syed Zaigham S. Jafferey with the theme "I Am What You Don't See." He mentioned that the list of proposed speakers includes members of Ar. Zaigham's family, close friends, and past chairmen of ARCASIA.	INFO
2.3.2	DSA reported that it was initially confirmed that a 10-minute video will be created by (...) however after a month there was no progress so DSA decided he will undertake it with Shahab Ghani, Bisma Askari & Tushar. This will be done in 15-20 days.	INFO
2.3.3	Speakers confirmed: - Ar. Ejaz Ahed, <i>then Hon Secretary to Zaigham</i> - Ar. Samsul Waris?, <i>initial partner of Zaigham when they started practice</i> - Ar. Yolanda David-Reyes - Ar. Rita Soh (KC & Rusi Khambatta has been approached but declined)	INFO
2.3.4	Pres commented that had initially suggested that the symposium be conducted in end-June 2024, but as of now it has been almost 8 months since Zaigham's passing. He opined the video, while a good effort, need not be necessarily long for the symposium.	INFO
2.3.5	It was decided that the Symposium be held on 24 August, 2pm KL time, for 1.5hours. (DSA is in Kenya on week of 17 Aug). DSA says will prepare poster within 1 week, DSA to circulate to member institutes and send copy to HonSec to post on SocMed.	DSA – in 1 week
2.3.6	DSA requested ideas for the next event, to which he was asked to propose for consideration. DSA suggested a webinar dialogue with past Chairmen eg. 'Fireside Chat with Past Chairmen' to be held after Kandalama.	DSA
3.0	Updates on Matters from 1st OB/CC Meeting: Incomplete Tasks as Concluded at the 43rd ARCASIA Council Meeting in Boracay, Philippines	
3.1	from 2nd OBCC Meeting, item 3.2: Publish the Congress Papers and abstracts as the 'Congress proceedings' under (previous) ACAE Deputy Chair Jonathan Manalad's supervision.	
3.1.1	JVM is spearheading this, with the forming of a scientific team(?) for peer review under SCOPUS. The final format will be as an electronic indexed journal.	INFO
3.1.2	JVM updated in last meeting that there were two institutes' representatives in ACAE, IAP's Umar Sayeed and IIA's Rajkumar, who are going to spearhead the materials from ACA20 Congress proceedings. They will draft out the timeline and aim to complete the publication by Q4/end of 2024.	INFO
3.1.3	JVM reported still in progress and on schedule.	JVM -update next meeting
3.2	Forum22 (2024)	
3.2.1	from 2nd OBCC Meeting, item 3.4: HonSec reported that the promotion poster has been distributed to all OB/CC and published on website. ARCASIA has emailed to all member institutes and encourage them to share Forum22 with all their members.	INFO
3.2.2	Zoom Meeting held with SLIA & ARCASIA Zone VPs, briefing on FORUM22 on 11 June 2024.	INFO
3.2.3	Pres requested Chairs to check with their Committee reps on their attendance in Forum22.	Chairs

MATTERS	ACTION BY:
<p>3.2.3 Forum22 Convenor provided a Report & Update to OBCCs via Zoom at OB Meeting Transferred to OB Meeting Minutes</p>	INFO
<p>3.3 ARCASIA Awards</p>	
<p>3.3.1 Update on AAA Awards 2024 <i>Awards Announcement : Apr 1</i> <i>Submission Opens : May 1</i> <i>FAQs Closes : May 20</i> <i>Submission Closes : Jun 15 (23:59, UTC+8), extended to Jun 22</i> <i>Awards Ceremony : Sep 26</i> <i>Entries received at closing: 345 paid entries</i></p>	INFO
<p>3.3.2 Thesis of the Year Update [Guidelines need to be included in the Handbook] (See item 2.1 above)</p>	
<p>i. Pres reminded the guidelines need to be formalised and presented to Council for inclusion in Handbook. TPI added that the Obligation of the Host Institute also needs to be stated for TOY.</p>	See 2.1 above
<p>3.3.3 ARCASIA Student Design Competition Update [Guidelines need to be included in the Handbook]</p>	
<p>i. Guidelines already in the Handbook, to be reviewed with the rest of Handbook per item 3.3, to be tabled at next Council Meeting for approval.</p>	INFO
<p>ii. HonSec emailed soft copy to be reviewed by JVM on 21 May; this review to be incorporated into TPI's Handbook review. TPI stressed the history should not be omitted.</p>	INFO
<p>iii. JVM presented (ATT.5) 240704 JVM Students Design Competition 2024 V.1 at the meeting, with his proposed amendments.</p>	INFO
<p>iv. Comments/feedback: - 'ARCASIA Student Prize 20xx' - No more prize-money commitment from JIA – to check? - The rest will receive certificates.</p>	JVM
<p>3.3.4 Ar. Barry Will Award Update [Guidelines need to be included in the Handbook, needs follow up]</p>	
<p>i. This Award is for a period of 10 years, given biennially (5 cycles). For now, it will not be included in the Handbook unless it is a permanent Award.</p>	INFO
<p>ii. RS suggested a mid-term review at the fourth cycle.</p>	for Action at 4 th cycle
<p>3.4 Outreach and Media</p>	
<p>3.4.1 ARCASIA Website</p>	
<p>i. Update on arcasia.org website: The website is up and running. However need to check if the archives & data is still accessible.</p>	INFO
<p>ii. HonSec emailed Interplay on 25 May, Interplay provided password on 26 May, forwarded to TPI & RS to check if information is inside. - TPI & RS queried on the missing photographs of past ARCASIA events, there were only events from the recent 2 years - TPI informed the website was set up during her term and it had been continually updated since then. - HonSec clarified that the website was revamped by Tushar & Bisma during last term, and may have been moved. - It was proposed to hold a meeting with Interplay on this matter, and to invite Bisma, Tushar & TPI in the meeting. HonSec to set date.</p>	HonSec

MATTERS

ACTION BY:

<p>4.0 Other Matters Arising from 2nd OBCC Meeting, item 5.0:</p> <p>4.1 ACGSA Roundtable, Kuala Lumpur <i>4 July 2024, Kuala Lumpur Convention Centre (KLCC)</i></p> <p>4.1.1 ALPL submitted the following: ATT.2.1 240624 ALPL ACGSA RT Theme & Programme ATT.2.2 240704 ACGSA RT Agenda REV1 ATT.2.3 240704 ALPL ACGSA REPORT 4 JULY 2024</p> <p>4.1.2 ALPL reported that the 1st Online Committee Meeting was held on 7 June 2024, with the following outcomes: - Zero Carbon/Low Carbon guidebook frame book - Competitions Categories, Themes & Dates - Upgrade of ACGSA Declaration – trace & refer the previous declaration - ACGSA’s Newsletter - Suggest to set up Taskforce groups; Nominated Committees to lead - Enhancing the Roundtable Meeting’s theme – to relate to FORUM22 theme (ie. AI)</p> <p>4.1.3 ACGSA 1st Round Table Meeting’s Theme: <i>Integration of AI in architecture for Carbon Neutrality, aligning with Sustainable Development Goals (SDGs) and Environmental, Social, and Governance (ESG) criteria.</i></p> <p>The event is scheduled at 2.00pm on 4 July 2024, at the same venue after this OBCC Meeting.</p> <p>4.2 ACYA</p> <p>4.2.1 Collaboration with ARCHIDEX: DSE revised the proposal and sought PAM’s approval, the ACYA Youth Forum event is being held concurrently.</p> <p>4.2.2 DSE reported several events planned between ACYA, PAM and other institutes: - Borneo Young Architect Network – PUJA, IAI, PAM (& inviting other member institutes) - FORUM22 – additional day: Young Architects Goes to Campus in Colombo - PAM Centre to offer venue for any institutes wishing to hold Young Architect Exhibitions - Asia Young Architect Awards: between ARCHIDEX & ACYA</p> <p>4.2.3 Comments: - Pres enquired DSE whether PAM had indeed offered the space for exhibitions, to which DSE responded that he had merely made a request to PAM President. - Pres remarked that his manifesto champions ‘inclusivity’, therefore whatever events being held should include all 22 institutes, to which TPI reiterated that it MUST include all institutes, and not limited to only a few institutes, especially the Borneo Network. - DSE clarified that the collaboration will start with the three institutes first, then to grow with other institutes coming together. - Pres disagreed and highlighted he had already made his point at last meeting in BKK, and that ARCASIA events should include ALL institutes. He is aware that many persons wear different hats, but they have to be clear with what they are representing or doing. - TPI stressed that as a matter of principle, any programmes or events under ACYA must give equal opportunity to all the institutes, and starting with 3 countries is still not acceptable, as this will attract complaints from other institutes not included</p>	<p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>DSE to note</p>
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MATTERS	ACTION BY:
<p>4.3 Seeking consent from PAM</p> <p>4.3.1 At last meeting Pres requested the HonSec to prepare a letter to inform and obtain approval from PAM regarding the 3rd OB/CC Meeting, ACGSA Roundtable, and ACYA programs, which will be held concurrently with KLAFF2024 in July. - Approvals were obtained from PAM to host the above programmes.</p>	INFO
<p>5.0 Key Timelines for 2024 (<i>Meetings held online unless stated otherwise</i>)</p>	Attendees
<p>5.1 ARCASIA Council Meeting 25 & 26 September 2024, Kandalama - All Institute Presidents/ Reprs, OB & CC, Institute & Individual Observers</p>	OBs & CCs
<p>5.2 OB/CC Meetings 1st - 20 Jan 2024, Kuala Lumpur 2nd - 1 May 2024, Bangkok 3rd - 1 Jul 2024, Kuala Lumpur 4th - 17 Aug 2024, Zoom (<i>Meeting before Forum</i>) 5th - 25 Sep 2024, ARCASIA Forum, Kandalama 6th - 21 Dec 2024</p>	Pres, HS, HT, CCs, FC
<p>5.3 CC Meetings 1st – 2 Mar 2024 2nd – 30 Mar 2024 3rd – 24 Aug 2024 (<i>Meeting before Forum</i>) 4th – 23 Nov 2024</p>	
<p>6.0 Other Matters Discussed</p>	
<p>6.1.1 ACPP Report</p> <p>ZW submitted (ATT.3) 240626 ZW ACPP Meeting Report, and reported on the ACPP Meeting held on via Zoom on 26 June: - Task 1: Database of Asian Professional Practices - Task 2: Impact of AI on the Architect Profession - Task 3: Campus Carbon Neutrality Plan and Zero Carbon Building Design - Task 4: Asian Sustainable Architectural Practices webinar + physical on 15 August 2024, 2 hours - ZW will prepare poster of above, for circulation</p>	INFO
<p>6.1.2 Comments: - ZW clarified that the webinar is a ACPP event - RS lauded the webinar but stressed that it should focus on sustainable practices and its impact on the projects, and not merely the design aspect. - Pres remarked that seemed to be a usual practice for Chinese universities ie Tsinghua/Tongji to be organizing events related to ARCASIA, he hoped that ASC is aware and ZW has addressed this.</p>	ZW
<p>6.2.1 Nomination of Official Representatives and Observers to ARCASIA Committees</p> <p>HonSec informed that Secretariat will email out to member institutes to request for list of Official Representatives and Observers of ARCASIA Committees for 2024-25 term. HKIA sent a list last week, ZW requested for other institutes' nominations. Note: If Institutes wish to renew the list between the terms, they can submit to Secretariat.</p>	Secretariat - immediate

MATTERS	ACTION BY:
<p>6.3.1 Scheduling of OB & OBCC Meetings</p> <p>FSE enquired whether OBCC Meeting can start first so that CCs can have the meeting then leave; however Pres clarified that OB Meetings are to commence first so that decisions can be made beforehand. HonSec also clarified that he had clearly given the different times for OB & OBCC Meetings, and that CCs did not have to come at 9am.</p>	INFO
<p>6.4 Calling for Nominations for President-elect and Deputy Chairs</p> <p>JVM enquired when the calling of nominations will be issued, to which TPI responded that there is no timeline for calling, except for one time during RS' term where there was a deadline to submit. Nominations can even be made on the day of the Council Meeting. It was agreed that Secretariat circulates letter for Calling for Nominations to Member Institutes.</p>	Secretariat - immediate
<p>7.0 Conclusion & Next Meeting</p>	
<p>7.1 Adjournment</p> <p>The OB Meeting was adjourned at 1.35pm. Pres and HonSec thanked everyone for their attendance and participation.</p>	INFO
<p>7.2 The next OB/CC Meeting:</p> <p>Next Meeting : 4th OB/CC 2024-2025 Date : 17 August 2024, Sat Time : 3.30pm KL Time Venue : Zoom</p>	

Ar. DEXTER Y.P. KOH
Honorary Secretary 2024-2025