

Meeting	: 3rd OB/CC 2024-2025	Next Meeting	:
Date	: 4 July 2024, Thur	Date	:
Time	: 11.00am-1.00pm	Time	:
Venue	: Lounge 4, Hall 4, Level 1, Kuala Lumpur Convention Centre (accessible via Hall 4)	Venue	:
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**

- nil -

**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.3 240626 ZW ACPP Meeting Report

**AGENDA****ACTION BY:****1.0 Convening of the Third OB/CC Meeting**

- 1.1 Welcome Remarks - ARCASIA President, Ar. Saifuddin Ahmad
- 1.2 Adoption of this Meeting Agenda - Hon Secretary
- 1.3 Adoption of the Minutes of the 2nd OB/CC 2024-2025 Meeting held in Bangkok on 1 May 2024 - Hon Secretary

**2.0 Matters for tabling at the 3<sup>rd</sup> OB/CC Meeting****2.1 from 2<sup>nd</sup> OBCC Meeting on 1 May 2024, item 2.3:**

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.

- 2.1.1 TPI commented on Item 3.1.4, suggesting that it should be more generic in terms of timing rather than specific. She added that if the award is to be permanent under ARCASIA, there is a need to prepare the cost implications and present them to the council for approval.

JVM

## AGENDA

## ACTION BY:

2.1.2	Pres summarised issues has been raised for TOY, particularly regarding the timeline, suggesting the removal of specific months, cost implications, and the submission process for the award.	JVM
2.1.3	Pres highlighted Item 3.1.5 regarding the level of judging, suggesting the past Chair of ACAE be one of the jury panel. He mentioned that for TOY 2024, it was agreed that due to JVM being the Convener, he could not serve as jury panel. He personally believes that the Chairman of ACAE should chair the jury, and the convener should be someone else. He recommended addressing this matter moving forward, starting from 2025 onwards.	JVM
2.1.4	JVM reporting:	JVM
2.2	<b>from 2<sup>nd</sup> OBCC Meeting on 1 May 2024, item 2.4:</b> 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	Pres requested to include the institute's name next to the representatives' names for easy reference.	FSE
2.2.2	TPI expressed concern about the inclusion of a "panel of advisors" consisting of past chairmen. She pointed out that this proposal from FSE introduces a concept not currently outlined in the constitution, which could have far-reaching implications.	FSE
2.2.3	Pres observed that ACSR has expanded its scope and lacks focus. He mentioned that the ARCASIA Council has agreed to establish an ACSR Committee, which has a clear-cut focus. The committee's primary focus remains unclear despite dealing with emergency architecture and heritage issues throughout the year.	INFO
2.2.4	RS explained that when ACSR was initially established, it was in response to the ARCASIA response system. As they explored what they could offer, they realised they were understaffed. This was the reason why the council approved the formation of AEA. AEA was not intended to be under ACSR, it was supposed to be its own entity. FSE should focus solely on ACSR. It was decided AEA will submit report to the OBs via ACSR Chair.	FSE
2.2.5	TPI commented on the overview of the charter, emphasizing that it should not extend beyond the scope of social responsibility. She pointed out that the challenges faced, specifically item no. 4, " <i>Operation Framework Definition</i> ," are part of the handbook and relate to ARCASIA's operational structure, not the charter. She stressed that the charter should focus on principles for social responsibility.	FSE
2.2.6	Pres advised FSE to refer to the terms of reference (TOR) of ACSR and emphasized that FSE must decide on the agenda that falls within ACSR's purview during her term.	FSE
2.2.7	FSE responded by stating that she will focus on the task and share the revised proposal for ACSR with HonSec within 15 days.	FSE
2.2.8	RS suggested that AHPG be presented to council for deliberation and decision. It was decided AHPG will submit report to the OBs via ACSR Chair.	FSE
2.2.9	TPI reminded that the proposal for the charter should encompass the cost implications, including printing finances, and asked to provide the first draft of the Charter by 15 June to be reviewed before the next OB/CC Meeting.	FSE
2.2.10	FSE reporting:  <i>FSE submitted ATT.1.1, ATT.1.2R &amp; ATT.1.3R via email on 22 June 2024 &amp; WA to HonSec on 2 July 2024</i>	FSE

AGENDA	ACTION BY:
<p>2.3 <b>from 2<sup>nd</sup> OBCC Meeting, item 2.5:</b></p> <p>Webinar Proposal from Fellowship Chair DSA</p> <p>2.3.1 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.</p> <p>2.3.2 TPI commented that proposed speaker Ar. Rabiul Hussain (IAB) has passed away. DSA requested other suggestions to which TPI proposed KC as representative from Zone C.</p> <p>2.3.3 Pres suggested that the symposium be conducted in end-June 2024.</p> <p>2.3.4 DSA reporting:</p>	<p></p> <p>INFO</p> <p>INFO</p> <p>DSA</p> <p>DSA</p>
<p><b>3.0 Updates on Matters from 1<sup>st</sup> OB/CC Meeting: Incomplete Tasks as Concluded at the 43rd ARCASIA Council Meeting in Boracay, Philippines</b></p> <p><b>3.1 from 2<sup>nd</sup> OBCC Meeting, item 3.2:</b></p> <p>Publish the Congress Papers and abstracts as the 'Congress proceedings' under (previous) ACAE Deputy Chair Jonathan Manalad's supervision.</p> <p>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.</p> <p>3.1.2 JVM updated 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.</p> <p>3.1.3 JVM reporting:</p> <p><b>3.2 Forum22 (2024)</b></p> <p>3.2.1 <b>from 2<sup>nd</sup> OBCC Meeting, item 3.4:</b> HonSec reported that the promotion poster has been distributed to all OB/CC and published on website. ARCASIA will also email all member institutes and encourage them to share Forum22 with all their members.</p> <p>3.2.2 HonSec reporting:</p> <p><i>Zoom Meeting held with SLIA &amp; ARCASIA Zone VPs, briefing on FORUM22 on 11 June 2024</i></p> <p>3.2.3 Pres request Forum22 Convenor to provide a Report &amp; Update to OBCCs via zoom at this OBCC Meeting</p> <p>Forum22 Convenor reporting:</p> <p><b>3.3 ARCASIA Awards</b></p> <p><b>3.3.1 Update on AAA Awards 2024</b>  <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>	<p></p> <p>INFO</p> <p>JVM - update in this OBCC mtg</p> <p>JVM</p> <p>Secretariat</p> <p>HonSec to report</p> <p>RD</p> <p>INFO</p>

AGENDA	ACTION BY:
<p><b>3.3.2</b> Thesis of the Year Update [Guidelines need to be included in the Handbook] (See item 2.1 above)</p> <ul style="list-style-type: none"> <li>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.</li> <li>ii. <i>(See item 2.1 above)</i></li> </ul>	
<p><b>3.3.3</b> ARCASIA Student Design Competition Update [Guidelines need to be included in the Handbook]</p> <ul style="list-style-type: none"> <li>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.</li> <li>ii. Updates: to be reviewed by JVM (ACAE Chair); HonSec will send soft copy, this review to be incorporated into TPI's Handbook review. TPI stressed the history should not be omitted.</li> <li>iii. HonSec reporting: <i>soft copy emailed to JVM on 21 May 2024.</i></li> </ul> <p style="margin-left: 40px;">JVM reporting:</p>	<p>INFO</p> <p>HonSec/JVM</p> <p>JVM</p>
<p><b>3.3.4</b> Ar. Barry Will Award Update [Guidelines need to be included in the Handbook, needs follow up]</p> <ul style="list-style-type: none"> <li>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.</li> <li>ii. RS suggested a mid-term review at the fourth cycle.</li> </ul>	<p>INFO</p> <p>for Action at 4<sup>th</sup> cycle</p>
<p><b>3.4 Outreach and Media</b></p> <p><b>3.4.1</b> ARCASIA Website</p> <ul style="list-style-type: none"> <li>i. Update on arcasia.org website: The website is up and running. However need to check if the archives &amp; data is still accessible.</li> <li>ii. HonSec reporting:</li> </ul> <p style="margin-left: 40px;"><i>HonSec emailed Interplay on 25 May, Interplay provided password on 26 May, forwarded to TPI &amp; RS to check if information is inside.</i></p>	<p>HonSec - to check w Interplay</p>
<p><b>4.0 Other Matters Arising from 2<sup>nd</sup> OBCC Meeting, item 5.0:</b></p> <p><b>4.1 ACGSA Roundtable, Kuala Lumpur</b> <i>4 July 2024, Kuala Lumpur Convention Centre (KLCC)</i></p> <ul style="list-style-type: none"> <li>4.1.1 ALPL reported that the 1<sup>st</sup> Online Committee Meeting will be held on 25 May 2024, and held every 2 months. ACGSA Roundtable proposal has been approved by PAM. The event is scheduled on 4 July 2024, at the Kuala Lumpur Convention Centre (KLCC). The ACGSA Committee will arrive in Kuala Lumpur on 3 July 2024, with a welcome reception planned for that evening. The theme of the roundtable is "Carbon Neutralities &amp; Carbon Capture Storage."</li> <li>4.1.2 ALPL reporting:</li> </ul> <p style="margin-left: 40px;"><i>ATT.2.1 240624 ALPL ACGSA RT Theme &amp; Programme</i> <i>ATT.2.2 240704 ACGSA RT Agenda REV1</i></p>	<p>INFO</p> <p>ALPL</p>
<p><b>4.2 ACYA Collaboration with ARCHIDEX</b></p> <ul style="list-style-type: none"> <li>4.2.1 DSE will revise the proposal and seek PAM's approval.</li> </ul>	<p>DSE</p>

AGENDA	ACTION BY:
4.2.2 DSE reporting:	DSE
<b>4.3 Seeking consent from PAM</b>	
4.3.1 Pres requested the HonSec to prepare a letter to inform and obtain approval from PAM regarding the 3 <sup>rd</sup> OB/CC Meeting, ACGSA Roundtable, and ACYA programs, which will be held concurrently with KLAF2024 in July.	HonSec
4.3.2 HonSec reporting:	
<i>Approvals obtained from PAM to host the above programmes.</i>	
<b>5.0 Key Timelines for 2024</b> ( <i>Meetings held online unless stated otherwise</i> )	<b>Attendees</b>
<b>5.1 ARCASIA Council Meeting</b> 25 & 26 September 2024, Kandalama <i>- All Institute Presidents/ Reprs, OB &amp; CC, Institute &amp; Individual Observers</i>	
<b>5.2 OB/CC Meetings</b> 1 <sup>st</sup> - 20 Jan 2024, Kuala Lumpur 2 <sup>nd</sup> - 1 May 2024, Bangkok 3 <sup>rd</sup> - 1 Jul 2024, Kuala Lumpur ( <i>Meeting before Forum</i> ) 4 <sup>th</sup> - 25 Sep 2024, ARCASIA Forum, Kandalama 5 <sup>th</sup> - 21 Dec 2024	OBs & CCs
<b>5.3 CC Meetings</b> 1 <sup>st</sup> - 2 Mar 2024 2 <sup>nd</sup> - 30 Mar 2024 3 <sup>rd</sup> - 24 Aug 2024 ( <i>Meeting before Forum</i> ) 4 <sup>th</sup> - 23 Nov 2024	Pres, HS, HT, CCs, FC
<b>6.0 Other Matters Arising</b>	
<b>6.1 ACPP Report</b>	
ATT.3 240626 ZW ACPP Meeting Report	ZW
<b>7.0 Conclusion &amp; Next Meeting</b>	
<b>7.1 Adjournment</b>	
<b>7.2 The next OB/CC Meeting:</b>	
Next Meeting :	
Date :	
Time :	
Venue :	

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