

Meeting	: 5th OB/CC 2024-2025	Next Meeting	: 6th OB/CC 2024-2025
Date	: 8 May 2025, Thurs	Date	: -
Time	: 11.30pm Beijing Time	Time	: -
Venue	: Shunde Hall, Architecture Design Center, Tsinghua University	Venue	: -
Notes by	: AE		

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)
	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	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)

Absence with Apologies

Immediate Past President	Ar. Abu Sayeed M Ahmed	(ASA)
Vice President Zone A	Ar. Devendra Nath Gongal	(DNG)
ACAE Chair	Ar. Jonathan V. Manalad	(JVM)

No response & Absence

Fellowship Chair	Ar. Debatosh Sahu	(DSA)
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Attachments

ATT.1 ACSR Charter Report 08.05.2025 China
 ATT.2 ACAE Report 5th OBCC Meeting 05-08-25
 ATT.3 250506 ACPP Report
 ATT.4 ACSR Committee Report 08.05.2025 China
 ATT.5 ARCASIA OBCC 8 May 25 - ACGSA Report
 ATT.6 ACYA Report on OBCC Meeting Beijing

MATTERS

ACTION BY:

MATTERS	ACTION BY:
1.0 Convening of the Fifth OB/CC Meeting	
1.1 Welcome Remarks - ARCASIA President, Ar. Saifuddin Ahmad	
1.1.1 Pres welcomed all members to the OBCC meeting and highlighted concerns regarding the visibility and outcomes of committee activities. While appreciating the efforts of the committee chairs, Pres noted that feedback from some institutes indicated uncertainty about the committees' contributions on the ground.	INFO
1.1.2 Pres stressed the need for timely submission of reports and for programmes to deliver clear, meaningful outcomes. It was reiterated that initiatives from MIs should not be mistaken for committee-led efforts, and that committees must take full ownership of their work. Inter-committee collaboration, especially on cross-committee topics like sustainability, was strongly encouraged.	INFO
1.1.3 Pres urged all committees to expedite their planned programmes and KPIs to ensure tangible results before the Council term ends. All Vice Presidents were also called upon to assist with coordination. Pres concluded with a call for teamwork to ensure the Council ends its term on a strong, positive note.	INFO

MATTERS	ACTION BY:
<p>1.2 Adoption of this Meeting Agenda - Hon Secretary</p> <p>1.2.1 The Meeting Agenda was adopted without amendments.</p> <p>1.3 Adoption of the Minutes of the 4th OB/CC 2024-2025 Meeting held via Zoom on 26 October 2024 - Hon Secretary</p> <p>1.3.1 The Minutes were confirmed as a correct record by the meeting, proposed by TC and seconded by ST.</p>	<p>INFO</p> <p>INFO</p>
<p>2.0 Matters Discussed at the 5th OB/CC, 8 May 2025:</p> <p>2.1 ACSR Charter</p> <p>2.1.1 ACSR Charter: Completion and Promotion Report: <i>ATT.1 ACSR Charter Report 08.05.2025 China</i></p> <p>FSE reported the ACSR Charter has been completed and uploaded on the website. Although most updates on this matter were already presented at the Council meeting, it was necessary to record the progress in the OBCC minutes as there has not been a meeting since.</p> <p>It was further reported that the promotion of the e-version of the Charter has commenced. The link and QR code to the Charter have been created and are now being incorporated into all communication materials, including posters, letters, and official correspondence.</p>	<p>INFO</p> <p>INFO</p>
<p>3.0 Incomplete Tasks as Concluded at the 43rd ARCASIA Council Meeting in Boracay, Philippines</p> <p>3.1 3.1.1 Ar. Barry Will Award Update [Guidelines need to be included in the Handbook, needs follow up]</p> <p>i. A mid-term review to be undertaken at the fourth cycle.</p> <p>3.2 Outreach and Media</p> <p>3.2.1 ARCASIA Website</p> <p>i. The ARCASIA website is functioning well with most documents already uploaded, though it was observed that records from some past terms were missing, likely not uploaded in the past. However, the more recent terms have been updated accordingly.</p>	<p><i>for Action at 4th cycle</i></p> <p>INFO</p>
<p>4.0 From 4th OBCC Mtg: <i>ALL Chairs to prepare Reports to Council Meetings on respective Committees' (and groups) activities to-date by mid-Nov 2024. Reports to cover activities to-date and planned programmes up to end of term. HonSec will prepare a report template in pptx format and issue to OB/CCs so that all reports will be uniform and cohesive for CM44. Update: All Reports submitted and tabled and CM44.</i></p> <p>Respective Chairs' reporting at 5th OB/CC Meeting, 8 May 2025:</p> <p>4.1 ACAE</p> <p>4.1.1 Report: <i>ATT.2 ACAE Report 5th OBCC Meeting 05-08-25</i></p> <p>4.1.2 In the absence of JVM, the ACAE report was tabled and taken as read.</p> <p>4.2 ACPP</p> <p>4.2.1 Report: <i>ATT.3 250506 ACPP Report</i></p>	<p>INFO</p> <p>INFO</p> <p>INFO</p>

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4.2.2 ZW presented his report on ACPP to date, which included the following updates:

- Progress on AI developments and applications relevant to professional practice, particularly in planning, modelling, and construction documentation.
- Collaborative efforts on AI in architectural practice are underway, with a draft submitted to ACAE. A WhatsApp group has been established for ongoing discussions among members from Singapore, China, the Philippines, Pakistan, and Macau. Singapore representatives also shared research on using AI tools for Professional Development Initiatives (PDI) with ACPP and ACAE.
- Demonstrations showed how AI tools have significantly reduced the time required for certain architectural tasks.
- A draft guideline on the use of AI in architectural practice has been prepared, covering areas such as ethics, intellectual property, sustainability, risk management, and futureproofing. The draft incorporates input from members, external experts, and collaborators including UIA, HCE, WIPO, AIA, and IDAI.
- Another key focus is planning and design for campus carbon neutrality. Collaborative workshops with ACGSA have produced draft guidelines, which will be further discussed at an upcoming seminar convened by Professor Johnny. A summary video on architects' roles in addressing climate change is also being prepared.

INFO

4.2.3 President emphasized that future Council presentations should focus on key points, with detailed reports circulated separately. Major drafts, such as the AI guidelines, should first be reviewed by OBCC to ensure proper deliberation before reaching Council. The need to consider generational shifts in professional practices, especially with AI integration, was highlighted, with members urged to show support and understanding.

ZW/JVM/
ALPL

4.3 ACSR

4.3.1 Report: *ATT.4 ACSR Committee Report 08.05.2025 China*

4.3.2 FSE provided an update on the recent ACSR Committee meetings held in Kuala Lumpur, attended by 17 institutes, 19 representatives, and 11 observers. Two key initiatives were identified for advancement:

- Promoting Architecture with Marginalised Communities
- Advancing Universal Design and Wellness Principles

4.3.3 A significant milestone was the Community Architecture Workshop held in Thailand in April 2024, involving participants from 14 institutes and leading community architects. The workshop produced integrated recommendations to promote inclusive practices in architecture.

4.3.4 The initiative is being carried out in three phases:

- On-site exploration (completed in Thailand)
- Online knowledge sharing, including an e-publication in progress.
- Youth engagement through ACYA to empower young architects.

4.3.5 A collaboration with KIRA has been proposed for a forum segment titled "Social Outreach: Architects and Good Citizens," featuring KIRA's participation, outcomes from the Thailand workshop, and a presentation by a leading community architect. Related exhibition space has also been requested.

4.3.6 Under Task Force B, preparations are ongoing for an online universal design competition for students, supported by webinars. Concurrently, efforts are underway to develop a regional library of universal and wellness design guidelines to support both the competition and MI. Proposals are ready, pending Office Bearers' approval.

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ACTION BY:

- 4.3.7 RS thanked FSE for the comprehensive work and supported the marginalized community initiative but cautioned against duplicating efforts on universal design. She recommended promoting the adoption of existing international guidelines instead. RS also reminded that proposals involving ACAE must first go through the Office Bearers (OBs). Planning with the Deputy Chair and aligning with the incoming President's agenda was emphasized for continuity.
- 4.3.8 TPI stressed the need for clear timelines and council endorsement to ensure continuity across leadership transitions. She highlighted that deputies often abandon programmes after assuming chairmanship. TPI also pointed out overlapping timelines with other programmes like ASA and called for better coordination, particularly clarifying ACYA's role in Phase Three. She reiterated that committee initiatives must complement, not overshadow, institutional priorities.
- 4.3.9 Pres appreciated the committee's dedication but underscored the importance of following proper communication protocols, especially with MIs like KIRA. The issue was not the content of the proposed presentation, which has been clarified, but that commitments were made without first consulting the President and OBs. This led to KIRA approaching the President with expectations he was unaware of.
- 4.3.10 Pres further emphasized that all committee initiatives must align with ACA's broader framework and the incoming President's agenda for continuity and coherence. External engagements must go through the President to avoid misunderstandings and ensure unified representation. He also reminded the committee of the need for strategic planning, citing past events with low turnout despite significant effort. Open communication, adherence to due process, and realistic planning are essential for meaningful and impactful outcomes.

4.4 ACGSA

- 4.4.1 Report: *ATT.5 ARCASIA OBCC 8 May 25 - ACGSA Report* INFO
- 4.4.2 ALPL provided a recap of the discussions from the previous ACGSA Meeting in Colombo. The draft declaration had already been introduced, with working groups continuing to deliberate on its content. Comments from members were to be included in the upcoming circulation of the full minutes. The draft will be submitted to OBCC for input and approval, with the goal of having it formally signed by all country representatives in September at Incheon. INFO
- 4.4.3 ACGSA agreed to establish a procedure requiring future country reports at ACGSA meetings to include updates on progress related to the declaration's commitments. This ensures that reports remain substantive and aligned with ACGSA's direction. INFO
- 4.4.4 TPI questioned the purpose and relevance of the declaration, noting that previous declarations had already affirmed commitment to sustainability. Rather than simply reaffirming commitments, it was proposed that the declaration should set tangible outcomes and measurable targets. Specific proposals included incorporating Environmental, Social, and Governance (ESG) elements, particularly Scope 1, 2, and 3 carbon emissions, to align with international sustainability standards. ALPL clarified that this declaration is distinct from the one signed in Bangladesh, focusing specifically on zero carbon and carbon neutrality strategies. The committee agreed that adding ESG elements would strengthen the declaration's relevance and impact. INFO
- 4.4.5 While declarations are important, ALPL emphasized that implementation must be the priority, with tangible deliverables identified as key. The current proposal is for the declaration to be signed by ACGSA committee members, not by the INFO

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ACTION BY:

entire MIs. However, TPI suggested that endorsement by the Presidents of the MIs would provide greater weight and legitimacy.

4.4.6 Further suggestions included compiling all previous declarations into a database for easy reference, supported by a dedicated section on the website to track progress. The need to improve archiving of past resolutions was also acknowledged to ensure continuity and credibility.

INFO

4.4.7 ALPL confirmed that this concern had already been discussed when drafting the declaration. From the outset, the committee emphasized that it should not become just another ceremonial document. Specific targets and reporting routines would be required, forming part of a structured handover for future ACGSA Chairs. The framework ensures that each Chair summarizes their achievements and outlines unfinished agendas for the next Chair. ALPL reiterated that this declaration must be tied to tangible KPIs and outcomes, forming an active, ongoing reporting framework, not just a signature on paper.

INFO

4.4.8 ALPL provided the following updates:

- Guidebook progress. The draft, presented in Colombo, targets a soft launch by year-end. It will be shared during ACA for feedback.
- The ACGSA webinar is scheduled for 7 June 2025, featuring four confirmed speakers on “Transforming Architecture, Design, Build, and Operate toward Net Zero with Digital Technologies.”
- The competition will be announced in August 2025 and launched in September, running alongside the Annual Architecture Competition. It focuses on conceptual ideas (banners/visuals). ACPP will prepare materials and explore funding.
- The inter-committee webinar, proposed for mid-August 2025, will align with the President’s address. Topics to be finalized by July. ACPP will coordinate with ACGSA to ensure coherence.

INFO

4.5 ACYA

4.5.1 Report: *ATT.6 ACYA Report on OBCC Meeting Beijing*

DSE

4.5.2 DSE reported on the ACYA initiative, which focuses on encouraging active participation from MIs to highlight and empower young architects across the region. Currently, 32 young architects from various Asian countries are involved, but only 16 out of 24 MIs have submitted nominations or delegates. ACYA has been actively promoting the initiative through regular posts on Instagram to raise awareness and encourage participation.

INFO

4.5.3 Updates were also shared on ongoing ACYA activities, including the ACYA Talks and the proposed exhibition in conjunction with ACA21. ACYA Talks will feature speakers under 41 years old who excel in design, research, or presentation, with emphasis on gender balance and regional representation. However, participation from Zone B remains low. Pres stressed the need for transparent selection processes to avoid potential complaints from MIs and recommended circulating invitations more widely to ensure broader participation.

INFO

4.5.4 A venue in Incheon has been secured by ACYA for the proposed exhibition, with invitations extended to each MIs to submit three (3) works. KIRA will provide the exhibition panels, while participants will bring their own models. The layout and configuration of the exhibition are still under discussion. RS mentioned the importance of early planning, better coordination between committees, and consistent branding for all ACYA initiatives to ensure success.

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4.5.5 DSE also informed that ACYA will collaborate with ACSR and is in discussions with the Fellowship group to provide eight co-speakers for an upcoming webinar involving several past Fellowship chairmen.	INFO
4.5.6 Hon Sec pointed out that he only became aware of the invitation to MIs after IAP copied the Secretariat in their response. He suggested that future invitations should also be copied to the Secretariat to improve coordination, allowing the Secretariat to assist with reminders and follow-ups. He further added that sending the invitations as a blast to the full mailing list of MIs would increase visibility and ensure that all parties are informed simultaneously.	DSE
4.5.7 Hon Sec observed that the nomination process timeframe given was too short. Many MIs require internal council approval before confirming nominations, and a one-month deadline does not accommodate these internal processes. It was recommended that planning for such initiatives should begin earlier to provide sufficient time for MIs to respond properly.	DSE
4.5.8 President also stressed the importance of better coordination and early planning across all committees to prevent last-minute decisions and ensure smooth execution. Programs should be aligned with overall ACA21 planning, with clear timelines shared among committees to avoid overlapping efforts. He informed that program planning should ideally be completed before the start of the new year to ensure proper execution throughout the term.	DSE
4.6 Fellowship	
4.6.1 No further updates were received regarding the Fellowship.	INFO
5.0 Key Timelines for 2024 (Meetings held online unless stated otherwise)	
5.1 ARCASIA Council Meeting 15 & 16 January 2025, Colombo 9 & 10 September 2025, Incheon - All Institute Presidents/ Reprs, OB & CC, Institute & Individual Observers	Attendees
5.2 OB/CC Meetings 1 st – 20 Jan 2024, Kuala Lumpur 2 nd – 1 May 2024, Bangkok 3 rd – 1 Jul 2024, Kuala Lumpur 4 th – 26 Oct 2024, Zoom (<i>Meeting before Forum</i>) 5 th – 14 Jan 2025, ARCASIA Forum, Colombo 6 th - 8 May 2025, Shunde Hall, Architecture Design Center, Tsinghua University	OBs & CCs
5.3 CC Meetings 1 st – 2 Mar 2024 2 nd – 30 Mar 2024	Pres, HS, HT, CCs, FC
6.0 Conclusion & Next Meeting	
6.1 Adjournment	
i. In closing, President informed that any urgent matters should not be held back until the next OBCC meeting. Special meetings can be arranged if necessary. HonSec also reiterated that direct communication with the President is encouraged and available, and the Secretariat is not a gatekeeper. He appreciated the opportunity to engage directly with the President to better understand the direction of the leadership and encouraged more frequent communication moving forward.	All Chairs
ii. The OBCC Meeting was adjourned at 1:30pm. Pres and HonSec thanked everyone for their attendance and participation.	INFO

MATTERS

ACTION BY:

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- 6.2** The next OB/CC Meeting:
- Next Meeting : 6th OB/CC 2024-2025
 - Date : -
 - Time : -
 - Venue : -

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