

ARCASIA, ARCHITECTS REGIONAL COUNCIL OF ASIA
7th Office Bearers and Committee Chairs Meeting
Date : 23rd June 2014
Venue: Kuala Lumpur, Malaysia

Proposed Agenda:**Action By****1.0 Convening of the 7th Office Bearers and Committee Chairs Meeting (9.00am – 9.30am)**

- 1.1 Welcome Remarks - ARCASIA President, Ar. Tan Pei Ing
- 1.2 Welcome Remarks – President of PAM, Ar. Chan Seong Aun
- 1.3 Adoption of the Agenda – Hon Secretary Ar. Alvin Lim
- 1.4 Adoption of the Minutes of the 6th OBs & Committee Chairs Meeting in Manila, Philippines (11th April 2014) - Hon Secretary, Ar. Alvin Lim

2.0 Matters Arising from the 6th OBs and Committee Chairs Meeting

- 2.1 Financial Updates
 - 2.1.1 Financial Matter for ARCASIA Hong Kong HSBC Bank Account and updating
 - 2.1.2 Internet Banking
 - 2.1.3 Updated Income, Expenditure and Budget
 - 2.1.4 Update on Outstanding Issue on Subscription between UAP and IAB
- 2.2 Vice President's Reports
 - 2.2.1 Zone-A, Ar. Swarup G. Koney
 - 2.2.2 Zone-B, Ar. Edric Marco Florentino
 - 2.2.2.1 Status Report by Vice President Zone B, Ar. Edric Marco on Brunei, Cambodia and Myanmar
 - 2.2.2.2 Status of the registration of ARCASIA logo in Philippines
 - 2.2.3 Zone-C, Ar. Xu Zongwei
 - 2.2.3.1 Status of reaching out to North Korea architects
- 2.3 ARCASIA Projects/Affairs
 - 2.3.1 History Book Updates/Corrections -
 - 2.3.2 Funding and Sponsorship
 - 2.3.3 ARCASIA Website, Facebook etc.
 - 2.3.4 ARCASIA Corporate Identity System
 - 2.3.5 ARCASIA Documentary
 - 2.3.6 Architecture Asia Magazine and Emerging Architecture Awards – Update
 - 2.3.7 BCI Fair Building Network

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- 2.4 Matters Arising from Institutes Presidents/Country Report and Summary Issues: -
 - 2.4.1 Discussion on issues and way forward
- 2.5 Update of MOUs with Other Regional Organizations/Institutes
 - 2.5.1 International Union of Architects (UIA)
 - 2.5.2 American Institute of Architects (AIA)
 - 2.5.3 African Union of Architects (AUA)
 - 2.5.4 The International Association of Union of Eurasian Architects (MASA)
 - 2.5.5 Architects Council of Europe (ACE)
 - 2.5.6 Commonwealth Association of Architects (CAA)
 - 2.5.7 Vicegard Four Architecture Foundation (VFAF)
- 2.6 Revision of Constitution, Byelaws and updating of ARCASIA Handbook and Policy Manuals – Update
- 2.7 ARCASIA Architecture Awards, exhibition and publication – Update
 - 2.7.1 AAA2013 Exhibition
 - 2.7.2 AAA2014 Updates

3.0 ARCASIA Booth

- 3.1 ARCASIA Booth Mock Up @ ACA 16th Kuala Lumpur
- 3.2 ARCASIA Booth @ UIA Congress in Durban

4.0 Update on ACA 16th by PAM President**5.0 Update and Report by Chairmen of ARCASIA Committees on Committee Meetings in Nepal (4.00 pm – 5.00 pm)**

- 5.1 ACAE – Dr. Chalay Kunawong
- 5.2 ACPP – Ar. Ishtiaque Zahir Titas
- 5.3 ACGSA – Ar. Ashvinkumar Kantilal
- 5.4 ACSR – Ar. Joseph Kwan
- 5.5 ARCASIA Fellowship – Ar. Sathirut Nui Tandamand

6.0 Update on Typhoon Yolanda/Haiyan – Status of Sponsorship and Proposed Action Plans**7.0 Other Matters**

- 7.1 Matters to be presented to 35th Council Meeting – Meeting Agenda

Adjournment at **5.30pm.**

Action By**Meeting Attendance**

President, Ar. Tan Pei Ing, (TPI)
Advisor, Ar. Kun Chang Yi (KCY)
Advisor, Ar. Syed Akeel Bilgrami (SAB)
Hon. Secretary Ar. Alvin Hai Seah Lim, (AL)
Hon. Treasurer Ar. Tan Kim Yan, (TKY)
Zone A Vice President, Ar. Swarup G. Koney (SK)
Zone B Vice President, Ar. Edric Marco Florentino (EMF)
Chairman ACPP, Ar. Ishtiaque Zahir Titas (IZT) (after 4.00 pm)
Chairman ACAE, Ar. Chalay Kunawong, (CK) (After 4.00pm)
Chairman ACGSA Ar. Ashvin Kumar Kantilal (AK) (After 4.00pm)
Chairman ACSR, Ar. Joseph Kwan, (JK) (after 4.00pm)
Chairman Fellowship Committee, Ar. Sathirut Nui Tandanand (SNT) (morning and after 4.00pm)

Note : Committee Meetings (ACPP, ACAE, ACGSA and ACSR were held concurrently in the meeting). Fellowship meeting was held in the afternoon

Absent with Apology

Immediate Past President, Ar. George Kunihiro (GK)
Zone C Vice President Ar. Xu Zongwei, (XZW)

Invited Guests (part of meeting)

Ar. Rey S. Gabitan (UAP) on item 8
Ar. Chan Seong Aun (PAM) on item 2 and item 4
Ar. Luke Young (ASA)

1.0 Convening of the Seventh Office Bearers and Committee Chairs Meeting**1.1 Welcome Remarks - ARCASIA President, Ar. Tan Pei Ing**

Ar. Pei Ing welcomed all the Office Bearers (OBs) and Committee Chairs to the 7th meeting and also Kuala Lumpur. Ar. Pei Ing informed that Zone C Vice President Ar. Xu Zongwei was unable to attend the meeting due to health problems. Ar. George Kunihiro, the Immediate Past President was also unable to attend since he had to attend the AIA Convention as the Board of Director on International Affairs.

1.2 Welcome Remarks – President of PAM, Ar. Chan Seong Aun

Ar. Pei Ing welcomed the President of PAM, Ar. Chan Seong Aun, who is the Host of ACA16 to say a few words.

Ar. Chan Seong Aun welcomed ARCASIA members to Kuala Lumpur and gave a brief summary of the programme for ACA16. Accommodations for the delegates were at Traders and Impiana Hotels. A Council member has been assigned to look after the delegates of each of the member institutes and PAM staffs are also stationed at various areas to assist when necessary.

1.3 Adoption of the Agenda – Hon Secretary Ar. Alvin Lim

The proposed Agenda was emailed to all before the meeting and was placed before the meeting for adoption.

Ar. Pei Ing informed that she would like to add a new item to the agenda i.e. BCI FairBuilding Network and this would be presented to the Council if agreed by the meeting.

The agenda was adopted with the above addition.

1.4 Adoption of the Minutes of the 6th OB & Committee Chairs Meeting in Philippines (11th April 2014) - Hon Secretary, Ar. Alvin Lim

Action By

The minutes of the 6th OBs & Committee Chairs Meeting in Manila, Philippines dated 11th April 2014, which have incorporated all the comments received, were circulated through email to all. The minutes were placed before the meeting and accepted by those who were present at the meeting without amendments. The minutes together with all the attachments have also been posted on the ARCASIA website.

2.0 Matters Arising from the 6th OBs and Committee Meeting

2.1 Financial Updates

2.1.1 Financial Matter for ARCASIA Hong Kong HSBC Bank Account and updating

Ar. Kim Yan reported that the Change of Directors was effected on 18th June 2014. Ar. Pei Ing informed that the change of Directors would again be required after the Handover meeting early next year. Ar. Sathirut will replace the outgoing Director Ar. George Kunihiro. Ar. Edric Marco informed that the new President of UAP would also replace Ar. Rozanno C. Rosal as a Director/Trustee

The next task is the update the account information, which is also required by the bank. Ar. Kim Yan will go through the forms with Ar. Edric Marco on the details required.

TKF/BMF

2.1.2 Internet Banking

This will only be pursued after all the updating of account information etc. has been resolved with HSBC Hong Kong

2.1.3 Updated Income, Expenditure and Budget

INFO

Ar. Kim Yan presented the financial statement as attached.

For the ARCASIA account with HSBC, Hong Kong, the amount has increased due to the payment of subscription by some of the member Institutes. The notice of payment of subscription for 2014 has been sent out. The expenses remain the same as what was reported in the last meeting.

Ar. Pei Ing informed that for year 2014, to date, all the programs were financed using the sponsors funds and ARCASIA's funds has not utilized.

Ar. Sathirut asked how the money was withdrawn from the ARCASIA account. Ar. Kim Yan informed that the current administration has not withdrawn any money from the ARCASIA account with HSBC Hong Kong. The cash that was paid by the Member Institute for the subscriptions would be handed over to the new team at the Handover meeting.

The fund for Fellowship, which is integrated as part of the ARCASIA fund remains unchanged.

Ar. Kim Yan presented the updated status of Subscription for 2014. She informed that it was not possible to determine the payments of some of the subscription due to some missing inward remittance statements and monthly statement form HSBC. However, a request was sent to HSBC for copies of the missing statements. Ar. Kim Yan informed that BIA has yet paid their subscription fees and BIA will not be attending ACA16. Both Ar. Swarup and Ar. Pei Ing have also tried to contact BIA but did not receive any response.

Action By

For the ARCASIA account opened under PAM for the sponsored funds received by Ar. Pei Ing for her term, Ar. Pei Ing informed Geberit has given S\$ 75,000-00 and they will not be able to continue with the sponsorship due to change of management and their financial situation. The other 2 Corporate Partners are still sponsoring the events on a case-to-case basis and they will be underwriting the cost of AAA2014 Awards (judging and dinner etc.). She informed that the remaining fund should be able to cover the cost for the remaining programs including the cost for the preparation of the ACSR Charter; the cost of hosting the Post ACA16 Symposium on Social Responsibility in KL etc.

As informed by Ar. Kim Yan in the previous meeting, the cost of the audit for the ARCASIA account amounting to RM 1,300 (around USD 400) + 6%GS for year 2013 & 2014 has been agreed and will be tabled to the Council for approval.

It was also decided in the previous meeting that ARCASIA sponsorship fund account need not to be audited.

Ar. Pei Ing reiterated that the sponsorship account would be closed at the end of her term and the remaining fund (if any) will be transferred to the ARCASIA sponsorship account to be set up by Ar. Sathirut to be utilized for ARCASIA program under his presidency.

Ar. Kim Yan presented the proposed budget for 2014, which is the same as the previous year. This will be presented at the Council meeting. It's noted that last year's budget was not utilized.

TKY

2.1.4 Update on Outstanding Issue on Subscription between UAP and IAB

On the outstanding issue inherited from the past on the dispute on the transfer of membership subscription from UAP to IAB, Ar. Ishtiaque has reported during the last meeting that IAB has managed to trace the money based on the documents furnished by UAP and IAB was notified by the City Bank of US (Bank that transfer the money) that the money is under the unclaimed section. The money has been transferred back to IAB's account. Ar. Ishtiaque was reminded to check and revert on the amount received, as there could be some bank charges. IAB shall hand over the money to ARCASIA so that UAP could settle the outstanding balance of the subscription fee (year 2010). UAP is also required to settle the outstanding AA magazine postage of USD108.00. Ar. Edric Marco requested for a Statement of Account to be given to the new UAP's president and the new administration of the total outstanding balance.

IZT/TKY/EMF

As for the previous request by UAP for ARCASIA to reimburse UAP in advance of the postage for the ARCASIA History Book on behalf of the member Institutes, Ar. Edric Marco informed that UAP's treasurer would revert on the detail amount of the courier charges.

EMF

2.2 Vice President's Report

2.2.1 Zone-A, Ar. Swarup G. Koney

Ar. Swarup informed that he will present the report on ARCASIA Forum 17 as previously prepared for the 6th OBs and Committee meeting at Luang Prabang at the Council meeting.

SK

Action By

2.2.2 Zone-B, Ar. Edric Marco Florentino

Ar. Edric Marco thanked all who attended the 6th OBs and Committee Chairs meeting in Manila. He informed that his Zone B report and report on UAP's involvement in the programme for the Typhoon Haiyan affected areas are the same as those presented at the 06th OBs and Committee meeting.

He thanked ARCASIA members and member Institutes again for the assistance given for the Yolanda Typhoon. He presented some slides of buildings constructed of concrete roofs and structures to prevent them from being blown off during typhoons and UAP has also prepared a report to be presented at the Council meeting.

2.2.2.1 Status Report by Vice President Zone B, Ar. Edric Marco on Brunei, Cambodia and Myanmar

Ar. Pei Ing presented the report of the membership grown as per attached.

Ar. Pei Ing informed that she has sent reminder on the member application and invitation to Cambodia and Myanmar to attend the 35th Council Meeting as Observers and did not receive any response from them. Ar. Edric Marco has also sent several emails to CSA and AMA but did not receive any response.

Ar. Pei Ing informed that she has received an email from Pertubuhan Ukur Jurutera & Arkitek, Architect Division in Brunei indicating that they are interested to join ARCASIA. Ar. Pei Ing has extended all the documents on the application to them and also invited them to attend ACA 16 but they have yet to respond.

INFO

2.2.2.2 Status of the registration of ARCASIA logo in Philippines

Ar. Edric Marco informed the application fee for the copyright of the ARCASIA logo is 20,000 Pesos and will take 2 to 3 months for approval. The life span for copyright is 5 years whilst a trademark has a life span of 10 years but will cost 25,000.00 to 30,000.00 pesos. Both are renewable. Technical drawings are necessary for application and the quotations include the preparation of the technical drawings required for application. Ar. Pei Ing requested the proposals for both trademark and copyright to be tabled at the Council meeting for approval. However, she prefers trademark as the life span is longer and the cost is only slightly more as compared to copyright.

EMF/PI

2.2.3 Zone-C, Ar. Xu Zongwei

The Zone C report was not submitted.

Ar. Pei Ing informed that she has been trying to get in touch with Ar. Zongwei but he has not responded since end of 2013, after the Forum in Kathmandu. She has also sent emails to ASC including other representatives from ASC and no reply has been received.

2.2.3.1 Status of reaching out to North Korea architects

No further development

Action By

2.3 ARCASIA Projects/Affairs

2.3.1 History Book Updates/Corrections

Ar. Akeel has handed over a hardcopy of the ARCASIA History Book highlighting the necessary corrections to UAP in Manila and UAP has agreed to help with the editing. Two formats, PDF and a Publishing for the corrected History Book are supposed to be delivered. Ar. Edric Marco handed over the CD. However, It was noted that the two files in the CD are both PDF files and the editable file in Adobe Publishing format was not extended. It was also noted that the map is still not corrected. Ar. Edric Marco will follow up with UAP on this. The map has to be corrected based on the UN Map. Ar. Pei Ing has sent the link on the UN map, to Ar. Edric Marco and UAP. She reiterated that she would like this to be completed under her term.

EMF/UAP

Ar. Pei Ing proposed for the corrected History book to be in E-format as it is a living document that could be updated for every presidential term. The old copy of the History Book is already uploaded on the ARCASIA website. The printing of the updated History Book would only be considered if there is a special event. It is acknowledged that the printing cost will need to be financed as hardcopies cost money and incur huge postage costs for distribution.

Ar. Pei Ing informed that the next stage of updating of History Book is to include information under Ar. Mubasshar's term and Ar. George's term. However, she has written to both of them and to date, both of them have not been responded, she would still proceed to update the History Book to cover her term once her term is over.

GK/TPI

2.3.2 Funding and Sponsorship

This has been discussed and reported under item 2.1.3

2.3.3 ARCASIA Website, Facebook etc.

Ar. Pei Ing presented the status of the ARCASIA website and Facebook.

The website is constantly being updated. Ar. Pei Ing informed that Ar. Sathirut would need to decide whether to maintain the current webmaster when he takes over as President. In the event he decides not to, the website will be handed over to him and his team to manage after the Hand-Over meeting.

The content of the website has grown and most of the information has been updated. A regular report is generated regularly to monitor the number of visits to the website. The no of visits has increased due to the awareness created through e-mails on the updated news on the website and also the AAA awards. Analysis of the countries that visited the site showed that no of visits by China is the highest followed by Malaysia. Details such as which page is the most visited are also available.

The domain registration according to the webmaster expires only in September 2014 and it was registered by SIA. It can be transferred to the new team in January 2015 if decided.

The no of friends for ARCASIA Facebook has increased progressively.

The Facebooks for all the Committees have been set up and linked to both the ARCASIA Facebook and Website. Ar. Pei Ing has written to all the Committee Chairs to actively promote the pages and use them as platforms for discussion and discourse among the

ALL

Action By

committee members. The Committee Chairs were again reminded to manage the pages and inform their respective committee members.

2.3.4 ARCASIA Corporate Identity System

Ar. Pei Ing presented the final copy of the ARCASIA Corporate Identity System as attached. She highlighted that the name “Architects Regional Council of Asia” was corrected to read “Architects Regional Council Asia” in accordance with the Constitution. She also presented various templates for the AAA awards including medals, trophy and certificates as attached and these will be included as part of the ARCASIA Handbook. She has also prepared certificates for all the member Institutes to acknowledge them as ARCASIA members and these will be presented to all the member Institutes at the inaugural session of the Council Meeting.

INFO

2.3.5 ARCASIA Documentary

Ar. Pei Ing had discussed with the company, which produced the documentary to undertake some minor adjustment, taking into consideration of the comments made by the Council during the Council Meeting in Kathmandu and also to include Bhutan Institute of Architects as ARCASIA’s 19th member Institute. The inclusion of BIA requires new recording.

With regard to the proposal to prepare another documentary that is more upbeat, Ar. Ashvin has yet to revert on the status of his negotiation with the Company that produced SIA’s video ‘I am Architect’ and the revised fees.

Ar. Pei Ing has also communicated with Ar. Akeel’s ex-student Mr. Ahsan, a free-lancer who is now residing in KL to discuss on how he could assist on the new documentary. However, the fee quoted by him is also substantial (i.e. USD8500). Mr. Ahsan advised that the current documentary is good enough and serves its purpose to promote ARCASIA. He suggested for new documentary to be produced only when there is higher quality material available including video footage and pictures of more recent ARCASIA events.

INFO

2.3.6 Architecture Asia Magazine and Emerging Architecture Awards

Ar. Pei Ing informed that AA issue no. 2 for 2014 which is dedicated to feature the AAA2014 award winning projects has been published and will be distributed during Awards dinner.

The calling of submission of the Emerging Architecture Awards was launched and closed on 7th April 2014. There were around 40-50 submissions.

The presentations and judging would be carried out during ACA16 and the presentations of Awards to the shortlisted and winners would be during the Building Industry Gala Dinners and ACA16 itself.

INFO

2.4 Matters Arising from Institutes Presidents/Country Report and Summary
Issues: -

2.4.1 Discussion on issues and way forward

Ar. Pei Ing informed again that she has sent the summary of the key issues confronting the professions and concerns presented to all the member Institutes and requested the member Institutes to initiate the collaborative programs. This has been included in the agenda for the 35th Council Meeting.

Action By

Ar. Pei Ing reminded the Committee Chairs again to review the summary issues relating to their respective committees. The objective is to assist the member Institutes to shortcut the process and to address the member Institutes' plight and requirements. ARCASIA aims to serve as platform to facilitate other Institutes to fast track the development of various areas where required.

IZT/CK/AK/JK

2.5 Update of MOUs with Other Regional Organizations / Institutes

PI presented the following status of MOUs with the respective organizations and the proposals to renew the various MOUs as attached. The meeting agreed with the proposal and this will be presented to Council for approval.

2.5.1 UIA (International Union of Architects)

Propose to renew the MOU once expired

Ar. Pei Ing also informed that meeting on the recent collaboration between ARCASIA and UIA Durban on mutual promotion. She also informed that Ar. Esa Mohamad from PAM would be contesting for the UIA President and she requested the support from ARCASIA member Institutes.

INFO

2.5.2 AIA

Council would not renew the MOU with AIA at the end of 2014 as per Council's decision last year in Kathmandu and this has been conveyed to AIA. Ar. Pei Ing informed that close collaboration between ARCASIA and AIA continues. AIA has recently shared the program 'Convention Live' with ARCASIA member Institutes. It was noted that the dates of ACA16 clashed with AIA Convention in Chicago and as such, AIA President would not be able to attend ACA16.

TPI

2.5.3 AUA (African Union of Architects)

The MOU would expire on 1st October 2014. The meeting agreed to propose to Council for the MOU to be renewed.

TPI

2.5.4 MASA (The International Association of Unions of Eurasian Architects)

The MOU would expire on 1st October 2014. The meeting agreed to propose to Council for the MOU to be renewed.

TPI

2.5.5 ACE (Architects Council of Europe)

The MOU has no validity period. The Council would need to decide on the validity period. Based on the same validity period with the other MOUs signed with MASA and AUA (3 years), the MOU would expire on 26th April 2015. The meeting agreed to propose to renew the MOU.

TPI

2.5.6 CAA (Commonwealth Association of Architects)

Status Quo.

2.5.7 Vicegrad Four Architecture Foundation (VFAF)

Ar. Pei Ing presented the background on Visegrad Four Architect (VFA), the predecessor to Visegrad Four Architecture Foundation (VFAF). VFAF's President, Mr. Kalman Erno who is attending ACA16, is very keen to pursue collaboration with ARCASIA and has proposed to sign MOU with ARCASIA based on the draft presented. The meeting agreed for this to be presented to Council for approval.

TPI

Action By

Lunch Break

- 2.6 Revision of Constitution, Byelaws and updating of ARCASIA Handbook and Policy Manuals – Update

The proposed amendment to Clause 6.1(d) of the Constitution on the timing to elect the President-Elect as agreed during 6th OB Committee Meeting would be tabled for Council's approval.

TPI

- 2.7 ARCASIA Architecture Awards, exhibition and publication – Update

- 2.7.1 AAA2013 Exhibition

The winning entries are currently posted in the ARCASIA website. They would also be featured in the ARCASIA booth during the UIA Congress in Durban.

INFO

- 2.7.2 AAA2014 Updates

Ar. Pei Ing informed that AAA2014 Awards was launched in February and closed in April and more than 600 registrations were received. The actual no of submissions is 276 with some duplication. There are 272 valid submissions as compared with 190 for 2013 (i.e. 30% increase). China has the most no of submissions (77). There is also an increase in the no of submissions from Japan, India and Pakistan. Ar. KC suggested a fee to be charged but Ar. Pei Ing is of the opinion that it should be free until the award is more established. All the 5 judges participated in the final judging in KL. A press interview was held on the judging day and ARCASIA and PAM have aggressively promoted AAA2014. For the 10 categories of the awards, 32 projects were selected.

AAA2014 is also partly sponsored by ARCASIA Corporate Partners and ACA 16 platinum sponsors. The AAA2014 Awards dinner would be held on 26th June 2014.

INFO

3.0 ARCASIA Booth

- 3.1 ARCASIA Booth Mock Up @ ACA 16th Kuala Lumpur

- 3.2 ARCASIA Booth @ UIA Congress in Durban

The Exhibition Booth committee headed by Ar. Ashvin, assisted by Ar. Alvin and Ar. Chan Seong Aun has been formed to set up an ARCASIA booth in the UIA Congress in Durban as per decision of Council during the last Council meeting in Kathmandu. PAM has allocated a space in Archidex to set up the mock-up for the ARCASIA booth but unfortunately, the committee could not get the mock-up booth design done in time for it to be erected. Ar. Pei Ing reiterated that the ARCASIA Booth in UIA Congress Durban needs to be looked into seriously as it projects the image of ARCASIA. Ar. Ashvin will work closely with the respective Committee Chairs to finalize the material to be exhibited. Ar. Ashvin would also present the concept design of the booth to Council.

AK/AL/IZT/CK/JK

Ar. Pei Ing informed that a space has been allocated to play the ARCASIA documentary and the AAA 2013 winning project at the ARCHIDEX.

PAM has also agreed for PAM's members' lounge to be used as ARCASIA's lounge.

4.0 Update on ACA 16th

PAM President Ar. Chan Seong Aun briefed the meeting on the ACA16 programs. Parallel programs that include the half-day KL Design Forum (KLDF) and Green Building Forum (GBF) that require separate registrations will be held concurrently with the Council meeting. He encouraged the delegates who are not attending the Council meeting to participate in these Forums

INFO

Action By**5.0 Update and Report by Chairmen of ARCASIA Committees on Committee Meetings and Matters Arising from the Committee Meetings in Nepal (3.30pm-5.00pm)**

5.1 ACAE – Dr. Chalay Kunawong

Ar. Chalay joined the meeting after the ACAE meeting and presented the summary of meeting as follow: -

Representatives from 15 member Institutes (except BIA, ALACE and UMA) attended the meeting. The members presented the country reports. The current 8 projects are on going and the member Institutes are using the established format to update and upload the information.

The manual for the Students Jamboree and competition rules have been finalized and documented. The events such as ACA14 “tell us a story”, ACA 15 “Global Challenges” and ACA16 will also be documented. The theme for the competition for Forum18 is “Future of the Past” and the synopsis is on what to do with the old city historical environment, i.e. whether to conserve, revive or re-build.

CK

The third project is the Virtual School of Architecture comprising of four stages: - preparation, consolidation, virtual school and establishing a QC system. The workshop under first stage did not take off as scheduled. However, support has been obtained from seven member Institutes and ASA will give the support on the technical details. The committee has established the time line for the workshops to start in August 2014 and complete in December 2014. Ar. Nuno will revert on the details on the “ARCASIA Pavilion Design Studio”.

CK

A second review panel will be established for the Architectural Research Journal (ARJ) to review the ACA16 papers. There are 12 papers and 4 member Institutes have volunteered to be involved in the review. The first ARJ is scheduled to be published in March 2015. ARJ intends to focus from theory to practice without being too technical, to differentiate it from other journals. In order to formalize the journal, the committee would need to go through the guidelines drafted previously by Dr. Walaipon. The committee will also explore the possibility of linking online ARJ to other international journals but this would require ARJ to be published yearly.

CK

The fifth project is the Architectural Timeline Chart (ATC2). Ar. Chalay has requested the member Institutes to update ATC1 on the website until year 2000 and then to update from year 2000 to present. To date, HKIA, BIA and ASA have completed the updating. The emphasis is to select a sample of architecture that will represent the period.

CK

The sixth project is the cross border internship and 10 architectural firms from Thailand are interested to participate in this program. A simple matrix was prepared to indicate the interested companies and details of internship. It was agreed for the lodging expenses and visa conditions that vary from country to country to be included. The application is to be channeled through the respective member Institute, which will contact the host institute to go through the verification process to finalize the application.

CK

The Architectural School Directory (ASD) was updated with a total of 356 schools mostly from Japan. To make it more interactive with the students, Ar. Chalay proposed to use “Toy Thailand” as an example to do “Toy ARCASIA” guidelines. Presently, the ‘Toy Thailand’ is used to link to ‘Toy ARCASIA’ where it does not need to be managed and it has received 10,000 likes. He will discuss with the ARCASIA webmaster whether it is possible to do a ‘Toy ARCASIA’. The guidelines would be circulated to the Institutes.

CK

The last project is a new one, which is the ARCASIA Prize, and Ar. Sathirut will present the concept. Basically it focuses on young architect below 35 years old with three prizes, one for each zone.

SNT

Action By

- Ar. Joseph suggested a disclaimer clause should be included for the Students Internship Programme
- 5.2 ACPP – Ar. Ishtiaque Zahir Titas
- Ar. Ishtiaque joined the meeting after the ACPP meeting and presented the summary of the meeting as follow: -
- Representative from 14 member Institutes (except JIA, UMA, BIA and ALACE) attended the meeting. There were 5 observers. 2 guests i.e. UIA Vice-president Ar. Esa Mohamad and UIA Council member Ar. Balbir Mohamad (previously chair of ACPP) also attended the meeting.
- The database of all the member Institutes has been updated and covered all aspects and will be handed over after the meeting for uploading on the ARCASIA website. Ar. Pei Ing requested Ar. Ishtiaque to establish the format for uploading.
- The Professional Practice Handbook is now called guidelines and will be completed in December 2014. The project on CPD guidelines will commence and targeted to be completed by January 2015 for handing over to the next team. However if it could not be completed, the next team will continue with this project.
- On the case study for the cross boarder practice, Ar. Ishtiaque informed that it is not possible to have a standard format for MRA as each member Country is very different and diverse and it would be difficult to come up with common grounds. The committee has decided to establish guidelines instead and survey will be carry out and to be reviewed. Ar. Ishtiaque will initiate a working group meeting in September / October 2014. The survey will be completed in December 2014.
- An issue was raised by ACPP whether representatives and observers may attend the Committee meeting for a day without having to register for ACA16. Ar. Pei Ing clarified that complimentary registration for ACA16 is given to office bearers, Committee Chairs and official delegates only. The registration for ACA16 is optional for Committee Member and observer.
- Ar. Pei Ing highlighted that starting from next year, the term of the Committee Members shall be two years as per the amendment to the Constitution passed in the Council meeting last year to allow continuity. The observer's role is to observe and to prepare him / her to take over as Committee members as previously discussed.
- Ar. Ishtiaque suggested that as the Committee attendance is growing and becoming more vibrant, it might be good to consider a way of providing free facilities and registration to the observers to encourage more participation. Without interim meetings and relying only on annual meetings, not much could be achieved. Ar. Pei Ing highlighted that it is a financial burden for the Hosting Institute to provide free local hospitality for the observers. Ar. Ishtiaque suggested for the individual member Institute to cover for the cost of the observers to attend the meeting. Ar. Pei Ing reminded that the observers are appointed by the individual member Institutes and therefore it is up to the member Institute to decide whether to pay for the observers to attend the meeting and ARCASIA should not impose that obligation on the member Institute.

CK

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5.3 ACGSA – Ar. Ashvinkumar Kantilal

Ar. Ashvin joined the meeting after the AGGSA meeting and presented the summary of meeting as follow: -

Representatives from 14 Member Institutes (except ALACE, VAA, IIA, UMA and BIA) attended the meeting. There were approximately 20 attendees. The observers came in and out except for the observer from IAP who attended the whole meeting. He reported that based on what was discussed in Kathmandu, the committee has achieved the halfway mark and presentations made by the 14 member Institutes showed remarkable amount of work done in collaboration with the Green Building Councils of the respective member countries. He is of the view that the green and sustainable approach cannot be driven purely by architects but also by allied disciplines such as engineers and environmentalists but architects can take the lead. The committee intend to achieve the following for the next 6 months: -

1. IAB will be hosting a Roundtable on 26th and 27th September 2014. IAB will write to the Presidents of the 19 Member Institutes to advise on the representatives and which is the right Green Building Council to be invited as some member countries have two or more Green Building Councils.
2. The resolution made during the Roundtable meeting in Islamabad has been passed and to be promoted.
3. The committee will identify a series of topics for Member Institutes to provide articles on green and sustainable architecture for the Architecture Asia magazine.
4. Ar. Ashvin, together with Ar. Qazi, the Chairman Elect of ACGSA will formulate a list of programs for the next two years. Ar. Ashvin will also pass the survey carried out by UIA to the member institutes to update.
5. The committee proposed to set up a blog on the Facebook posting on the green and sustainable committee.

Ar. Ashvin informed that the committee meeting also focused on the details and country reports. A major bulk of discussion was held on how to move forward for the next two years when Ar. Qazi takes over as Chairman of ACGSA and he would send out his proposed programs 4 weeks after the meeting.

As presented in Danang in 2011, the short term and mid term objectives have been achieved and the next team will look into the long-term objectives. Ar. Ashvin noted that the committee members who attended the meetings have been consistent over the past four years (i.e. 6 of the members have been with the committee for the past four years). By the end of the year, ACGSR would achieve 100% of their milestone i.e. the completion of the mid-term objectives.

AK

Ar. Ashvin will extend the list of green projects for uploading on the website.

5.4 ACSR – Ar. Joseph Kwan

Ar. Joseph Kwan joined the meeting after the ACSR meeting and presented the summary of meeting as follow: -

Representatives from 14 Member Institutes (except ASC, AAM, UMA, ALACE and BIA) attended the meeting.

Ar. Joseph informed that since the last meeting in Kathmandu, two main projects were completed. 1st project is the Student Design Competition that has just been concluded. 154 registered and 54 final submissions were received and 11 winners from seven countries were chosen and the awards will be presented during the Post ACA Symposium.

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The second project is the Post ACA Symposium, which will be held on 29th June 2014 with three sessions. 1st Session is on disaster mitigation, the second session is on low cost sustainable housing and the third session is universal design. He thanked President Pei Ing for securing the sponsorship for the symposium and the support given.

The third project is the Social Responsibility Charter. The committee members commented that the draft prepared was too complicated and to be reviewed. The Charter will be finalized by the end of the year for launching. The 19 member Institutes will be the signatories of this Charter and a page will be included in the Charter for all the Presidents of ARCASIA member Institutes to sign and to commit to abide by the rules and implement in their respective countries. He will circulate the draft for comments and to conclude the project by end of 2014 and this is Ar. Pei Ing's key passion and agenda.

JK

On the ARCASIA Emergency Architects, Ar. Joseph will connect with the representative from the Asia Disaster Preparedness Centre to set it up.

JK

The final project is to build the universal accessible public toilets as a result of the design competition in Kathmandu. This will be the first prototype in Kathmandu and he would also like to propose for this to be done in Pakistan. Ar. Ashvin was requested to assist to make the design totally green and sustainable by recycling the waste, etc. Ar. Ashvin informed that IIA presented a community project, which is privately funded by the community of 1,000 people. The president of IIA has been working on the project for the past 8 years and will present this to their Central government to advocate that sustainability is possible. They generate their own power, clean the water, maintain their streets, rubbish and handle their own waste management. It is a living project and has proven to be 100% sustainable without the aid of the government and can be used as an example. Ar. Akeel mentioned that in Pakistan, some of the public toilets are also sponsored. SONA agreed to look into this.

SK

Ar. Pei Ing suggested establishing a Resource Centre to compile all the knowledge and experiences gained and these could be used in an emergency disaster situation. ARCASIA can also serve as a platform for sharing of information. The Resource Centre can be in the website similar to the Architect's Journal and the Green network. The paper presentations and input from Member Institutes could be compiled to build up a library and that all these could be shared with others.

JK

Ar. Pei Ing presented another project 'BCI Fair Building Network' in collaboration with the BCI Foundation Limited for building for the poor as attached. This project involves the input from the entire industry including the NGOs, suppliers and developers to look at building as cheaply as possible for the poor. BCI Foundation is launching the project in Philippines on 24th June 2014 and she has discussed with the founder of BCI on collaboration on this project. The meeting agreed with the proposed collaboration. Ar. Pei Ing will present this to Council and to ask for their mandate for this project to be undertaken by ACSR.

JK/TPI

Ar. Pei Ing hoped that the momentum of the Post Forum/ACA Symposium will be continued into the new term and she will give her assistance where necessary.

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5.5 ARCASIA Fellowship – Ar. Sathirut Nui Tandanand

Ar. Sathirut reported on the outcome of the fellowship meeting as follow: -

The first issue raised is “Faculty Training Program” which he will discuss further with Dr. Chalay. The next issue is compiling the criteria of architectural schools for architectural education and documents it with the intention of establishing an ARCASIA school and to compile the guidelines from the various institutes for countries that do not have guidelines.

SNT/CK

Another topic that was discussed was on the accreditation by ARCASIA that would be difficult but perhaps guidelines could be obtained from ASEAN countries for ARCASIA.

There was also suggestion to establish a database for a list of architects with expertise in certain areas for the member countries to tap on.

The ARCASIA travelling exhibition will start from UIA convention and other exhibitions, which happen after to be done in electronic media.

Ar. Sathirut informed that one of the topics which was intensely discussed was the proposal to change the title from ARCASIA President back to ARCASIA Chairman as some members felt that the decision to change was adopted improperly and this has to be re-visited and presented to Council for decision. It was also raised that the fellowship meeting should not be held concurrently with the other Committee meetings to enable people to attend.

Ar. Pei Ing opined that the fellowship meeting is not an official meeting and it is meant for people who are no longer active in ARCASIA officially to give them a platform to voice their opinion and to network. As such, the committee members are not expected to be involved in the fellowship meeting and this issue has already been dealt with in the previous meetings. She is also of the view that the proposal to change the title from Chairman to President was decided by Council a few years ago and should not be re-visited as it will only demonstrate that the Council is flip flopping on issues. She also feel strongly that repeated review of the past decisions on semantic will not move ARCASIA forward and she rather spend time and resources to address more pertinent issues that affect the profession. Her focus is on how to rejuvenate ARCASIA and raise the profile ARCASIA. What is important is how to make ARCASIA relevant to the member Institutes. The meeting agreed with her view. Ar. Sathirut confirmed that he would not pursue further on this.

SNT

Ar. Pei Ing thanked all the Committee Chairs for the good work done and being able to achieve most of their milestones.

Ar. Pei Ing reiterated that all the Committee Chairs are to prepare a report of what has to be done to achieve the milestone established by the end of the year and if the milestone could not be achieved, to report on the status of what has been achieved so that these could be handed over to the next team

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6.0 Update on Typhoon Yolanda / Haiyan – Status of Sponsorship and Proposed Action Plans

Ar. Pei Ing informed she has allocated a slot at the 35th Council meeting for presentation of report by Ar. Rey S. Gabitan, UAP, who is the Head of the UAP Emergency Architects (UAP-EA). Ar. Ray was invited to the meeting to give an update on the status of the Typhoon Haiyan.

UAP

Ar. Rey S. Gabitan reported that to date, UAP has received donation of 300,000.00 pesos from the local UAP Chapters and USD 60,000.00 from ARCASIA Members/ Members Institutes. He informed that the local donations and donation from KIRA were used for the distribution of the construction tool kits and they would like to finalize the school building project on the site that has been identified. The technical drawings have been prepared and construction is scheduled to commence

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by July / August 2014. The construction will be funded by the donations. Ar. Edric Marco suggested ARCASIA logo to be put on the building. Ar. Pei Ing informed that it is not necessary for ARCASIA to claim the naming rights as long as it is known that the donations are put into good use. However, if UAP would like to acknowledge ARCASIA's contribution, they may do so.

Ar. Pei Ing proposed UAP to work closely with ACSR on the setting up of an ARCASIA Emergency Architect.

UAP/JK

7.0 Other Matters

7.1 Matters to be presented to 35th Council Meeting.

Ar. Pei Ing went through the proposed agenda for the 35th Council Meeting. The proposal to form the Committee for Young Architects will be added to the agenda of the 35m Council Meeting.

A slot will also be given for Ar. Sathirut to present his new team and certificates of appreciation will also be presented to her team.

She requested all to be present at 8.30am before the Council Meeting for the inauguration session. A tour of the exhibition will be held during lunch break.

All

7.2 Ar. Pei Ing informed that she has requested Ar. Smith Obayawat to compose the music for the ARCASIA hymn so that it can be played at ARCASIA functions and she was informed that the draft is ready to be played. She intended to introduce this at one of the ACA 16 events. Ar. Felipe Mendoza, Past Chairman of ARCASIA in 1994, composed the hymn. Ar. Sathirut raised concern whether the phrase 'children of the loving "Lord"' would be a sensitive issue. It was agreed that it would not be as the hymn was already approved in 1994.

TPI

7.3 Bidding for ACA17 and Forum 18 Update

Ar. Pei Ing informed that there was only one bid submitted by HKIA for the hosting of ACA17 within the stipulated time frame.

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She also informed that the President of ASA would present Update of Forum 18 during Council meeting.

ASA

7.4 Ar. Edric Marco enquired whether there would be 8th OBs and Committee Chairs Meeting before the end of 2014. Ar. Pei Ing informed that the 8th meeting would be held if there were issues raised at the Council meeting that require follow-up. If the issues are minor, the meeting may be combined with the Hand-Over meeting in January 2015. She reminded the Committee Chairs to prepare a report of what they targeted to do and what they have achieved at the end of the year to hand over to the new team.

ALL

7.5 Ar. Pei Ing informed that 3 nominations have been received for the Vice-president positions for the three zones. The nominations are Ar. Jahangir from IAP for Zone A, Ar. Endy from IIA for Zone B and Ar. Jaeho Shim from KIRA for Zone C. There is no deadline and nominations can still be accepted from the floor at the Council meeting.

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7.7 The meeting ended with a vote of thanks to Ar. Pei Ing for the great work, she has done over the last 1½ years. Ar. Pei Ing also thanked everyone who was present at the meeting.

The meeting was adjourned at 5.30pm

----- END OF MINUTES -----

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