

ARCASIA, ARCHITECTS REGIONAL COUNCIL OF ASIA
5th Office Bearers and Committee Chairs Meeting
Date : 18th January 2014
Venue: Luang Prabang, Laos



Proposed Agenda:**Action By****1.0 Convening of the 5th 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 ALACE, Ar. Phonexay Southiphong
- 1.3 Adoption of the Agenda – Hon Secretary Ar. Alvin Lim
- 1.4 Adoption of the Minutes of the 4th OB & Committee Chairs Meeting in Kathmandu, Nepal (5th October 2013) - Hon Secretary, Ar. Alvin Lim

2.0 Matters Arising from the 34th Council Meeting (9.30am – 12.00am)

- 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
 - 2.2.3 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 Exhibition Booth Design @ UIA Congress in Durban
- 2.4 Matters Arising from Institutes Presidents/Country Report and Summary Issues: -
 - 2.4.1 Discussion on way forward

Action By

- 2.5 Update of MOUs with Other Regional Organizations/Institutes
 - 2.5.1 UIA
 - 2.5.2 AIA
 - 2.5.3 AUA
 - 2.5.4 MASA
 - 2.5.5 ACE
 - 2.5.6 CAA
 - 2.5.7 Vicegard Four Architecture Association (VFAA)
- 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 17th ARCASIA Forum in Nepal (2.45pm – 3.30pm)**
 - 3.1 Report and Post-mortem on 17th Forum by SONA

- 4.0 Update on ACA 16th**

- 5.0 Update and Report by Chairmen of ARCASIA Committees on Committee Meetings in Nepal (3.30pm- 5.00pm)**
 - 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 Tandanand

- 6.0 Other Matters (5.00pm – 5.30pm)**

Adjournment at 5.30pm.

Action By**Meeting Attendance**

President, Ar. Tan Pei Ing, (TPI)
Immediate Past President, Ar. George Kunihiro (GK)
Hon. Secretary Ar. Alvin Hai Seah Lim, (AL)
Adviser, Ar. Syed Akeel Bilgrami (SAB)
Chairman ACAE, Ar. Chalay Kunawong, (CK) (After 4.00pm)
Chairman ACSGA Ar. Ashvin Kumar Kantilal (AK) (After 2.00pm)
Chairman ACSR, Ar. Joseph Kwan, (JK) (after 4.00pm)
Chairman Fellowship Committee, Ar. Sathirut Nui Tandanand (SNT) (Morning only)

Absent with Apology

Adviser, Ar. Kun Chang Yi (KCY)
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)
Zone C Vice President Ar. Xu Zongwei, (XZW)
Chairman ACPP, Ar. Ishtiaque Zahir Titas (IZT)

1.0 Convening of the Fourth 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 and her new Advisor for 2014, Ar. Akeel to the 5th meeting. She informed that since the Forum in Nepal, the key event that took place was the Typhoon Haiyan that hit Philippines and the initiatives taken to help UAP and the victims. She would like the meeting to focus on the proposed action plan and also matters arising from the Council meeting in Nepal.

She expressed her gratitude towards Ar. Phonexay Southiphong, President of ALACE and ALACE for the great effort made in hosting the meeting and provided great hospitality to all. ALACE has offered to host the meeting since last year and she was happy to be in Luang Prabang, the Unesco heritage city.

1.2 Welcome Remarks – Ar. Phonexay Southiphong, President of ALACE

Ar. Phonexay Southiphong welcomed the ARCASIA members to Luang Prabang and expressed that it is an honour for ALACE to host the meeting. There would be a dinner hosted by the ALACE Luang Prabang Chapter in the evening. ALACE will try to make the meeting a great success.

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 and adopted without any amendments

1.4 Adoption of the Minutes of the 4th OB & Committee Chairs Meeting in Nepal - Hon Secretary, Ar. Alvin Lim

The minutes of the 4th OBs & Committee Chairs Meeting in Kathmandu, Nepal dated 05-10-13, 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.

Action By**2.0 Matters Arising from the 34th Council Meeting (9.30am – 12.00am)**

2.1 Financial Updates

Hon Treasurer Ar. Kim Yan was unable to attend the meeting. Pei Ing presented her report as attached on her behalf.

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

For the ARCASIA account, the financial status is the same except for the hotel room charges for the President of Australian Institute of Architects and President-Elect of AIA to attend the ARCASIA Forum in Nepal to reciprocate the hospitality extended by them.

For the ARCASIA account under PAM for the sponsored funds, Ar. Pei Ing informed that Geberit, one of the ARCASIA Corporate Partners has transmitted another S\$ 25,000 in November 2013 after the Forum in Nepal. As she has reported in the previous OBs & Committee Chairs meeting, there are some problems with this particular corporate sponsor due to the change of their senior management. Geberit would most likely not being able to fulfill their full commitment, taking into consideration of their own financial situation. The person who signed the MoU with ARCASIA has left the company. Ar. Pei Ing is still trying to discuss with the new management to pursue this further.

The additional expenses incurred since the Council meeting in Nepal are the costs of the AAA awards relating to the medals, certificates printing, awards money for the students etc.

The problem with the ARCASIA account with HSBC, Hong Kong has yet to be fully resolved and there were many email communications on this. The key problem arises from the fact that ARCASIA Inc was incorporated in Philippines. The change of Directors is still waiting for action from UAP as per request by HSBC Hong Kong and the extended dead line for compliance is in February 2014. Ar. Pei Ing is of the view that on a longer term, this problem needs to be addressed especially the directors would be changed every term. It has been a very frustrating process and much time has been wasted discussing and pursuing this.

Ar. Akeel suggested for the amount in the current HSBC Hong Kong to be invested in some form of bond etc. and start a new account. However, it is noted that this does not solve the problem, as there will be a requirement to have a change of signatories and directors every 2 years for the new account.

Action By

Ar. Pei Ing clarified that the account signatories have been successfully transferred. The problem is with regard to the change of directors and HSBC's requirement to update the account details. She also explained that ARCASIA Inc was set up in Philippines in order to open the account with HSBC Hong Kong during Ar. KC Yi's chairmanship so that there is a permanent ARCASIA account. Prior to this, the ARCASIA account moved with the Chairman and this has caused different sets of problems with the transfer of funds from one country to another.

Ar. Akeel suggested moving the account to another bank that may not require these updating and details.

Ar. Pei Ing also highlighted that ARCASIA on its own may not be able to open an account. ARCASIA account for the sponsored money was opened through PAM.

Ar. Ashvin suggested for ARCASIA to set up a permanent secretariat and park the money in one of the Institutes for the Institute to manage the funds on ARCASIA's behalf on a long-term basis. Money would be disbursed according to OB's requisition etc. The Institute must be from the country in which the financial institution is more developed and opened with easy transfer of money and minimum protocol and constraints.

Ar. Pei Ing informed that coincidentally, Ar. Swarup has made a similar suggestion to her to set up a permanent secretariat after the Nepal Forum. Some of the Institutes proposed are SIA and PAM.

It was discussed and concluded for this proposal to be pursued further. Ar. Ashvin would also check on the requirement in Singapore.

AK

The proposal to set up a permanent secretariat will need to be tabled for Council's approval in the next meeting in KL.

ALL

For the outstanding issue on the dispute on the transfer of membership subscription from UAP to IAB, it was unfortunate both Ar. Edric Marco and Ar. Ishtiaque were not present to report on the status. As per the last meeting, Ar. Ishtiaque is required to follow up with their bank based on the evidence of transfer from UAP's bank. In the event that IAB could not produce any document to prove otherwise, the money would be deemed transferred and IAB will need to remit the said amount to ARCASIA.

IZT/EMF

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

2.2.3 Zone-C, Ar. Xu Zongwei

2.2.3.1 Status of reaching out to North Korea architects

Ar. Swarup and Ar. Edric Marco who confirmed their attendance earlier could not make it to the meeting last minute and their reports were not submitted. Ar. Zongwei confirmed not attending the meeting due to clash of schedule with his prior commitment and no report was submitted.

Action By

2.3 ARCASIA Projects/Affairs

2.3.1 History Book Updates/Corrections

Ar. Akeel informed that there are a lot of mistakes in the ARCASIA History Book besides the map, covering factual, typo, captions on photographs and the mistakes are found on almost every page. Ar. Pei Ing has entrusted him to assist with the editing and updating more than a year ago even before she became President. Ar. Akeel will arrange a separate discussion with Ar. Pei Ing to go through some of the mistakes.

Ar. Akeel informed that he has completed the review based on a hard copy. He has also received the soft copy of the History Book converted into word file by Ar. Pei Ing for him to work on the amendment. However he still could not make the amendment without disrupting the formatting etc. It is noted that the original copy furnished by UAP is in a publishing format from adobe and requires special software for editing. It was discussed and agreed for Ar. Akeel to mark the errors on the hard copy. Ar. Pei Ing would engage someone with the right tool to edit it. In the worst scenario, she would get it retyped since it would be too tedious to go back to UAP to do the correction. In addition to that, the History Book would need to be updated after the editing to include the history after Ar. KC Yi's Chairmanship.

SAB/TPI

Ar. Akeel advised that his review is based on his best knowledge and he may not have picked up some of the other mistakes, which he has no knowledge of. As such, he suggested for his edited version to be passed on to some others to help with the review.

Ar. Pei Ing reiterated that the edited History Book will be in e-format that could be easily edited and updated and would be posted on the ARCASIA Website.

Ar. George suggested paying Architecture Asia Editorial Board to help with the updating. Ar. Pei Ing highlighted that the editorial board members from PAM are also doing the magazine on a voluntary basis and may not in the position to do the updating.

It was discussed and concluded that the updating covering information, photos etc. under each Chairman or President will have to be carried out by the respective Chairman/President. The information required and format will follow those in the existing History Book. Ar. Pei Ing will request Ar. Mubasshar and Ar. George to work on the updates under their respective terms.

TPI/GK

2.3.2 Funding and Sponsorship

Ar. Pei Ing is in the midst of pursuing new sponsors. Ar. Pei Ing briefed that Grohere Singapore has indicated a possible commitment of S\$ 20,000 and she would be following up with them on this. She informed that PAM, the hosting Institute of ACA 16 in 2014 has been aggressively lobbying for sponsorship and the platinum program was launched recently with 4 key platinum sponsors. As such, the financing of ACA 16 is mostly taken care of.

For the ACSR Post ACA event, Ar. Pei Ing informed that she has also managed to secure part sponsorship from CIS, the partner of PAM for the 'Archidex'. They have agreed to sponsor 50% of the cost of delegates attending the event (200 delegates have been planned). The funding for the airfares and accommodation and cost of organizing the ACSR Post ACA event has not been taken care of at this moment but she will continue on the sponsorship.

TPI

Action By

Currently, there are adequate funds secured for her term even without Geberit's sponsored fund in the event they withdraw the sponsorship.

Ar. Pei Ing informed that Roca and Sika have also committed to sponsor the AAA2014 and the Awards dinner solely. However, PAM has approached her to explore the possibility for other sponsors to come in to co-sponsor this event and part of the sponsored amount for AAA2014 from Roca and Sika to be used to sponsor other ACA events. This will depend whether Roca and Sika are agreeable to the proposal. The amount committed is the same and it will give them higher profile according to PAM.

She has also discussed with Ar. Sathirut and advised him to start looking at ways to set up an account via ASA for the sponsorship funds that he is going to secure for his term of Presidency.

SNT

2.3.3 ARCASIA Website, Facebook etc.

Ar. Pei Ing informed that the Website has been updated after the Nepal Forum and 34th Council meeting. All the reports, photos, minutes etc. have all been uploaded.

The no of friends for ARCASIA Facebook has increased, especially after the Nepal Forum as many of the students etc. have joined as friends.

Ar. Pei Ing has written to all the Committee Chairs to start looking at the setting up of the committee Facebook as platforms for discussion. This was discussed further under item 8.

2.3.4 ARCASIA Corporate Identity System

Ar. Pei Ing informed that the ARCASIA CIS has been finalized and this document will be forwarded to all the member Institutes for adoption.

AL

2.3.5 ARCASIA Documentary

Ar. Pei Ing informed that she had a discussion with the company, which produced the documentary on the comments made on the documentary during the Council meeting to evaluate how much of the comments could be incorporated in the current documentary. She has also written to SIA to check on the cost SIA incurred on the video 'I am Architect' which was presented. She intended to explore the possibility of engaging them to do another documentary for ARCASIA, which is of similar quality and standard. However, the cost is inhibiting (i.e. S\$ 50,000 as compared to RM 10,000 (around S\$ 4000) for the current ARCASIA documentary).

Ar. Ashvin suggested to still solicit a fee proposal from them and he could assist to negotiate with them. He also suggested making this as a school project for the students to chronograph it for a small fee. Ar. Akeel also offers to get the free lancer working in Singapore whom he knows well to help to produce this.

AK/SAB

Action By

Ar. Pei Ing highlighted that during the Council Meeting, Ar. Kazuo from JIA raised a good question on who is the target audience of this documentary. She has thought about it and feels that, unlike 'I am Architect' which targets the public as audience, the ARCASIA documentary is meant mainly for Architects from member Institutes and other organizations to raise awareness on what ARCASIA represents. It also serves as a tool for the member Institute to promote ARCASIA to their members. This direction was confirmed and agreed by all during the meeting. Ar. Ashvin and Ar. Akeel will help to solicit assistance on that basis and base on the current documentary that has been posted on the website.

AK/SAB

2.3.6 Architecture Asia Magazine and Emerging Architecture Awards – Update

Ar. Pei Ing informed that the planning of the Emerging Architecture Awards has started. The awards will be presented at the ACA as well.

INFO

2.3.7 Exhibition Booth Design @ UIA Congress in Durban

The committee has been established as per decision of Council during the last meeting in Nepal and a space has been allocated to ARCASIA.

Ar. Alvin affirms that the organizer of the UIA Durban Congress has not officially confirmed the location of the booth allocated for ARCASIA officially. However, Dato Seri Esa, the Vice President of Regent IV, UIA has forwarded the location based on the presentation made to the UIA Council Meeting in Beirut. The organizer has allocated 3m x 5m space for each member section but not all have taken up the offer and some have paid for extra to have bigger space. The application has been closed since November.

Ar. Ashvin, who has been nominated to lead the committee, presented the initial concept proposal as attached to solicit views and opinions.

The proposal presented by Ar. Ashvin is to portray what ARCASIA is about and also to showcase ARCASIA's commitment on social responsibility. The TV screen proposed will play the ACSR's video and also the ARCASIA documentary continuously etc. The materials used will be those that are reusable etc. The displays could focus on the AAA Awards (2013 & 2014) and works of the committees etc. Ar. Ashvin also proposed movable walls for visitors to write their pledges. Flags of the entire member Institutes made of cardboards would be displayed in 3d format in different planes. He noted that Durban culture is on preservation and they use color bottles frequently. As such, to be in sync with the message that Durban is trying to show case to the world, he has also proposed to use bottles as part of the display.

Action By

The meeting acknowledged that the location of the booth allocated for ARCASIA is quite strategic, right next to the entrance with a lot of happenings. It is also very visible from the street that will be pedestrianized. However, the configuration of the space with 3m frontages is very narrow and not very inviting. The side could not be opened as the organizer has planned some digital display on the wall. The space is also very small.

Ar. Alvin has written to the organizer to find out what are the local facilities that could be made available to ARCASIA so that local vendors could set up the booth, which is more economical and easier to manage. However, the organizer’s response has been slow. The costing of setting up the booth also needs to be worked out. It was also suggested a trip may be necessary to have a more productive and efficient meeting. Ar. Alvin was requested to write to the organizer on the following:-

- Whether the side wall could be opened
- Whether the lots next to ARCASIA booth are available and the cost
- The list of the member sections that have applied for the booths.

AL

Ar. Joseph Kwan also suggested exploring the possibility of having a cocktail reception for ARCASIA member institutes during the Durban Congress to showcase the strength of ARCASIA and to find a sponsor for that. Ar. Ashvin highlighted that the organizer would allow the bidding countries to have reception and the planning and scheduling have to be mindful to ensure the events do not clash.

It was also suggested to explore the possibility of having an ARCASIA room/lounge for members to meet for tea and network etc. Ar. Pei Ing informed that she is attending the UIA Council meeting in February and she will try to make some enquiry on this.

TPI

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

2.4.1 Discussion on way forward

Ar. Pei Ing informed that during the Council meeting in Nepal, the member Institutes presented the key issues confronting the professions and concerns. She has summarized the issues and sent the summary together with the minutes of the Council meeting to all the member Institutes and requested the member Institutes to initiate the collaborative programs. However, she has not received any comments and reply to date. She will send a reminder again as the lack of response could be due to festive seasons etc. and she would like actions to be initiated as soon as possible.

TPI

The summary of the issues was projected onto the screen.

Ar. Ashvin suggested that since ACA is going to be held in KL, a separate program could be introduced for the member Institutes that are more progressive to share their knowledge on topics such as CPD, education, and practice etc.

Action By

Ar. Pei Ing also requested the Committee Chairs to review the summary issues relating to their respective committees and communicate with their committee members on these. 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.

CK/AK/JK/IZT

Ar. Ashvin updated the meeting on the recent change in the CPD program in Singapore and they are classifying the programs into core and non-core for CPD points.

Offers were made to ALACE again if they require any assistance on any other areas.

2.5 Update of MOUs with Other Regional Organizations/Institutes

2.5.1 UIA

Ar. Pei Ing informed that the next UIA Council meeting will be held in Istanbul in February 2014. This is the first UIA Council meeting which Ar. Pei Ing would be attending despite of previous invitations due to clashes with other events within ARCASIA region.

Recently, there were also a series of communications regarding the influx of foreign architects practicing without respecting the local cultures and requirements. One particular incident was brought up by Ar. Tokunbo, President of AUA concerning a situation in Congo with Korean Architects for a museum project funded by the Korean government under 'design, finance & built' model without input by the local consultants. Ar. Tokundo has written to seek assistance of ARCASIA and UIA to address the rising concerns on this. It was discussed and agreed that ARCASIA could only state its position and request/remind its member Institutes on the concern and ARCASIA is in no position to get involve with individual case and individual architects. ARCASIA has also reiterated the position that ARCASIA does not support such practice and subscribe to the UIA Accord on "Practice in Host Nation". It is up to the member Institutes to take action against their respective members. It was also discussed and agreed the regulating board of that particular country would have a strong position to prevent this type of practice. AUA or Congo could work with their local regulating body to restrict the practice of foreign architects, depending whether the practice of architecture is protected under the law or not. For example, in Malaysia, no one could offer architectural consultancy services unless the person is registered as an architect with the Board of Architects. Ar. Sathirut also quoted Vietnam as an example. However, it is acknowledged that enforcement would not be easy.

Action By

Discussion with UIA Region IV on collaboration is an on going exercise since 17 out of the 19 member Institutes of ARCASIA are member sections of UIA.

The meeting was informed that Ar. Esa Mohamed would be nominated by PAM to run for Presidency of UIA in the upcoming UIA Congress in Durban. Ar. George queried what is ARCASIA President strategy's to lobby for support. Ar. Pei Ing informed that as soon as the official nomination is issued and sent by PAM, she would proceed to lobby for support but the lobbying would only be done on a personal level to the member Institutes and not officially through ARCASIA as this is an UIA and not ARCASIA's affair. It is also agreed that in principle, ARCASIA should not take official position to endorse a particular candidate for UIA's position, if there is more than one candidate nominated from the ARCASIA's member Institute.

The MoU with UIA was signed on 16th August 2011 and valid for 5 years, expiring on 16th August 2016.

2.5.2 AIA

Ar. Pei Ing reiterated that long discussion was held on the MoU with AIA during the last Council meeting in Kathmandu and it was decided that the validity of the MoU would lapse at the end of 2014 and no further MoU would be signed with AIA. Any collaborative arrangement would need to go through a regional organization.

Ar. Pei Ing informed that right after the Council meeting, she had held a discussion with Ms. Herlene, the current President of AIA in Kathmandu and conveyed the decision, sentiment and concerns to her. Subsequent to that, Ar. Herlene has taken the initiative and sent some materials and information that AIA could share with ARCASIA members. She will forward this information to the respective Committee Chairs to study and to send to all the member Institutes.

TPI

Ar. Pei Ing suggested for Ar. Sathirut to explore how he would like to pursue further collaborative relationship with AIA under his presidency, as it is required to be tabled for approval at the 35th Council meeting in KL. She is of the opinion that even without the MoU, there is nothing to prevent other forms of collaboration, which is of mutual benefits. She also feels that the collaboration with AIA is beneficial to ARCASIA. From the recent interaction with AIA, she feels that AIA is quite genuine in sharing their knowledge. In the recent Typhoon Haiyan incident, AIA was the first few that reached out to UAP and offered their assistance. As such, ARCASIA should be more open-minded to work on a relationship that will bring benefit to the global interest of the profession and also to ARCASIA.

SNT

It is also noted that the encroachment of architectural services by foreign consultants is not limited to only the Americans but involving all countries, even from ARCASIA's member Institutes.

It is acknowledged that AIA convention 2014 in Chicago would clash with ACA 16.

Action By

- 2.5.3 AUA

Ar. Pei Ing has met up with Ar. Tokunbo in Nepal to continue with the discussion on mutual programs. Ar. Tokunbo, after attending the ARCASIA Forum in Nepal, was interested in ARCASIA’s focus on social responsibility and also promotion of Asian Architects.

It is noted that the MoU with AUA expires in 1st October 2014. As such, Ar. Pei Ing suggested Ar. Sathirut to decide whether he would like to sign a new MoU with AUA and any other regional organizations and include this in the agenda of the next Council meeting for Council’s approval.

SNT/TPI
- 2.5.4 MASA

To date, Ar. George informed that MASA has not responded to his email communication since the MoUs were signed. It has decided that this MoU would not be pursued further. The MoU was signed on 1st October 2011 and would expire on 1st October 2014.

INFO
- 2.5.5 ACE

Ar. George informed that he has been receiving newsletter from ACE on their activities and a new President has just been elected. However, the newsletter is sent to Ar. George and not to ARCASIA. Ar. George would forward the newsletter to ARCASIA.

GK
- 2.5.6 CAA

The Council at the last meeting in Nepal has decided not to have any MoU signed with CAA.

INFO
- 2.5.7 Vicegard Four Architecture Association (VFAA)

VFAA is very interested to have a MoU signed with ARCASIA and Ar. Zong Wei is following up on this. To date, no official request has been received.

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

Ar. Pei Ing informed that there were quite a few amendments made in the Constitution during the last Council meeting. All these have been updated and the revised Constitution incorporating the approved amendments have been sent to all the member Institutes together with the minutes of the 34th Council Meeting and posted on the ARCASIA website

The policy manual is a living documents and the updating is being done progressively. Currently, the ARCASIA Handbook has been posted on the ARCASIA website

Action By

2.7 ARCASIA Architecture Awards, exhibition and publication – Update

2.7.1 AAA2013 Exhibition

Ar. Pei Ing has been communicating with Ar. Debesh, the Convenor of AAA2013 to return the exhibition panels. However, to date, there was no response. She proposed to send the soft copy to the member Institutes to help to promote the winning entries and for the member Institutes to print the panels locally or to hold digital exhibition. As discussed, these would also be featured in the ARCASIA booth during the UIA congress in Durban. The winning entries are currently posted in the ARCASIA website.

INFO

2.7.2 AAA2014 Updates

Ar. Wan Sophia has been appointed by PAM to be AAA2014 Convenor. The time line is being prepared. It is noted that the time for AAA2014 is very short in view that ACA is in June 2014. As such, there is only less than 5 months to propose for the Awards.

INFO

3.0 17th ARCASIA Forum in Nepal3.1 Report and Post-mortem on 17th Forum by SONA

A very comprehensive report on the 17th Forum has been submitted by SONA as attached.

Originally, Ar. Pei Ing has the intention to have a post-mortem on 17th Forum at this meeting so that the next hosting Institute could learn from SONA. Unfortunately, Ar. Swarup was unable to attend the meeting.

It is acknowledged that SONA has done a fantastic job in organizing the Forum and many who attended the event have commended on their great effort. Ar. Pei Ing noted that one of the greatest and most positive initiative is the support they have secured from the government that has given a lot of profile and recognition to the events and others could emulate this. Ar. Swarup has informed her that SONA has carried out post-mortem and the information would be forwarded to PAM.

Ar. Pei Ing informed that the report and all the pictures of the Forum have been on the ARCASIA website.

INFO

4.0 Update on ACA 16th

Ar. Pei Ing informed that she attended the last ACA committee meeting that was held 2 days ago and the preparation by PAM is ongoing.

PAM has sent out the flyers etc. to the member Institutes to ask for the promotion of ACA 16 but to date, only SIA has posted the event and the promotional materials on their website. PAM has requested Ar. Pei Ing to help to lobby for member Institutes' support and to request the Vice Presidents to reach out to the respective member Institutes to do the same.

Ar. Akeel informed that IAP has included information on ACA16 in their publications.

Ar. Pei Ing informed that she would assist to send out another reminder after the Chinese New Year holiday. She also informed that PAM is not worried about getting the no of attendance but they would like to have more delegates from ARCASIA's member Institutes. The maximum capacity is around 3500 persons and from the previous events organized by PAM, PAM has always been able to get around 3200 delegates.

Action By

For the Post ACA event on social responsibility, Ar. Norwina from PAM has been liaising with Ar. Joseph Kwan to organize the events. Ar. Joseph Kwan will revert on the total budget so that Ar. Pei Ing could get the remaining cost sponsored.

JK

Ar. Ashvin queried whether there would be an ARCASIA booth at the exhibition. If there is one allocated, it can be used as a mock up for the exhibition for the UIA Congress in Durban. Ar. Pei Ing will approach PAM on the allocation. Ar. Pei Ing would also approach PAM on the provision of ARCASIA lounge.

TPI

- Lunch Break-

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

5.1.1 Students Competition

ACAE has amended the manual on the Students’ Competition according to the comments made during the last ACAE committee meeting in Kathmandu. The manual has been circulated to the Council members in early January 2014 for review and approval. Ar. Chalay was requested to give a dead line to the member Institutes to respond and adopt it after the stipulated dead line, thereafter, Ar. Pei Ing will update the ARCASIA Handbook accordingly.

CK

For the Students’ Competition prizes, only one has been sent. Ar. Chalay is still waiting for the account information from the 1st prize student from HKIA. Ar. Joseph was also requested to assist to follow up.

JK

5.1.2 Students Jamboree

Ar. Chalay presented the update of the Students Jamboree that will be held in Kuala Lumpur.

The theme for the Students Jamboree is ‘Colour in Harmony’. The tentative program has been planned and it will last for 5 days. Many interesting activities and visits have been planned by PAM

Ar. Pei Ing queried whether Ar. Joseph Kwan would like some of the students to attend the Post ACA event on 29th June 2014 as this is a good opportunity for the students to be exposed to ARCASIA’s commitment on Social Responsibility. It was suggested for a student’s competition to be conducted on postal on Social Responsibility so that the prizes could be given out as part of the Post ACA Event. Ar. Chalay will contact Ar. Zul from PAM on this. It was also noted that the co-chair for the Post ACA event. Ar. Norwina is also from PAM and they could coordinate and communicate on this.

CK/JK

5.1.3 Virtual School of Architecture

Ar. Nuno, the newly elected Deputy Chair of ACAE is in charged of the Virtual Workshop themed ‘Pavilion’. However, Ar. Chalay informed that based on the schedule furnished by Ar. Nuno during the last ACAE meeting in Kathmandu, the program is already delayed. Ar. Chalay has sent out several reminders to Ar. Nuno but he has not responded. The structure as proposed is excellent but no action has been taken. Ar. Chalay requested guidance on this.

It was noted that 4 of the required 7 member Institutes have committed to participate (PAM, KIRA, IAP and SONA). Ar. Pei Ing suggested writing another reminder to Ar. Nuro, highlighting his commitment and gives him a dead line to respond.

CK

Action By

5.1.4 Architecture Research Journal (ARJ)

Ar. Chalay has forwarded the technical papers gathered from the ARCASIA Forum in Kathmandu to Ar. John Fernandous, the editor of ARJ to review. However, Ar. John has also not responded nor taken any action despite of various reminders. However, he did confirm to Ar. Chalay prior to the ACAE meeting in Kathmandu that he would still like to be the editor. Ar. Chalay has also written to Ar. John on the upcoming ACA and requested him to be involved in the review process of the abstract of the papers together with Ar. Zul from PAM and again, there was also no response. It was noted that this was not the first incident.

Ar. Pei Ing does not wish to waste more time and would like to have concrete outcome and results. She requested Ar. Chalay to send one more reminder to Ar. John and notify him that if he does not respond by certain stipulated time frame, ACAE would appoint another person to take over. Ar. Chalay informed that he would also make his own selection of the papers and get them uploaded onto the website.

Ar. Chalay informed that PAM is making special effort to have the technical sessions, which is out of the normal model. The call for papers and abstract has been sent out to the member Institutes and ACAE members for the following 3 topics but the response has been poor and the dead line has been extended to the end of January instead of end of December 2013. Ar. Chalay will adjust the programs to reflect the extension of closing dead line. The Vice Presidents would be requested to help in following up with the respective member Institutes to respond.

1. Integration of BIM into architecture education
2. The fate of rural areas and small town amidst urbanization
3. The dichotomy of humanity and technology.

CK/SK/EMF/XZW

5.1.5 Architecture Time Line Chart

For the Architecture Time Line Chart – 2nd edition, Ar. Chalay has sent out email requesting the member Institutes on the update and so far, HKIA and IAB have responded and ASA would be reverting soon. These will be sent to Ar. Pei Ing to be uploaded on the website. Ar. Chalay will be sending another reminder.

CK

5.1.6 Students Interactive Link

As for the proposal to create the ARCASIA Thesis of the Year, Ar. Chalay would need to write a formal proposal at the end of January in view that there would be a change of Presidency to check whether they will continue with the commitment to manage ‘TOY’ for ARCASIA.

Ar. Chalay also informed that recently, Ar. Imran Hassan has proposed another very good link in Bangladesh, which is a common platform for students with many good projects. As such, Ar. Chalay is proposing to link this to the ARCASIA website and Ar. Chalay will advise how he wants this to be linked.

CK

5.1.7 Cross Boarder Training

Ar. Chalay has sent out an introduction letter to all the member Institutes and the ACAE members to participate in the Cross boarder-training program.

Action By

ACAE has also reviewed the resolution made in Beijing, 2006 that has not been implemented and ACAE is of the opinion felt that it should be activated. The simplest step is for the participating member Institutes to post the list of the 10 offices that are willing to participate in this, their requirements/conditions and the visa conditions. So far, IAP has responded. Ar. Chalay has also discussed this with ASA President, Ar. Smith Obayawat and ASA is prepared to participate as well. The application will be submitted through the Institutes for them to verify that they are capable and for the hosting Institutes to screen.

Ar. Sathirut informed that the easiest way to implement this is through students training as the visa is easier to secure. The Beijing resolution covers postgraduates and it is acknowledged that visa is the key problem. As such, the ACAE meeting has extended this program to the students.

CK

5.1.8 ARCASIA website

ACAE would also like to include the students award, events/headings including students jamboree, cross-boarder training etc. to be posted on the ARCASIA website. For the Architecture Time Line chart, Ar. Chalay would prefer for it to be in a PDF format etc. Ar. Pei Ing informed Ar. Chalay that this does not require OBs' approval and he could just send all the material to her and she will get the Webmaster to upload them according to Ar. Chalay's request.

Ar. Pei Ing requested all the Committee Chairs to visit the ARCASIA website on their respective committee sections and revert how they would like the information and activities of their committees to be posted.

CK/AK/JK/IZT

5.2 ACPP – Ar. Ishtiaque Zahir Titas

Ar. Ishtiaque could not get his visa to attend the meeting and there was no report.

5.3 ACGSA – Ar. Ashvinkumar Kantilal

Ar. Ashvin informed that the works are in progress and information are being updated as and when they are available.

5.4 ACSR – Ar. Joseph Kwan

5.4.1 Ar. Joseph Kwan presented the ACSR report on the update as attached.

For the ACSR Post Forum Symposium in Kathmandu, the papers presented are being finalized and these will be uploaded on the ARCASIA website.

For the design competition on 'Public for All' (Students and Professional categories), SONA is working with their government to look at implementation of the winning entries, this is a very positive outcome of the symposium.

ACSR is preparing a directory of experts with experience of various aspects of disaster management. Ar. Joseph emphasized that It is important to develop our own expertise in this.

For the compilation of resources and various publications on disaster management, Ar. Joseph informed that there are quite a few members of JIA who have published materials on this and could be translated as part of ARCASIA Resource center.

Action By

With the recent ‘Typhoon Haiyan’, Ar. Joseph Kwan is hoping that ARCASIA could establish its own ‘Emergency Architects’ Task force and he hopes that every member Institute would also develop its own ‘Emergency Architect Unit’ and collectively, ARCASIA could develop very strong resources on disaster management and able to help each other during disaster. For example, during the Szechuan earthquake, apart from funding, HKIA helped ASC on some of the disaster management aspects. This would be discussed further under item 5.4.2 Ar. Akeel also agreed that it is important to develop local experts who can understand the local requirements. From his experience in Pakistan, the emergency assistance given by some of these foreign bodies was not relevant and the people involved had no clue on the local conditions and needs. It is therefore important for ARCASIA to develop its own knowledge base that is more relevant.

Ar. Sathirut informed that he has discussed with Asia Preparedness Center and they would be interested to participate in the next ACSR Post ACA event to have discussion on disaster preparedness.

As for ARCASIA Charter of Social Responsibility, Ar. Joseph Kwan is exploring to work with an expert to draft the charter to be ready for presentation during the next meeting.

JK

Ar. Joseph Kwan is liaising with Ar. Norwina on PAM on the next ACSR 2nd Post ACA symposium, currently scheduled to be held on 29th June 2014. Ar. Joseph Kwan will forward the list of speakers and the proposed budget to Ar. Pei Ing. Ar. Pei Ing suggested to also organize a competition. Ar. Joseph suggested a poster competition since there is a Students’ Jamboree. Ar. Chalay suggested Ar. Joseph Kwan to write to Ar. Zulhemlee from PAM on the possibility of integrating the competition as part of the Jamboree’s activities. This is also good to instill the value of Social Responsibility to the students.

JK

5.4.2 Typhoon Haiyan and ARCASIA’s proposed action plan

Since Typhoon Haiyan struck Philippines, ARCASIA has taken a very active role in lobbying for support as Ar. Pei Ing is of the view that ARCASIA should step in to help UAP on this, especially on post disaster management, post construction activities etc. Under the request of Ar. Pei Ing, Ar. Joseph Kwan has also prepared a paper on the proposed action plan and that document was circulated to all the member Institutes and also to UAP as attached. The intention is to work with UAP to address medium and longer-term post disaster management. It is of the view that while ARCASIA is willing to offer assistance, UAP needs to take a lead in coordinating the assistance required and ARCASIA does not want to appear to be imposing.

Ar. Joseph gave a brief presentation on the proposal. It is noted that various countries have sent a lot of funds to Philippines. Member Institutes have also responded and pledged financial supports. There are various international bodies and organizations such as Architecture for Humanity etc. that are willing to work with ARCASIA. The proposal is also covers the setting up of ARCASIA Emergency Architects (AEA) Task Force and outlines how ARCASIA could work with UAP at various stages.

However, to date, UAP has not responded to the proposal despite of many emails sent to UAP’s President.

The meeting also went through the update on the status of the Typhoon Haiyan forwarded by Ar. Edric Marco as attached.

Action By

Ar. Pei Ing informed that in addition to the fund pledged to UAP, PAM has also initiated a donation drive jointly with 'Red Cross' but these funds would be channeled directly to 'Red Cross' for more immediate relief. Ar. Pei Ing has submitted her previous contribution to USD 3,000 to UAP.

Ar. Ashvin informed that SIA has also collected S\$ 42,000.00 from the donation drive, which SIA initiated but this not been reflected in the report from UAP.

It was suggested for UAP to give an update progressively on the funds received from the member Institutes etc.

It is noted from the report that some of the actions taken by UAP such as distribution of building kit etc. are very positive. Two schools are being built and expected complete soon. Architectural firms also have been asked to submit the designs and to date, 10 designs have been submitted. The designs are being finalized for construction.

It is noted that UAP has not responded to the offer made by ARCASIA to assist them. Ar. Pei Ing was hoping that Ar. Edric Marco would be at this meeting so that some concrete collaboration programs could be established but it was unfortunate that he could not join the meeting. It was discussed and concluded further attempt would be made again to reach out to UAP to offer ARCASIA's assistance but it is entirely up to UAP whether to take up the offer.

Arising from today's discussion, Ar. Pei Ing would write to UAP acknowledging the receipt of the update and to inform UAP that ARCASIA's offer to assist is still standing if required. UAP would also be requested to give an update on the reconstruction programs.

Ar. Ashvin is of the opinion that ARCASIA should establish a policy that UAP or any other member Institutes that received funds donated by the member Institutes should disclose and update on how these funds are being utilized for accountability and the projects/program that the money is utilized for (i.e. shelters, infrastructure etc.) This will be conveyed to UAP.

Ar. Pei Ing highlighted proposal by Ar. Joseph to set up the Task Force for emergency is a good proposal that should be pursued actively. It was discussed and decided for this to be set up immediately. It was proposed that part of the funding pledged by the member Institutes to be utilized to set this up but this will be entirely up to the member Institutes. If this proposal could be crystalized, Ar. Pei Ing would send out an email to the member Institutes seeking their support and also to give them a choice whether to remit part of the fund to ARCASIA to set up the ARCASIA emergency Unit on a long term basis.

JK/TPI

5.5 ARCASIA Fellowship – Ar. Sathirut Nui Tandanand

Ar. Sathirut informed that he is in the midst of updating/editing the Fellowship members and the updated list with photographs will be posted on the website. Ar. Sathirut confirmed that he has addressed concerns raised by Ar. Pei Ing and sent the list of the Fellowship to the respective member Institutes to confirm that the members have fulfilled the admission requirement as Fellowship members. Some have responded and Ar. Sathirut will send another reminder together with the qualification criteria.

SNT

Action By

The minutes of the Fellowship meeting in Nepal has been uploaded on the website. The recommendations and issues raised during the meeting were discussed as follow: -

- Recommendation on education and validation of architectural school has already been addressed by ACAE. It was discussed and confirmed that it is impossible to standardize the validation system for the school.
- Recommendation of cross-boarder has been addressed by ACAE
- Recommendation to attract younger architects.

Ar. Pei Ing queried whether there is any intention of holding an Young Architects Forum this year in conjunction with ACA as currently, this is not in the ACA program and there is less than 5 months to organize one.

Ar. Sathirut proposed for an ARCASIA Committee for young architects to be set up and he has prepared a draft on this proposal and he has also identified a chairperson. The objective is to promote leadership development, providing platform for exchange of ideas including design ideas, cross boarder internship, job opportunity for young architects, practice related issues etc. Once the Council accepts this proposal, there will be around a year to the next Forum for it to be implemented. The next Forum hosted by ASA will focus on young architects with many activities. Some young architects within ASA have volunteered to take up the task.

Ar. Pei Ing reiterated that she is keen to bring in the younger generation to ARCASIA. However, she raised the concern on setting up another standing committee as it has many implications including cost, commitment by the respective member Institutes to nominate the committee members, election of Chair, co-chair etc. Currently, there are already complaints that the member Institutes have to sent members to attend the 4 ARCASIA committees.

Ar. Pei Ing also informed that there are existing similar programs being planned by various organizations including UIA and ARCASIA could study their model and also tap on to their framework. Ar. Joseph informed that for UIA, each region nominates a young member to sit in UIA Council.

Ar. George is of the view that the members of ARCASIA is the member Institutes and not the individual members of the institutes and it is up to the member Institutes to encourage their younger members to participate in the activities of ARCASIA. He also questioned the necessity of having a standing committee.

Ar. Pei Ing is for bringing the younger architects into the ARCASIA activities as currently, the programs are for the very senior members of the Institutes and the students and there is a void in between. The idea is to bring this group of younger members into the ARCASIA's activities. Ar. Akeel shared the same views of creating a separate platform to bring the younger architects into ARCASIA.

Ar. Pei Ing suggested instead of a standing committee, to look at the model of Young Architects Forum, with a similar structure like the Students Jamboree to be held at the Forum year as a platform for the younger architects to interact and network. The hosting Institute of the Forum will be responsible in organizing this. This proposal will require Council's approval. Once this is approved, this will be incorporated in the Handbook as part of the requirement for hosting future ARCASIA Forum.

Action By

- Ar. George also suggested exploring the setting up of virtual conference and network for the younger architects to interact continuously. Ar. Chalay noted that this is similar to the students’ interactive link and this could be used as a model for the younger architects.
- Ar. Ashvin informed that SIA created a ‘young architects’ meet’ to bridge all the splinters’ group of architects in the market. It is very successful but amendment needs to be made to allow this to take place. However, he noted that this could be done at Institute level but it may be a challenge to do this at ARCASIA level.
- After much deliberation, it was concluded that the objective is to create awareness and encourage the younger architects to participate in ARCASIA’s activities and to create a platform for the younger architects to interact. Ar. Sathirut shall consider all the views and comments made and revert on the revised proposal on how to structure this accordingly. SNT
- Recommendation on ARCASIA committee on Technology or IT Asiatech Study Group to look at how technology could be used in Asia way.
- Ar. Sathirut informed that Dr. Tan Loke Mun proposed this and Ar. Sathirut will arrange to discuss the idea further with him and to park this under the ACPP. SNT
- Recommendation on setting up think-tank Group
- This group will look at formulating; implementing; promoting appropriate ideas for better tomorrow. Ar. Pei Ing highlighted that this is the job of the Fellowship.
- Recommendation of expert group in various fields
- Ar. Sathirut informed that this could be easier done and he will write to the member Institutes to revert on this SNT
- Recommendation on ACAE Research Papers
- This has already been addressed by ACAE via the ARJ
- Recommendation on proper procedure etc.
- It is acknowledged that Ar. Pei Ing has already addressed this since she took over as President.
- Reinforcement on code on conduct on cross boarder practice between nations
- This is being addressed by ACPP
- Proposed ARCASIA Day
- Ar. Sathirut would write to the members to identify a day to promote ARCASIA and this could be done together with the ‘World Day of Architecture’ etc SNT
- Working with other organization
- All the issues concerning MOUs, programs etc. have been addressed by Ar. Pei Ing and deliberated during the last Council meeting.
- ARCASIA’s involvement with Asean economic and trade
- It was agreed that ARCASIA should be more involved with economy and trade and to develop the Asean framework and to promote Asian architects.

Action By

- Study Tour
Ar. Sathirut would follow up with the member Institutes to revert on the recommendation
- ARCASIA funds
- Ar. Sathirut informed that no more funding is required, as PAM has agreed to fund the activities for fellowship during ACA 16. Ar. Pei Ing informed that that is for PAM to decide.

SNT

Ar. Sathirut informed that he has been discussing with Ar. Ishtiaque and Ar. Shin Chungyu with regard to professional practice and he has suggested for CPD programs to focus on setting up the basic courses such as how to set up an architectural practice etc. which will be beneficial to countries like Nepal and new member Institutes like Myanmar etc. He will follow up with both Ar. Ishtiaque and Ar. Shin Chungyu to develop this and also identify the facilitators.

Ar. Alvin viewed that conducting basic courses is the duty of the individual Institute and ARCASIA is the council of Presidents and should not be involved in developing specific courses for the members.

6.0 Other Matters

6.1 Committee Facebook

It was decided in the last Council meeting that each committee shall set up Committee Facebook which is linked to the ARCASIA Facebook as platform for more interactive discussion, discourse and information sharing etc.

It was discussed and agreed for the Facebook formats to be standardized for all the committees. Ar. Ashvin has agreed to get SIA to help to set up the Facebook and the respective committee Chairs will be made the managers of their respective committee Facebook. The Facebook icons would be posted next to the Committee Chairs.

AK

6.2 Concerns were raised on the lack of response from the member Institutes and how to address this perpetual problem which is faced by not only to Ar. Pei Ing but also to the Committee Chairs.

6.3 6th OBs and Committee Chair Meeting

Ar. Pei Ing would like to schedule the 6th OBs and Committee Chair Meeting in April, before ACA.

Ar. Sathirut informed that ASA is prepared to host the meeting in conjunction of ASA Convention. Ar. George has previously indicated that JIA may consider hosting it but he would need to follow up with JIA. Ar. Ashvin would also follow up with SIA whether SIA is willing to host the meeting. Ar. Pei Ing has previously reached out to BIA on the possibility to host the meeting, as this would give a good opportunity for BIA to learn the workings of ARCASIA.

6.4 It was clarified that although ACA is in June 2014, the term of this office ends at the end of 2014. The handing over from Ar. Pei Ing to Ar. Sathirut will take place early 2015 at the handing over meeting in Thailand, similar to the one that took place in KL on 18th January 2013. As such, there will be at least 1 or 2 OBs and Committee Chairs meeting after ACA.

6.5 Ar. Pei Ing has taken note on the request to acknowledge the contribution of the Committee Chairs. She suggested for ASA to consider hosting the first Handing over meeting to also involve the current Committee Chairs so that the acknowledgement could be done during the same meeting.

SNT

Action By

Ar. Pei Ing thanks all those who were present at the meeting and their contribution.
The meeting ended with a vote of thanks to Ar. Pei Ing.

Adjournment at 4.00pm

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