

ARCASIA, ARCHITECTS REGIONAL COUNCIL OF ASIA
4th OB and Committee Chairs Meeting
Date : 5th October 2013
Venue: Kathmandu, Nepal

Proposed Agenda:**Action By**

- 1.0 Convening of the 4th Office Bearers Meeting (9.00am – 9.30am)**
 - 1.1 Welcome Remarks - ARCASIA President, Ar. Tan Pei Ing
 - 1.2 Welcome Remarks – Zone A Vice President (SONA), Ar. Swarup G. Koney
 - 1.3 Adoption of the Agenda – Hon Secretary Ar. Alvin Lim
 - 1.4 Adoption of the Minutes of the 3rd OB & Committee Chairs Meeting in Weihai - Hon Secretary, Ar. Alvin Lim

- 2.0 ARCASIA Affairs (9.30am – 1.00pm)**
 - 2.1 Outstanding Matters arising from the Handing Over Meeting
 - 2.1.1 Financial Matter for ARCASIA HSBC Bank Account and updating
 - 2.1.2 Heritage Book Map Correction
 - 2.2 Growth of New Membership
 - 2.2.1 Status Report by Vice President Zone A, Ar. Swarup on Bhutan
 - 2.2.2 Status Report by Vice President Zone B, Ar. Edric Marco on Brunei, Cambodia and Myanmar
 - 2.2.3 Status of reaching out to North Korea architects
 - 2.3 Funding and sponsorship
 - 2.4 Update of MOUs with Other Regional Organizations/Institutes
 - 2.4.1 UIA
 - 2.4.2 AIA
 - 2.4.3 AUA
 - 2.4.4 MASA
 - 2.4.5 ACE
 - 2.4.6 CAA
 - 2.4.7 Vicegard Four Architecture Association
 - 2.5 Revision of Constitution, Byelaws and updating of ARCASIA Handbook and Policy Manuals – Update
 - 2.6 ARCASIA Architecture Awards, exhibition and publication – Update
 - 2.7 ARCASIA Website, Facebook etc. – Update
 - 2.8 ARCASIA Corporate Identity System – Update
 - 2.9 Architecture Asia Magazine and Emerging Architecture Awards – Update
 - 2.10 ARCASIA Documentary – Update

Action By

- 2.11 Financial Update
 - 2.11.1 Status of Internet banking of existing account with HSBC Hong Kong
 - 2.11.2 Expenses update and statement of account

3.0 Update from the Zonal Vice Presidents (12.00pm – 1.00pm)

- 3.1 Zone-A, Ar. Swarup G. Koney
- 3.2 Zone-B, Ar. Edric Marco Florentino
- 3.3 Zone-C, Ar. Xu Zongwei

4.0 34th Council Meeting (2.00pm – 2.45pm)

- 4.1 Proposed Agenda of 34th Council Meeting

5.0 17th ARCASIA Forum in Nepal (4.00pm – 5.15pm)

- 5.1 Update on 17th Forum by SONA

6.0 Update and Report by Chairman of ARCASIA Committees on Committee Meetings (3.30pm – 5.00pm)

- 6.1 ACAE – Dr. Chalay Kunawong
- 6.2 ACPP – Ar. Ishtiaque Zahir Titas
- 6.3 ACGSA – Ar. Ashvinkumar Kantilal
- 6.4 ACSR – Ar. Joseph Kwan
- 6.5 ARCASIA Fellowship – Ar. Sathirut Nui Tandanand

7.0 Other Matters (5.15pm – 5.30pm)

Adjournment at 5.30pm.

Action By**Meeting Attendance**

President, Ar. Tan Pei Ing, (TPI)
Immediate Past President, Ar. George Kunihiro (GK)
Adviser, Ar. Kun Chang Yi (KCY)
Zone A Vice President, Ar. Swarup G. Koney (SK)
Zone B Vice President, Ar. Edric Marco Florentino (EMF)
Zone C Vice President Ar. XuZongwei,(XZW)
Hon. Secretary Ar. Alvin Hai Seah Lim, (AL)
Hon. Treasurer Ar. Tan Kim Yan, (TKY)
Chairman ACAE, Ar. Chalay Kunawong, (CK) (After 4.00pm)
Chairman ACP, Ar. Ishtiaque Zahir Titas (IZT) (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)
Event Chairman from SONA, Ar. Rajest Thapa (RJ) (Part of meeting on Forum updates & Programs)
Observer ASC Program Officer of International Department of ASC, Ms. Wu Wei (WW)

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 and Fellowship Committee Chair to the 4th meeting. The other Committee Chairs for ACAE, ACP, ACGSA and ACSR were chairing the respective committee meetings that were being held concurrently in the morning and would join this meeting only after their meetings. Fellowship meeting would start at 2.00pm.

She thanked Ar. Swarup, the President of SONA and Zone A Vice President for the great effort made to host the OB & Committee Chairs Meeting, the 34th Council Meeting and 17th Forum and trying their best to make this event a very memorable one for all.

She also thanked SONA on behalf of everyone for the great hospitality given, the welcome reception held yesterday and the special police escort that was accorded to her.

1.2 Welcome Remarks – Ar. Swarup G. Koney, President of SONA and Vice President of Zone A

Ar. Swarup welcomed the ARCASIA members to Nepal and he hope that everyone has enjoyed the welcome reception yesterday night. SONA will try to make the meetings, 17th Forum and related events 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 with the following adjustments: -

- Ar. Pei Ing would like to bring forward item 5.0 of the Agenda and dedicate some time to go through the Forum updates and programs for the next few days so that any adjustments and fine-tuning could be made if necessary.
- Item 2.2 by Ar. Edric Marco would be reported under item 3.

Action By

- 1.4 Adoption of the Minutes of the 3rd OB & Committee Chairs Meeting in Weihai - Hon Secretary, Ar. Alvin Lim

The minutes of the 3rd OB & Committee Chairs Meeting in Weihai dated 16-08-13, which have incorporated all the comments received, have been circulated through email to all. The minutes were placed before the meeting and accepted by those who were present at the said meeting without amendments. The minutes together with all the attachments have also been posted on the ARCASIA website.

- 1.5 17th ARCASIA Forum & Council Meeting & Associate Events – Programs update (item 5.0 of the agenda)

Ar. Swarup introduced Ar. Rajesh Thapa, who is the Master Ceremony and Event Chairman for all the events. Ar. Rajesh briefed the meeting on the latest program that has been adjusted after further discussion with Ar. Pei Ing yesterday and the protocol involving the President of Nepal who would be gracing the inauguration of the 17th Forum on 8th October 2013. The President of Nepal will also be presenting the medals and certificates for the AAA2013 recipients.

2.0 ARCASIA Affairs

- 2.1 Outstanding matters arising from the Handing Over and 1st OB Meeting

- 2.1.1 Financial Matter and Change of signatories for HKIA Bank Account

Ar. Kim Yan informed that the change of authorised signatories has been completed on 1st August 2013. Since then, she has been liaising with the relevant parties to address the issue on the change of directors and documents required by the HSBC bank, Hong Kong. Most of these documents required have to be furnished by UAP as the ARCASIA Inc. is registered with Philippines. The resolution on the change of directors, Ar. Pei Ing's signature card and passport information have been sent to Miss Erika of HKIA to be given to the bank. UAP has given their documents directly to HSBC Hong Kong. She hoped that all these would comply with the requirements. As for the update on the account information, Ar. Kim Yan would prepare an email to guide the relevant parties on how to fill the forms, once the change of Directors is confirmed by HSBC Bank.

TKY

Ar. Pei Ing enquired how the previous team withdrew money from the HSBC, Hong Kong account. Ar. George informed that they used the cash that was given by the member institutes for the subscription without withdrawing from the account. Ar. Pei Ing commented that they have also not been able to withdraw money from the account and have been using the sponsored money pledged to her presidency for some of the administrative expenses.

It was noted that this has been a very frustrating exercise and it has taken almost a year and the issue is still not resolved. Ar. Pei Ing also highlighted that based on the current Bye-laws for the ARCASIA Inc, there will be a change of directors every term and as such, this would not help the matter and the problem will be repeated every two years. She noted that previously, the account was transferred from country to country following the President but acknowledged that there were also problems depending on the banking laws of the countries.

Action By

Ar. Swarup suggested setting up a permanent secretariat with permanent staffs, which may resolve this problem. However, Ar. Geroge highlighted that this was discussed previously and the sentiment at that time was not to have a permanent secretariat, which seems to favour a particular country. It is noted that a permanent secretariat creates problem relating to logistic and working efficiency when the President is from another country. For expediency and efficiency, the secretariat needs to be in the Country that the President is from.

In view of this perpetual problem experienced by the previous and current administrations with regard to the transfer of signatories etc., Ar. Pei Ing reiterated again that proper procedure will be established so that the handing over to the next administration from her term onwards will be smoother. All these procedures required for the change of account signatories etc. will be included in the Handbook that has been prepared. After the change of directors, the e banking would also be set up and hopefully, these will help to minimize the future problem.

Ar. Kim Yan informed that she would include the 2 names, Rita Cheung and Thomas Cheung, nominated by HKIA during the Council meeting in Danang as the contact persons in the bank update. Ar. Pei Ing requested Ar. Kim Yan to liaise with the current President of HKIA to reconfirm this.

TKY

- 2.12 Ar. Kim Yan highlighted that under the Bye-laws, the account supposed to be audited every year. It was discussed and agreed for the account to be audited at the end of the term at the end of next year, as there are not many transactions. The audit will also cover for the account set up under PAM for the sponsored fund pledged to Ar. Pei Ing's Presidency. Ar. Pei Ing again explained that the fixed amount pledged by the sponsor Geberit is only meant to cover expenses and programs under her term as President as per the MoU signed and she needs to account for the utilisation of the fund to them and the unutilised amount has to be reverted to Geberit. However, she will discuss with Geberit whether the balance could be transferred for future use. She informed that currently, she is having some problem with Geberit as the managing director who signed the MoUs has left the company. To date, S\$ 50,000 has been transferred. Another S\$ 25,000-00 was supposed to be transferred by end of September 2013 but has yet to be received. She is still trying to meet the CEO to discuss on the status of the amount pledged after the Forum. She will also try to source for other sponsors in the event Geberit fails to deliver their pledge. The sponsorships from the other 2 Corporate Partners, Sika and Roca are for individual program on a case-to-case basic. For example, they are sponsoring the AAA2013 Awards & Celebration dinner on the 8th October and have also indicated that they would like to sponsor the AAA2014 Awards judging and dinner.
- 2.13 The expenses under the ARCASIA's account set up under PAM for the sponsored fund were presented (refer to attachment) and this would also be presented to Council. The expenses covered mainly the setting up of the new website, the new ARCASIA documentary, expenses for the conduct and judging of the rebranded AAA2013, Awards certificates and medals, pins, business cards, the funding of the entire Post Forum Symposium on Architecture and Social Responsibility on 10th October 2013 etc.

Action By

Ar. George is of the opinion that what Ar. Pei Ing is doing is great and the experience should be shared with others.

Ar. KC advised that the cost for conducting the judging of the Awards should be borne by the hosting Institute. Ar. Pei Ing clarified that as per clause 7.6 of the Bye-laws, the ARCASIA Awards shall be financed by the Council and not by the hosting Institute, except for the fact that most of the previous hosting Institutes have offered to absorb the cost. For AAA2013 that has been rebranded and restructured from bi-annual to an annual event, the cost of conducting and judging the Awards including bringing the jury members to Weihai for final judging is much higher. It would not be fair to impose the cost on SONA, especially when SONA has limited financial resources. As such, she has used the sponsored amount to cover the cost as it is in line with the MoU signed with Geberit and her vision to promote excellence in design in Asia.

As for the local hospitality accorded by ASC to the jury panel for the final judging in Weihai and all those who have contributed to the Awards, due acknowledgement would be made in the special publication on the Awards and also in Ar. Pei Ing's report.

TPI

Ar. Pei Ing also explained that The Awards ceremony based on the old bi-annual format was meant to happen only next year. However, based on the restructured format, the award ceremony is new and conducted annually. As such, Ar. Pei Ing has taken the initiative to plan the awards dinner and secure the sponsor to finance for the Awards dinner as this is new and has not been considered by SONA when SOMNA bided for the Forum 2 years ago.

It was also put on record that SONA has kindly offered to pay for the jury panels (flight and accommodation) to attend the Award Ceremony and dinner in Kathmandu but unfortunately, all of them could not make it due to short notice.

- 2.14 Ar. Kim Yan reported on the status of the payment of subscription by the respective Institutes. She would follow up with those that have not paid to settle before the Council meeting tomorrow.

TKY

- 2.15 Ar. Kim Yan also reported that she has been informed that UAP is not prepared to settle the outstanding subscription for 2010 and also resolve the dispute in the transfer of money to IAB separately as previously agreed in the Council meeting in Bali. UAP's National Treasurer has advised UAP not to settle since UAP has managed to find a certificate from their bank confirming that the money has been transmitted. Although the address stated in the transfer is wrong, it should not have affected the transfer, as the bank account is correct.

Ar. Kim Yan has discussed this with both Ar. Edric Marco and Ar. Ishtiaque yesterday. Ar. Ishtiaque has agreed to check with IAB's bank based on the new document presented by UAP's bank. Ar. Edric Marco informed that if IAB's bank is prepared to confirm officially that they did not receive the money, UAP is prepared to pay.

Ar. Pei Ing hope that this could be resolved soon as it has dragged over the last 3-4 years. Ar. Pei Ing also does not wish to waste Council's time to discuss on the detail and will report that the matter is being resolved between UAP and IAB.

EMF/IZT

Action By

2.1.2 Heritage Book Map Correction and Apology Letter

Ar. Pei Ing informed that Ar. Akeel has completed the review of the History Book. However, the task could not be completed without the editable version of the History Book. Ar. Pei Ing has secured a copy from UAP in Weihai in publishing format but she could not open the files. She managed to convert 5 out of the 6 parts from the pdf version to words format and has sent them to Ar. Akeel. Once Ar. Akeel complete the correction and updating, the updated version will be uploaded onto the website in e-format and there will be no printed version. She is promoting e-version as this could be updated regularly as the current history book covers only up to KC's term as Chairman. Hard copy would be considered later when necessary and when there is funding.

TPI

2.2 Growth of New Membership

2.2.1 Status Report by Vice President Zone A, Ar. Swarup on Bhutan

Bhutan Institute of Architects (BIA) has submitted the application for membership. Ar. Pei Ing has invited BIA to attend the meeting as observer and also to submit all the documents. Ar. Swarup informed that the President of BIA, Ar. Dorji Yangki has confirmed arriving tomorrow and would bring the documents as required.

Ar. Pei Ing also highlighted the following clause 2.2 of the Bye-laws on the membership application:-

2.2 ARCASIA NEW MEMBERSHIP

Any national Institute of Architects from a country of the Asian region not yet represented in the Council wishing to join ARCASIA must submit through its President a written application to the President who shall, prior to putting up to the Council, gather all the necessary information about that Institute and determine:

- a) That the country in question is not already represented in ARCASIA.*
- b) That the body, which has submitted the application, is a professional body and the national Institute which may be considered to be truly representative of the majority of qualified architects of the country.*
- c) That it includes or represents at least 50 architects.*
- d) In special circumstances where an applicant does not have the required numbers, the Council may by a unanimous resolution waive the requirement of Section (c) above to the extent it agrees to.*

2.3 New Members shall be admitted to ARCASIA by acceptance in a Council Meeting by not less than 2/3 majority of the total number of member Institutes of the Council.

Ar. Pei Ing highlighted that attending the Council Meeting as observer for one year is not a requirement. The Council could consider the application as long as the requirements as stipulated in the Bye-laws are complied with.

The documents from BIA were received during the meeting. Ar. KC was tasked to vet through the documents and he confirmed that they comply with the conditions except BIA is required to confirm whether the architects as listed are registered. Ar. Swarup would follow up with the President of BIA to confirm this before Council meeting tomorrow.

SK

Action By

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

The notice of Council Meeting and invitation to attend the morning as observer has been sent to Cambodian Society of Architects (CSA). However, CSA has informed Ar. Sathirut that they are not ready with the application in view that they have not been registered as a national Institute in Cambodia.

Ar. Pei Ing has also sent an official invitation to the President of Association of Myanmar Architects (AMA) to join ARCASIA as Member Institute followed by a couple of reminders but there was no response. Ar. Smith Obayawat, President of ASA has also followed up with them. AAM has indicated that they would only be ready in year's time.

2.2.4 Status Report by Vice President Zone C, Ar. Xu Zongwei on union of North Korean Architect

At the previous OB meeting, ASC was tasked to follow up with the Architects of North Korea on their interest to join ARCASIA as suggested by Ar. K. C. Yi

Ar. Zongwei informed that he has no further news from them since the last meeting. Ar. Zongwei will follow up on this.

Ar. KC informed that a group of the female architects from North Korea attended the 17th International Congress of Woman Architects organized by UMA recently.

2.3 Funding and sponsorship

Reported under 2.1.1

2.4 MOUs with Other Regional Organisations / Institutes

2.4.1 UIA, AIA, MASA ACE and CAA

The review of the MoUs signed to-date by ARCASIA has been included as part of the 34th Council Meeting agenda and would be presented to Council.

Ar. Pei Ing informed that the President of UIA, Ar. Albert Dubler could not join the ARCASIA Forum last minute. The 1st Vice President of Region IV, Ar. Esa Mohamed, would represent him.

Ar. Pei Ing also informed the international and regional guests were only invited for the Forum and not the ARCASIA Council meeting

During the last meeting in Weihai, it was decided that CAA's President would not be invited to attend 17th Forum since there is no established relationship between CAA and ARCASIA. Ar. Pei Ing has subsequently received a few emails and posting on her Facebook questioning why CAA's President was not invited to this particular 17th ARCASIA Forum. Ar. Pei Ing informed that she did send an invitation to CAA's President Ar. Rukshen as her personal guest to attend some of the ARCASIA events but he has replied that he could not make it due to prior commitment. In order to avoid future debates on this, she proposed to establish policy for invitation of Presidents from International and Regional organisations to attend ARCASIA events.

Action By

The following policy was presented by Ar. Pei Ing and adopted for presentation to Council: -

Proposed Policy for Invitations of Presidents from International & Regional Organizations outside ARCASIA Member Institutes to Attend ARCASIA Events

This policy aims to provide a guide on the invitations of Presidents from international & regional organizations outside ARCASIA Member Institutes (hereby named as Invited Guests) to ARCASIA events taking into consideration of the financial implication on the Hosting Institute for Forum/ACA and ARCASIA.

The following to be invited: -

Category 1:

The President from the organization in which ARCASIA has signed MOU or MOA with that is still valid.

Category 2:

The President from the organization that has invited the President of ARCASIA to their event during his/her term as President, at the discretion of the Office Bearers.

The following are recommended to be provided to the invited guests: -

- 1. Free registration for ACA or Forum*
- 2. Welcome Reception*
- 3. Friendship Night*
- 4. Dinner during the ACA/Forum period if provided*
- 5. AAA Awards Ceremony*

The cost of the above shall be borne by ARCASIA unless the hosting institute offers to cover the cost.

The travelling cost and cost of accommodation would be at the cost of the Invited Guests. Cost of accommodation may be provided to the Invited Guests on the case-to-case basis to be decided by the Office Bearers to reciprocate the hospitality extended to the President of ARCASIA during his/her term, and the cost would be borne by ARCASIA unless the hosting institute offers to cover the cost.

The Invited Guests may be invited to attend the inaugural session of the ARCASIA Council Meeting but will need to be excused from the Council Meeting unless the Council gives prior approval.

TPI

2.5 Revision of Constitution, Byelaws and updating of ARCASIA Handbook and Policy Manuals

- 2.5.1 Ar. Pei Ing informed that she has invited the Past Chairmen to the Council Meeting as observers as per the following provision in the Bye-laws: -

4.3 PAST CHAIRMEN/PRESIDENTS

All the Past Chairmen/Presidents of the Council shall be invited to attend Council Meetings as Observers. They shall have no voting rights, although their advice, opinion or views on specific issues may be sought by the Chairman.

Action By

However, it was brought to her attention through the recent emails communication with the Past Chairmen that the following provision in the Constitution appears to be different.

6.2 *Past Council Chairmen/Presidents*

Past Council Chairmen/Presidents are entitled to receive notices and to attend Council Meetings as participants but shall have no voting rights.

As such, after seeking some advice, she proposed to make changes to the Constitution to rectify this discrepancy. The following proposed amendments to the Constitution is accepted for presentation to Council for adoption: -

6.2 *Past ~~Council~~ Chairmen/Presidents*

Past ~~Council~~ Chairmen/Presidents are entitled to receive notices and to attend Council Meetings as ~~participants~~ ~~observers~~ but shall have no voting rights.

- 2.5.2 Ar. Pei Ing highlighted that amendment to Constitution does not require notice but any amendments made to Bye-Laws require a minimum 3 months' notice with justification.

Ar. Pei Ing would like to propose changes to the Bye-Laws with regards to the composition of the Award Jury to remove the Convenor as one of the jury panel as this is principally incorrect as the Convenor is conducting and judging and have privy to all the information of the submissions and results of the short listing by other jury panels etc. In addition to that, she would also like to introduce an addition provision to take care of the situation when the President and hosting Institute are from the same Country so that there is a better representation of jury from more countries. Based on the current provision, 3 jury members would be from Malaysia for AAA2014. However, the changes in the Bye-laws require 3 months' notice. In view that the mandate was given by Council to her in Bali to revamp the awards including reviewing all the rules and regulations concerning the Awards, she would like the policy based on the following to be adopted for the benefit of the Awards. This was agreed by all present: -

Proposed Amendment to the Awards Jury
(ARCASIA Bye-Law)

7.7 AWARDS JURY

7.7.1 The independent ARCASIA AWARD JURY shall consist of the following:

- i ~~President~~ ARCASIA (one)
- ii An eminent non-architect personality from the host country of the ARCASIA ~~Congress~~/Forum where the Awards are to be adjudged and conferred (one)
- iii. Two eminent Architects from ARCASIA Zones other than the country represented by the ~~President~~ ARCASIA (two)
- iv An eminent Architect from any region other than the ARCASIA Region (one)

Total: 05 (Five)

(In the event that the host country of the Forum or Congress is from the same Country, under iii, an eminent Non Architect personality shall be from the other ARCASIA countries)

Action By

- 7.7.2 Total number of Jurors shall not exceed *five (5)*; and in case of a tie, the President ARCASIA shall have the casting vote.
- 7.7.3 The quorum for the convening of the Jury shall be any four Members as listed above, provided that among those forming such a quorum, the *President* is one of them. In the absence of the President ARCASIA, *the President shall nominate one of the other jury members to preside.*
- 2.5.3 Arising from the request from the Committee Chairs during the last meeting to address the concern on the continuity of committee members, Ar. Pei Ing drafted the following proposed amendments to the Constitution to change the term of the committee members from one year to 2 years. The following proposed amendments were accepted for presentation to Council for adoption: -

TPI

Proposed Amendment To The Term Of Committee Member
(ARCASIA Constitution)

Rational of proposed amendment – To ensure continuity

9.1 ARCASIA COMMITTEE ON ARCHITECTURAL
EDUCATION (ACAE)

- 9.1.1 There shall be established an ARCASIA Committee of Architectural Education (ACAE)

The President of each Member Institute shall nominate the Chairman (or nominee) of the Board of Architectural Education of his own Institute to be a member of the ARCASIA Committee of Architectural Education *for a term of 2 years and the term shall coincide with the term of the Chairman of the Committee.* In the case of a country where there is no Board of Architectural Education, the National Institute of such country shall nominate one person as a representative to the ACAE.

9.2 ARCASIA COMMITTEE ON PROFESSIONAL PRACTICE
(ACPP)

- 9.2.1 There shall be established an ARCASIA Committee on Professional Practice (ACPP)

The President of each Member Institute shall nominate the Chairman (or nominee) of the Professional Practice Committee of their own Institute to be a member of the ARCASIA Committee on Professional Practice *for a term of 2 years and the term shall coincide with the term of the Chairman of the Committee.* In the case of a country where there is no Professional Practice Committee, the member Institute of such country shall nominate one person as a representative to the ACPP.

Action By

9.3 ARCASIA COMMITTEE ON GREEN & SUSTAINABLE ARCHITECTURE (ACGSA)

9.3.1 There shall be established an ARCACIA Committee on Green and Sustainable Architecture (ACGSA)

The President of each member Institute shall nominate the Chairman (or nominee) of the Green and Sustainable Architecture Committee of their own Institute to be a member of the ARCASIA Committee for Green and Sustainable Architecture *for a term of 2 years and the term shall coincide with the term of the Chairman of the Committee*. In the case of country where there is no Green and Sustainable Architecture committee, the member Institute of such a country shall nominate one person as a representative to the ACGSA.

9.4 ARCASIA COMMITTEE ON SOCIAL RESPONSIBILITY (ACSR)

9.4.1 There shall be established an ARCASIA Committee on Social Responsibility(ACSR)

The President of each member Institute shall nominate the Chairman (or nominee) of the Social Responsibility Committee of their own Institute to be a member of the ARCASIA Committee on Social Responsibility *for a term of 2 years and the term shall coincide with the term of the Chairman of the Committee*. In the case of a country where there is no Social Responsibility Committee, the member Institute of such country shall nominate one person as a representative to the ACSR.

TPI

2.5.4 Ar. Pei Ing informed that she has completed the updating the ARCASIA Constitution and Bye-laws incorporating all the changes up the last Council meeting in Bali. The preparation of the Handbook including updating the policy manual and guidelines is about 95% completed and posted on the Website. She presented the ARCASIA Handbook and this would also be presented to the Council. The Handbook is in e-format and could be updated easily. It took her quite a while to gather the information on the updates and there is still some missing information that needs to be gathered for further update. This Handbook would be a great reference material for everyone and it is easier for the next administration to take over and continue with the update.

TPI

2.6 ARCASIA Architecture Awards, exhibition and publication

The opening of the exhibition for AAA2013 and Students Design Competition would be by Ar. Pei Ing in the morning of 8th October 2013, before the inauguration of the Forum by the President of Nepal

Everyone present at the meeting was excited that the President of Nepal would be presenting the awards to the recipients of AAA2013 and this is the first time in the history of ARCASIA Awards. SONA was commended for their great effort.

Ar. Pei Ing informed that out of the 24 AAA2013 Awards, there are 21 recipients (3 with double prizes). She was happy to note that with active promotion, 14 recipients for 17 prizes have confirmed to be present to receive the awards.

Action By

In view of the tight schedule imposed by the President of Nepal, the presentation of the Awards during the inauguration of Forum would be brief. As such, the Awards would be given out again at the AAA2013 Awards & Celebration dinner with slide presentation and reading of citations. The dinner is only for invited guests and the dinner is organised by ARCASIA, fully sponsored by Sika Malaysia and Roca Malaysia. There will be around 265 guests based on the latest discussion with SONA. Ar. Pei Ing managed to get the sponsor to increase the funding from 125-150 people to around 250 people and the cost is USD 65 per person excluding cost of entertainment. The Students' Design Awards would also be given out at the dinner. The team from PAM would assist with the management of the Awards presentation and reading of the citations etc.

Ar. Pei Ing informed that they have also managed to rush out the special publication on the AAA2013 Awards under 'Architecture Asia' issue 3 and these would be distributed to all during the Awards dinner.

Ar. Zongwei raised the issue on whether the Awards should only be limited to the members of the Institutes. Ar. Pei Ing highlighted that as per the existing policy, rules and regulations, Architects who are registered with the member countries or foreign Architects doing works in the member countries are eligible to submit their projects for consideration regardless whether they are members of the Institutes. Previously, the Awards were confined to those that were submitted by the Institutes. The submissions were limited and the Awards were of such low profile that most of the Awards recipients did not even bother to turn up to receive the Awards. The intention of rebranding the Awards is to promote design excellence in Asia. The more appropriate approach is to raise the standard and elevate the profile of the Awards. Only when the Awards are successfully branded, preferential treatment will be introduced for Architects who are registered with the member Institutes to encourage others to join the Institutes.

TPI

2.7 ARCASIA Website, Facebook etc.

Ar. Pei Ing presented the statistic of the Website (refer to attachment). This would be presented to Council. Based on the data gathered. The no of visits before the launching of the new website is very low. After it was launched in March 2013, the no of visits has increased to more than 3000. For the last few months, the visits are more than 4000. However, in her opinion, this is still not enough and the member Institutes need to promote the website further. She also presented the top 25 countries that visited the website.

TPI

2.8 ARCASIA Corporate Identity System

The proposal would be presented to Council

TPI

Lunch break

2.9 Architecture Asia Magazine and Emerging Architecture Awards

Ar. Pei Ing informed that the second issue of Architecture Asia for 2013 has been published in both printed and e-format and will be distributed to all during the Council Meeting by PAM. The 3rd issue, which is the special publication on the AAA2013 Awards, will be distributed only after the Awards ceremony. PAM would be giving a report on the update of the new format and status including the proposed Emerging Architecture Award (AAEA) at the Council meeting.

Action By

2.10 ARCASIA Documentary – Presentation of the updated Version

The updated version of the documentary is ready, both in long and short versions. Ar. Pei Ing informed that the documentary is still far from expectation due to limited material but it is better than not having it. Further improvement will be made when more materials are available.

The long version was presented to all during the meeting and this would also be presented to the Council. Ar. Kalim has written to her to ask for his contribution on the first documentary prepared by him to be acknowledged.

TPI

2.11 Financial Update

2.11.1 Status of Internet banking of existing account with HSBC Hong Kong

As reported under item 2.1.1

2.12.2 Expenses Update

The expenses to date was presented under item 2.1.1

3.0 ARCASIA Affairs Update from the Zonal Vice Presidents on The Proposed Programs In Relation ARCASIA Projects and Committee Programs

3.1 Zone-A, Ar. Swarup G. Koney

The Report would be presented during the Council meeting.

3.2 Zone-B, Ar. Edric Marco Florentino

Ar, Edric Marco presented his update as per attached. The report is similar to the report presented during the last OB meeting except for the following updates: -

- He attended the 3rd OB meeting in Weihai, China.
- He assisted in liaising with the HSBC Philippines and compiling the documents required by HSBC Hong Kong.
- He facilitated to try to resolve the UAP's outstanding payment on the subscription to ARCASIA for the year 2010
- He was one of the jury member for the Students' Design Competition

EMF

3.3 Zone-C, Ar. Xu Zongwei

Ar. Zongwei presented his report as per the attached.

Part one of his report is on the first Zone C meeting held in Weihai covering issues on regional cooperation and exchange, work plan on academic activities and also strengthening communication among Zone C member Institutes.

Part 2 of the report focused on encouraging Zone C member Institutes to participate in ARCASIA activities.

He suggested for OB meetings to be conducted via new communication technology such as tele-conferencing etc. and also to leave the general matters to be handled by the President without having to go through OBs. He also proposed for ARCASIA to be involved in UN, APEC and Asean and to collect information concerning regulations on architectural education, registration process, practice issues and CPDs.

Action By**4.0 34th Council Meeting (2.00 – 2.45pm)**4.1 Proposed Agenda of 34th Council Meeting

The proposed agenda was circulated to all

5.0 17th ARCASIA Forum in Nepal (2.45pm – 3.30pm)5.1 Updates on 17th Forum by SONA

This was discussed under item 1.5

6.0 Update by Chairmen of ARCASIA Committees on the Proposed Programs

Ar. Pei Ing reiterated that the works of the committee are the backbones of ARCASIA's activities and she wished to dedicate more time for the programs to be presented to the Council and get the member Institutes to support the programs that have been proposed.

6.1 ACAE – Dr. Chalay Kunawong

Dr. Chalay joined the meeting after he concluded the committee meeting at around 4.00pm. He reported the update as attached.

He informed that 14 out of the 18 member Institutes were represented at the committee meeting. Mongolia, Indonesia, Philippines and Japan were not represented. Ar. Kaname from JIA was unable to attend the meeting but he has submitted the report. UAP also submitted the report.

Ar. Chalay informed that the first half of the committee meeting was on presentation of Country reports. Interesting ideas were proposed. The second part of the meeting was on the core programs covering the following: -

6.1.1 Students' Competition and Students Jamboree

The guidelines for these were prepared and circulated to all but no comments have been received. For the Students' competition which was held this year, Ar. Chalay has added a couple of clarification as follow: -

- The hosting Institute would take care of the local hospitality for the winners
- The home Institute would take care of the travelling expenses of the winners
- The prize money shall be under ARCASIA's account and it is the responsibility of the OB to secure the money. For this year's competition, Ar. Pei Ing has managed to secure the sponsor for the prize money

The following were also proposed to be added: -

- The timing of the announcement of the topic of the competition will be in December
- The current manual stipulated hard copies to be submitted. It is difficult to send hard copies to the hosting Institutes. It was proposed for the hosting Institute to print them for exhibition since the submissions and judging are all done on line.

The revised manual has been approved by ACAE but this needs to be approved by Council. It was discussed and agreed that ACAE will send the revised draft incorporating all the changes to be circulated to all the member Institutes for comments and approval since it could not be done in time to be presented in this Council meeting.

CK

Action By

6.1.2 ARCASIA Timeline Chart (ATC)

The online timeline chart (ATC 1) has been posted on the website. Letters have been sent to all the member Institutes 2 months ago to update the information up to 2013 and to expand the information in greater depth. To date, only 2 countries, Hong Kong and Bangladesh have completed the updating. Ar. Abu from Bangladesh has presented the design of the proposed update to merge the time lines for all the countries into one. This will need to be discussed further on the implementation. It will be great if this could be achieved at a later date.

CK

6.1.3 Virtual School of Architecture in Asia (AVSA)

Ar. Chalay informed that the pilot Virtual Workshop was presented by Ar. Nuno from AAM and the proposed topic is ARCASIA Pavilion. The actual workshop will be held in March. The participants will need to be finalised in November 2013. The first workshop will be limited to only 7 schools on the first come first serve basis.

CK

6.1.4 ARCASIA Research Journal Concept Paper (ARJ)

Ar. Chalay informed that Ar. John Fernandez of UAP has replied that he is still interested to do the ARCASIA Reward Journal. He has also commented on what needs to be done. The papers from the various years have been compiled and reviewed and most of them are not usable as they are non-technical. Ar. Chalay will try to discuss with the person in charged of the 17th Forum from SONA to try to get the papers to be included in the journal. The panel headed by Ar. John will review the papers and some others have indicated that they are interested to be involved. Once reviewed and accepted, the papers will be uploaded to he website.

Ar. Chalay proposed to tap into future Forum and ACA and to have at least a session on technical papers to build up future resources. He requested for this requirement to be included as part of the policy of hosting future ARCASIA events.

Ar. George raised concern on the quality of the papers to be published as ARCASIA Journal. He emphasised that it is important to ensure the quality of the papers is good enough to be included and this will need to be considered by the review panel.

CK

6.1.5 ARCASIA Architecture School Directory (ASD)

This has been embedded and activated in the ARCASIA website. Ar. Chalay informed that this has been updated for all the 17 countries except ALACE. The committee meeting went through all of them and corrected some of the information. More information would be added on within the next couple of months.

CK

6.1.6 ACAE Paperless Committee Report and Country Report Matrix

The country report is based on matrix format and is being done

6.1.7 Student Interactive Web site

Ar. Chalay reported that link in the ARCASIA website has been established as suggested by Ar. Pei Ing to link the students' activities and a few emails have been received, mainly concerning Students Jamboree. The proposed link TOY (Thesis of the year) from Thailand has also been posted on the ARCASIA website. Ar. Chalay informed that the web designer of TOY is prepared to convert this into TOY ARCASIA. Currently TOY is in Thai language and this will need to be converted into English platform.

CK

Action By

6.1.7 Cross Boarder Internship

The draft MoU on cross boarder internship was adopted since Beijing in 2006 and so far, there was no action due to visa problem. Ar. Chalay informed that the committee has decided to reactivate this. The committee has also decided to rename the MoU as guidelines and the member institutes will furnish the updated visa requirements and also identify the list of participating offices by December. The program this will be initiated through the Institutes.

Dr. Chalay will update the report for presentation to Council.

CK

6.2 ACPP – Ar. Ishtiaque Zahir Titas

Ar. Ishtiaque presented the update as attached.

Ar. Ishtiaque informed that 13 member Institutes were represented, with 23 people and 8 observers. Most of them made a presentation during the first part of the meeting covering topics such as MRA, cross boarder practice, practice issues etc.

The meeting also went through the proposed action plans presented by Ar. Ishtiaque in the last OB meeting covering the Practice Manual Handbook, the standard format for the country report and there were some proposals to add additional items and this will be updated accordingly. The main areas of concern are MRAs, cross boarder practice and mobility, collaboration and partnership etc. After lengthy and intense discussion on this, it was agreed that the standard and eligibility should be look at. It was also discussed and decided that areas such as the fees calculator, matrix of responsibility and project delivery system to be developed. The meeting concluded that the standard format of MRA should be ready by the next Council meeting in KL. Ar. Esa from PAM and Ar. Zongwei from ASC have agreed to work together on the draft MRA.

The meeting also discussed on CPD programs. Similar to what was discussed in the OB meeting in Weihai, ARCASIA will become the facilitator for the CPD program. The committee proposed for the attendance of meetings etc. to be recognised as CPD points by the member Institutes. Ar. Pei Ing highlighted again that in most countries, the CPD recognition is by the registration boards and not by the Institutes. Ar. Ishtiaque informed that Ar. Chan Kok Way from SIA and Ar. Divya Kush from IIA will work on this proposal and revert in 2 months' time.

The meeting also concluded that the Handbook on Practice guide should be developed. Another working team involving Ar. Shin Chun Gyu from KIRA and Ar. Thiri from PAM has been established to work on this and this should be ready to be presented by the next OB meeting.

The committee also proposed to have at least 1 more meeting before the meeting in KL.

Ar. KC commented that the proposed programs are not new and have been addressed since the ACPP was established under Ar. Rata's Soh chairmanship. Ar. Ishtiaque informed that the works by the previous committees were incomplete and this committee is to complete the outstanding tasks to bring them to conclusion. Previously, it was mainly talking and discussing without any concrete output.

The issue of continuity of the committee members is again raised. However, it is noted that the nomination of the committee members is by the Member Institutes, which may correspond with their own election within their own institutes and ARCASIA could only encourage the member Institutes to nominate someone who has knowledge and experience to attend committee meetings. ARCASIA should not dictate whom the Institute should nominate.

Action By

Ar. Pei Ing is of the view that this has been debated meeting after meeting and the decision was made during the last council meeting in Bali and it is counter productive to keep debating and keep changing the policies. In addition to that, the proposal to change the term of the committee members from one to 2 years as previously requested by Ar. Ishtiaque was considered, and the proposed amendments were drafted and would be presented to Council for adoption. This would have addressed the issue of continuity to a certain degree.

6.3 ACGSA – Ar. Ashvinkumar Kantilal

Ar. Ashvin presented the updated report as attached.

The proposal to establish a sharing platform on sustainable solutions has been posted on the ARCASIA website and will be expanded progressively by the respective member Institutes.

Ar. Ashvin also presented the proposed Action Plan for ACGSA as per attached. The action plans covered 'Framework for the ARCASIA Sustainability Award', 'Sustainability by Design Survey', 'Joint Committee workshop at Congress of Forum' and ARCASIA website/Facebook.

He highlighted that UMA raised a pertinent issue that a lot of research has been made to use less energy to cool the space but very little research has been done on using less energy to heat the space, especially for countries like Mongolia when the winter is more than 9 months. As such, there is proposal for ARCASIA to look into this through R&D program. He suggested for UMA to assist on this.

There is also question raised whether the reliance of hydro, solar, wind and geo-thermal energy as renewable resources for sustainability is the right approach as the cost of going green may be too costly and not sustainable.

He informed on the following updates by the member Institutes: -

- UAP has updated on their establishment of National Green Building Code and Rating system in Philippines.
- PAM on Green Movement and GBI rating tools and updates on Residential version 3

Ar. Ashvin reminded the Vice Presidents to remind the member Institutes under their respective Zones to submit their reports by end October 213 and also to update the particulars/changes on the Sustainability by Design Report periodically/

It is noted that IAP has hosted the 5th Round table meeting on Sustainability in Architecture & Construction, right before the ARCASIA Forum. Ar. Ashvin informed that IAB will be hosting the next Roundtable in June 2014 just before ACA in KL

He also clarified that ASA/PAM/SIA initiated the idea of a Roundtable discussion at a Tri-Nation Meeting in Bangkok in 2009. The main objective was to share common information on Green & Sustainable Architecture and learn from one another as all 3 institutes were geographically located in the tropics and shared similar environment challenges.

SIA took the lead in hosting the Roundtable, hence called Singapore Roundtable, for the first 3 years commencing 2009. The Singapore Roundtable has grown to include participation from regional Green Building Councils. UAP hosted the 4th Roundtable in 2012.

JK

Action By

6.4 ACSR – Ar. Joseph Kwan

Ar. Joseph reported on what was discussed in the committee meeting briefly and the updated report would be presented to Council.

He briefed the meeting on the Post Forum Symposium scheduled on 10th October, which was being organised since a few months ago. The Symposium covers 2 sections on universal design and disaster management. A universal design competition was also held on ‘Public toilet for all’ for professional and students categories. The final judging would be held after this meeting.

He commented on the great support given by Ar. Pei Ing in this event including getting a sponsor to cover the cost of organising the entire event.

He reported that ASA would lead on universal design center.

A lot of discussions were centered on disaster and discussion on disaster management design etc

The committee is planning to develop ARCASIA Social Responsibility Charter, hopefully to be launched by next year during ACA 16 at KL led by HKIA.

Ar. Joseph will provide the full details of the proposed programs to be presented at the Council meeting

6.5 ARCASIA Fellowship – Ar. Sathirut Nui Tandanand

The meeting was held after 2.00pm and Ar. Sathirut was unable to finish the meeting in time to join the OB and Committee Chair meeting to report on the outcome of the meeting.

7.0 Other Matters

Ar. Pei Ing was hoping that the member Institutes would nominate the committee members in advance as requested so that earlier communication could be established with the respective Committee Chairs to start preparing for the programs and discussion before the meeting so that the meetings could be conducted more efficiently. Unfortunately, despite of reminders, most of the member Institutes did not respond or responded late. This applies to the submission of pertinent issues for deliberation by Council and all the other reach out programs which she has initiated including the website etc. She hopes the Committee Chairs would highlight this during the Council meeting and help to convey this to the member Institutes. The Vice Presidents were also requested to assist in this. She also hoped that the member Institutes would make concerted effort to support the initiatives by ARCASIA and make the commitment to promote ARCASIA.

A lot of effort has been put in for the last 10 months in raising the profile of ARCASIA directly to the individual members and the public, instead of just relying on the member institutes. It has been frustrating but she felt that a small step is still a good start and a positive step forward.

She sincerely hoped that the culture will change and the member Institutes would be more committed in making greater effort in their participation and involvement to make ARCASIA functions more effectively.

She ended the meeting by thanking the OBs and the Committee Chairs for all the hard works and patience.

Adjournment at 5.30pm

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