

ARCASIA, ARCHITECTS REGIONAL COUNCIL OF ASIA  
3<sup>rd</sup> OB and Committee Chairs Meeting  
Date : 16<sup>th</sup> August 2013  
Venue: Weihai, China

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**Agenda :****Action By****1.0 Convening of the 3rd Office Bearers Meeting (9.00am – 9.30am)**

- 1.1 Welcome Remarks - ARCASIA President, Ar. Tan Pei Ing
- 1.2 Welcome Remarks – President of Architectural Society of China (ASC), Ar. Cher Shujian
- 1.3 Adoption of the Agenda – Hon Secretary Ar. Alvin Lim
- 1.4 Adoption of the Minutes of the 2nd OB Meeting in Manila - Hon Secretary, Ar. Alvin Lim

**2.0 ARCASIA Affairs (9.30am – 10.45pm)**

- 2.1 Outstanding Matters arising from the Handing Over Meeting
  - 2.1.1 Financial Matter and Change of signatories for HKIA Bank Account and updating
  - 2.1.2 ACA 15<sup>th</sup> Report from IAI
  - 2.1.3 Heritage Book Map Correction and Apology Letter
- 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 Association of Hungarian Architects
- 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

Action By

- 2.10 ARCASIA Documentary – Update
- 2.11 ARCASIA master calendar of events
- 2.12 Financial Update
  - 2.12.1 Status of Internet banking of existing account with HSBC Hong Kong
  - 2.12.2 Expenses update
  
- 3.0 Update from the Zonal Vice Presidents on The Proposed Programs In Relation ARCASIA Projects and Committee Programs (10.45pm – 11.15pm)**
  - 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 Update by Chairmen of ARCASIA Committees on the Proposed Programs (11.15pm – 12.00pm)**
  - 4.1 ACAE – Dr. Chalay Kunawong
  - 4.2 ACPP – Ar. Ishtiaque Zahir Titas
  - 4.3 ACGSA – Ar. Ashvinkumar Kantilal
  - 4.4 ACSR – Ar. Joseph Kwan
  - 4.5 ARCASIA Fellowship – Ar. Sathirut Nui Tandanand
  
- 5.0 17<sup>th</sup> ARCASIA Forum in Nepal (1.15pm – 4.00pm)**
  - 5.1 Status report of 17<sup>th</sup> Forum by SONA
  - 5.2 Detail program
  - 5.3 Proposed Agenda of 34<sup>th</sup> Council Meeting – Restructured format
  - 5.4 Invitation to Regional & International Organisations
  - 5.5 Students’ Competition
  - 5.6 Committee Meetings – logistic, refreshment and lunch for meeting representative and observers and charges for observers.
  - 5.7 Post Forum Event in Nepal
  
- 6.0 Other Matters (3.30pm – 4.30pm)**

Adjournment at 4.30pm.

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)  
Chairman ACPP, Ar. Ishtiaque Zahir Titas (IZT)  
Chairman ACSGA Ar. Ashvin Kumar Kantilal (AK)  
Chairman ACSR, Ar. Joseph Kwan, (JK)  
Chairman Fellowship Committee, Ar. Sathirut Nui Tandanand (SNT)  
Observer ASC Section Chief of International Department, Ms Wu Rujung (WRJ)

**Part of Meeting**

Ar. Cher Shujian, President of Architectural Society of China

**1.0 Convening of the Third 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 Committee Chairs to the 3rd meeting. She was glad to note that everyone was able to attend the meeting.

She also thanked Ar. Cher Shujian, the President of ASC and the Zone C Vice President Ar. Xu Zongwei for their great effort made to host the OB & Committee Chairs Meeting, Zone C Meeting and AAA2013 final judging in Weihai. She acknowledged the great platform ASC has given to ARCASIA at every occasion. She hopes the other Member Institutes would make similar effort to promote ARCASIA.

She thanked ASC on behalf of everyone on the great hospitality that has been accorded.

Action By

## 1.2 Welcome Remarks – ASC President, Ar. Cher Shujian

Ar. Cher Shujian welcomed the ARCASIA members to the beautiful city of Weihai to attend the ARCASIA Office Bearers and Committee Chairs meeting, hosted by ASC and ASC is pleased to render any assistance required. At the welcome dinner hosted by ASC last night, Ar. Cher Shujian has expressed his warm welcome and he would like to thank Ar. Tan Pei Ing for her kind words at both the dinner last night and at the start of the meeting and it is ASC's honour to host the meetings. The presence of ARCASIA delegates is a great honour to ASC. Weihai is located at the east of Shandong Peninsular. The Weihai Government has been making a lot of effort to improve the city and the environment. In 2003, Weihai has received the award from United Nation as one of the most livable city. The fact that ARCASIA is hosting its meetings in Weihai has a lot of influence and impact in promoting Weihai's effort and progress in the construction industry and habitat. ASC jointly with the local government of Weihai are organising the 7th Weihai International Human Habitat Festival, which includes the exhibition of 100 Chinese Architects, cultural architecture exhibition and Award exhibition and 7th China Weihai International Architectural Design competition. Two Forums on 'Direction of Chinese Public Cultural Architecture' and 'Beauty China and Urban Ecological Civilization' will also be held. ASC hoped that all the delegates would take time to participate in all these events and give their valuable comments. ASC also invite the delegates to visit Weihai and hope that Weihai will leave a deep impression. Lastly, he wished the success of the OB meeting and a good trip.

Ar. Cher Shujian excused himself from the meeting after his welcome remark.

## 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: -

- Item concerning Ar. Xu Zongwei would be brought forward before lunch since he would be attending the Zone C Meeting in the afternoon.
- This meeting, which was scheduled to end at 5.30pm, will need to finish before 4.30pm to accommodate ASC's event.
- Ar. Pei Ing proposed to allocate more time to discuss the ARCASIA Forum in Kathmandu.
- Ar. Edric Marco proposed to report on the membership drive together with his Zone B report

INFO

## 1.4 Adoption of the Minutes of the 2nd OB &amp; Committee Chairs Meeting in Manila - Hon Secretary, Ar. Alvin Lim

The minutes of the 2nd OB & Committee Chairs Meeting in Manila Meeting, 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 attachment have also been posted on the ARCASIA website.

INFO

Action By**2.0 ARCASIA Affairs**2.1 Matters arising from the Handing Over and 1<sup>st</sup> 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. There are 2 more tasks to address, the first task is to update the account information as required by the bank. HSBC Hong Kong has given a dead line, which could not be complied with for various reasons. The second task is the change of Directors of the account. The Board Resolutions need to be signed by Ar. George and Ar. Pei Ing.

The outstanding items are the register of Directors and the letter of certificate from UAP. Ar. Edric Marco was requested to assist on this matter in view that ARCASIA Incorporated was registered in Philippines. UAP's accountant or lawyer should be able to advise UAP on the format of the documents. The register of Directors and the certificate need to be dated before the Board Resolution. Ar. Edric Marco also requires to sign the business bank card and the signed card need to be authenticated by a local HSBC bank in Philippines. The documents should be forwarded to Erika from HKIA to effect the change of directors of the Bank account. Ar. Edric Marco informed that he has checked with an officer of HSBC Bank in Philippines and as long as he brings a copy of the signed Board of Resolution with him, he is able to resolve this.

EMF

In view of this perpetual problem experienced by the previous and current administration with regard to the transfer of signatories etc, Ar. Pei Ing has informed during the last meeting that proper procedure will be established so that the handing over to the next administration from her term onwards will be smooth. All these procedures required for the change of account signatories etc. will be included in the Handbook that is being prepared.

Ar. Kim Yan will assist to document the procedure.

Ar. Pei Ing thanked everyone for his or her cooperation so that this could be resolved expeditiously.

TKY/TPI

## 2.1.2 ACA 15th Report from IAI

Ar. Pei Ing informed that she has finally received the ACA 15th report from IAI and this would be presented by IAI in the next Council meeting.

INFO

## 2.1.3 Heritage Book Map Correction and Apology Letter

Ar. Mubassar, IAB, has yet to issue the correction of the map in the Heritage Book despite of many reminders. Ar. Pei Ing informed that in order to move forward and to close this issue, she, on behalf of ARCASIA has written a letter of apology to all the Member Institutes on the errors made on the map on both Pakistan and Thailand as proposed in the last meeting.

INFO

She also 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 communicated with UAP and Ar. Edric Marco in many occasions on this and she is pleased to inform that UAP has managed to get a copy and it would be handed over by Ar. Edric Marco during this trip. She hopes that with this, the editing and correction could be done before the Council Meeting in Nepal.

TPI

Action By

## 2.2 Growth of New Membership

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

Ar. Pei Ing informed that she has received a letter of application for membership from Bhutan Institute of Architects (BIA) from Ar. Swarup. She thanked Ar. Swarup for the great effort. The application will be tabled in the next Council meeting for approval and BIA would also be invited to attend the Council meeting as Observers.

AL

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

Ar. Edric Macro reported the status under Zone B report

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

At the last 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 discussed this matter with the North Korean architects when ASC received the delegation from Union of North Korean Architects in June this year. The Vice Chairman of the standing committee of the Union led the delegation. They were not aware of the existence of ARCASIA in the past but they have expressed keen interest to be part of ARCASIA. However, due to their system/protocol, they were unable to give a commitment but promised to bring this matter back for further discussion with the relevant authorities. They will revert on the outcome to ASC accordingly.

XZW

KC informed that KIRA has tried to contact them several times but there are some constraints for KIRA to discuss with them directly. He is glad that ASC is able to open the door for them to be involved and this is at professional and not political level.

## 2.3 Funding and sponsorship

Ar. Pei Ing informed that the current ARCASIA Corporate Partners remained as 3. The sponsorship for the various projects will be reported under the respective projects.

The 2 installments of the sponsorship amounting to S\$ 50,000 from Geberit have been received. The funds are being used to finance various programs and projects undertaken under her term, such as the AAA2013, Students competition, Nepal Post Forum event etc.

INFO

## 2.4 MOUs with Other Regional Organizations/Institutes

## 2.4.1 UIA

Ar. Pei Ing informed that she has received an email from Ar. Esa Mohamed, the Vice President of Region IV requesting for a Region IV meeting in Kathmandu.

It is discussed and agreed that it is good to take advantage of the gathering of the Member Institutes that are also member of Region IV to organise a meeting to discuss on common issues. However, the organisation of the meeting would be by UIA and the request on the assistance to arrange for the venue of meeting etc. would be made to SONA, which is also part of UIA's Member directly. The meeting schedule should not in conflict with ARCASIA events in any way.

Ar. Swarup expressed concern that SONA would not be able to accommodate the additional financial burden and this will need to be discussed further with their committee.

Action By

The meeting concluded that the UIA Region IV meeting should be outside ARCASIA events and UIA should be responsible for the cost involved. Ar. Swarup also advised that the meeting has to be before the Forum since the Nepal festival will start after the Forum and SONA will have a hard time arranging for the meeting venue.

INFO

## 2.4.2 AIA

Ar. Pei Ing reported that she has attended the AIA Convention in Denver together with Ar. Sathirut. Ar. Ishtiaque was supposed to be there as one of the 3 ARCASIA delegates but he could not secure his visa in time. Ar. George was there as International Director of AIA.

A very fruitful meeting was also held between ARCASIA and AIA in the presence of their President, President-Elect, CEO, Director of Emerging Professionals etc. on 22nd June 2013 at the Colorado Convention Center on the following: -

- Review the MOU signed between ARCASIA and AIA in 2006 and to identify the areas in which ARCASIA and AIA could cooperate arising out of the MOU and future framework of cooperation
- The exchange of information relating to practice of architectural – profession and CPD courses
- Young Architects Forum
- Liberalization and cross boarder practice
- Social responsible architecture

The meeting concluded that ARCASIA and AIA would continue with the strategic alliance and collaborative efforts to achieve more tangible outcome and concrete programs and reaffirm the MoU that was signed in 2006 between ARCASIA and AIA.

Ar. Pei Ing also informed that recently, she was invited to attend a reception and lunch with Ar. Robert Ivy, the CEO when he was in Singapore to explore areas of possible collaboration. Effort would be made to follow up on these.

TPI/SNT

## 2.4.3 AUA, MASA and ACE

Ar. Pei Ing informed during the last meeting that AUA has invited her to attend their Tangier Conference. However, she is unable to attend due to prior commitment.

Ar. Gerge was tasked to follow up with these organisations to pursue areas of cooperation arising out of the MoU signed during his term.

Ar. George informed that since the MoU signed with MASA and ACE, he has made various attempts to reach out to them. He expressed his disappointment that he has failed to receive any response from the them

Ar. George also informed that recently, he has also not be getting any response from Ar. Tokunbo, the President of AUA but he will continue to establish communication on possible joint programs.

GK

It was discussed, debated and concluded that it is ARCASIA's goal to be recognised as a strong organisation representing the Asia region and be a force to be reckoned with. ARCASIA will work with other regional organisation for the betterment of the profession and ARCASIA will remain as an independent body.

INFO

Action By

## 2.4.4 Association of Hungarian Architects

Ar. Zongwei informed that as reported in the last OB meeting in Manila, the former president of the Association of Hungarian Architects and President of Association Visegrad Four Architecture Association, Ar. Erno Kalman would like to establish a relationship with ARCASIA. Ar. Zongwei has met with the President again in July this year and he has expressed keen interest to pursue the MoU with ARCASIA.

Ar. Zongwei will follow up with the Erno Kalman to write to ARCASIA officially and to propose the terms of the MoU, preferably before the Council meeting in Nepal.

XZW

## 2.4.5 CAA

Ar. Pei Ing has met the current CAA President, Ar. Rukshan from Sri Lanka at the conference organised by the Australian Institute of Architects and he has also expressed interest in pursuing a relationship between ARCASIA and CAA. Recently, she received an email from Ar. Jayantha, Past President from SLIA, indicating that ARCASIA should invite Ar. Rukshan to ARCASIA Forum in Nepal. She decided to bring these 2 issues for discussion at this meeting, as previously, when Ar. Mubasshar was the President of CAA, there was a decision not to invite CAA for ARCASIA's events.

Ar. George informed that one of the considerations for ARCASIA not to invite CAA during his presidency was to respect the history of ARCASIA and the second reason is not to mix personal friendship with Ar. Mubasshar with organisation issues. Although Ar. Mubasshar did try very hard to reorganised CAA, the result has yet to be seen.

Ar. Pei Ing highlighted that there are 2 issues to be addressed concerning CAA. First issue is to decide whether ARCASIA would like to enter into MoU with CAA and what does the MoU entail.

It was discussed and agreed by all that there is very limited ground for ARCASIA to enter a MoU with CAA. Although CAA is very much into accreditation, ARCASIA as a body representing the professional institutes does not get involved with accreditation, which is the function of the registration boards of the respective countries. It was agreed by all that ARCASIA will not sign a MoU with CAA.

If there is no MoU between ARCASIA and CAA, it is also concluded that there is no basis for CAA's President to be invited to attend ARCASIA events, regardless whether the current president is from the Member Institutes of ARCASIA. Ar. Ashvin is of the view that ARCASIA will be regarded as discriminatory if other regional organisations are not invited and only CAA President is invited

Ar. Pei Ing reiterated that it is ARCASIA's policy that all these regional organisation representatives who are invited to ARCASIA's events are only allowed to attend the inaugural session and not to participate in ARCASIA Council meetings and Ar. KC confirmed this.

INFO

Action By

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

Ar. Pei Ing informed that she has completed the updating the ARCASIA Constitution and Bye-laws. The preparation of the Handbook including updating the policy manual and guidelines is about 95% completed.

Ar. Pei Ing informed that it was brought to her attention by Ar. Akeel, Past Chairman of ARCASIA that the proposed amendment on the qualification of the Vice President that was approved in the last OB meeting in Manila is more stringent than the proposed qualification for the President-Elect. She has reviewed it and proposed the adjustments as follow: -

## d) Vice President

There shall be elected three Vice Presidents at the Annual Meeting of the Council in the year when the new President assumes office, from among the representatives of the member Institutes. A person who is elected as a Vice President shall serve for two years. One of the Vice Presidents shall deputize for the President in his absence as may be decided by the President. The Vice Presidents shall report to the President and be assigned tasks by the President as required.

No person shall be elected to the office of Vice President unless: -

- (i) *He has served at least two full years as a member of the Council and*
- (ii) *He is a President or a Past President or held senior position equivalent To Vice President and Deputy President of the member Institute, or*
- (iii) *He is a Chairman or Past Chairman of ARCASIA Committees.*

The proposal was agreed by all and this will be presented to Council for approval together with the other amendments.

AL/TPI

Ar. Pei Ing also informed that a few others have strongly advocated that the only person qualifies to be the President of ARCASIA should be President of Past President of the respective Member Institutes. However, it is noted that there are already precedents where 3 past Chairman/President have never been the President of their respective Institutes, Ar. Zaigham, Ar. KC and Ar. George. The proposed qualification as approved in the last OB meeting will be presented to council for approval.

It was noted that in the original constitution the term 'served at least two full years' is misleading and does not reflect the actual situation. It was discussed and agreed for this to be amended as follow for clarity: -

*'He has served at least two full years as a member of the Council' to be changed to 'he has attended 2 Council meetings as an official representative of the Member Institutes '*

AL/TPI

Action By

## 2.6 ARCASIA Architecture Awards, exhibition and publication

Ar. Pei Ing informed that the ARCASIA Awards for Architecture 2013 (AAA2013) has been restructured, launched and closed. The first stage of on-line judging by the jury members has concluded and the final judging is scheduled on the 18th August 2013 in Weihai, two days later. Slightly less than 200 nominations were received and this is probably the highest no of submissions in the history of AAA. There are 10 categories, with 2 new categories on Sustainability and Social Responsible Architecture. Out of the 18 Member Institutes, only 3 Members Institutes did not participate, namely IAB, UMA and ALACE. The following are the panel Jury :-

INFO

President of ARCASIA – Ar. Tan Pei Ing

Convenor of AAA2013 – Ar. Debesh Raj Bhattarai

An Eminent Non Architect Personality from Nepal – Prof Dr. Prem Nath Maskey

Architect from ARCASIA Zone other than the country represented by ARCASIA President – Prof. Li Xiadong from China and Ar. Rafiq Azam from Bangladesh

An eminent Architect from any region other than ARCASIA Region – Ar. Kai-Uwe Bergmann from USA

It is unfortunate Ar. Rafiq could not be in Weihai due to visa problem and arrangement has been made to communicate with him through Skype during final judging.

With the restructuring, AAA will be conducted on the annual basis and PAM will organize the next AAA2014 right after the announcement of the results of AAA2013.

For each category, besides Gold Medals, Honorary Mention and Mention would be conferred to promote design excellence. Gold medals would only be given for designs that meet the standard.

Ar. Pei Ing also informed that the Gold medals, Award Certificate are being redesigned based on the template in the checklist. The draft proposals were presented to all. A trophy is also being considered for the Gold Medal recipient. The proposal of introducing ARCASIA map (adopting the United Nation Map) at the back of the medal was accepted and there was also proposal to include the name of the country in which the medal is presented. This medal would also be made for the Students Award.

Ar. Ishtiaque's comments on the wordings on the medal have been noted.

Mandate was given by the meeting for Ar. Pei Ing and the Award Committee to decide on the final designs and these will be adopted as future templates, which will be included in the ARCASIA is Corporate Identity.

TPI/AL

Ar. Pei Ing informed that it is her vision to elevate ARCASIA Award as one of the most prestigious Award. It was discussed and agreed that the Award Presentation ceremony would be carried out at the end of Forum on day 1 to a wider audience followed by the dinner to celebrate the AAA2013 Award recipients. Ar. George expressed great support for Ar. Pei Ing's effort in making the AAA Award a much grander event and to promote Asian Architects' design talents to the world.

It was also discussed and agreed that once the final judging is concluded on 18th August 2013, all the recipients of the Award would be informed almost immediately so that they have adequate time to arrange for the trip to Kathmandu.

Action By

Ar. Pei Ing expressed gratitude towards Ar. Zongwei for facilitating the AAA2013 judging in Weihai and ASC has also generously provided all the local hospitality for the jury panel and award committee.

For the special dinner to celebrate the AAA2013 winners, the guest lists etc. need to be decided, as Ar. Pei Ing has secured a sponsor for the dinner and require the budget to be established for her further discussion with the sponsor.

Ar. Swarup's proposal to move the Award Presentation as the highlight of the Forum inauguration with the presence of the President of Nepal was accepted as a great idea.

The Students Awards winners (3) would also be presented at the same time as the AAA2013.

The following are the entitlement of the Award recipients:

- Invitation to attend the Award Ceremony and dinner
- Free registration for the Forum

The cost of accommodation and travel shall be borne by the recipients. Although normally the Award Winners are not invited to the Friendship night, it was discussed and decided that the award recipients should also be invited since they are already there and it is a nice gesture for them to be part of the event. Ar. Swarup has graciously agreed For SONA to take care of the expenses for the recipients for Friendship night in the true spirit of ARCASIA.

INFO

AAA2013 Award Presentation, Dinner and Exhibition – Venue and logistic

Ar. Swarup confirmed that the exhibition would be held at the same venue as the Forum and would be there for 5 days.

#### 2.7 ARCASIA Website, Facebook etc.

Ar. Pei Ing informed that the ARCASIA Website and been launched since March and is being updated constantly. Events of the Institute events are also being posted. She again urged the Member Institutes to help to publicise the websites to their members and also to submit news to be posted on the website. She requested the 3 Vice Presidents to assist and follow up with the Member Institutes of their respective Zones to lobby for more active participation

SK/EMF/XZW

#### 2.8 ARCASIA Corporate Identity System

Ar. Pei Ing informed that the ARCASIA Corporate Identity System has been amended, taking into the various comments made but there are still a few areas to be improved upon. The final copy will be extended to all.

TPI

#### 2.9 Architecture Asia Magazine and Emerging Architecture Awards

Ar. Pei Ing informed that the first issue of Architecture Asia for 2013 has been published in both printed and e-format. PAM is currently working on the 2nd and 3rd issues. PAM would be giving a report on the update of the new format and status at the Council meeting in Nepal.

TPI/PAM

Action By

2.10 ARCASIA Documentary – Presentation of the updated Version

Ar. Pei Ing informed that with the approval given by the OBs and Committee Chairs, she has proceeded to work with Intact Group to prepare a new/updated video documentary for ARCASIA

She and Ar. Alvin have met up with Intact Group several times and went through the draft documentary that has been prepared but it is still far from satisfactory. There are limited high quality photos available to be used except from Ar. Pei Ing’s own photos. Most of the photos taken from the History book could not be used. The raw file of the original documentary prepared by Ar. Kalim is still not available. However, she is pleased to informed that Ar. Kalim has just written and informed that he has managed to identify someone who is going to Malaysia and the raw file is expected to be delivered to her office by next week.

Ar. Pei Ing has also sent an email to all the Member Institutes and various parties soliciting for photos of past events. Unfortunately, few have responded and for those who have responded (i.e. VAA), the photos are of low resolution and could not be used.

KC/JK

Ar. KC informed that he has quite a lot of photos and he will arrange for them to be sent to Ar. Pei Ing. Ar. Joseph also offered to send some of his photos taken at Dhaka. Ar. Pei Ing also requested Ar. Zongwei to assist to get the photos and video of ACA that was held in China in 2006. She has received a video from ASC but the resolution is too low to be used.

TPI/AL

Ar. Pei Ing also requested for video of the events to be sent to her if available to make the documentary more interesting.

Ar. Pei Ing hopes to be able to complete the new documentary before the Council Meeting in Nepal.

2.11 ARCASIA master calendar of events

Ar. Pei Ing informed that emails have been sent out to all the member Institutes to revert on their major program and not many have reverted.

2.12 Financial Update

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

The Internet Banking will be set up after the change of directors etc have been effected.

*The Office Bearers of ARCASIA 2013-2014 at their meeting in Weihai, China, consent to activate an internet banking service of the ARCASIA account.*

*The authorized persons to be the two primary users shall be Tan Pei Ing and Tan Kim Yan.*

..... *Tan Pei Ing Director*

..... *Eric Marco C. Florentino Directo*

2.12.2 Expenses Update

The expenses to date was presented as attached

Action By**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

Ar. Swarup presented his update as per the attached.

INFO

Ar. Swarup reported that he attended the Convention organized by the West Bengal Chapter of the Indian Institute of Architects on 28th and 29th June 2013 in Kolkata. An informal Zone A meeting was also held since most of the Member Institutes from Zone A were present. The meeting focused mainly on forming the Education Committee and discussion was held on Students exchange program and faculty member exchange program.

## 3.2 Zone-B, Ar. Edric Marco Florentino

Ar. Edric Marco presented his update as per attached.

Ar. Edric Marco reported that his objective is to maximize the involvement and participation of Zone B members in all ARCASIA activities and programs and to invite the other surrounding Institutes within the boundaries of Zone B to be part of ARCASIA.

His four focuses are on communication, committee based project, participation and growth.

Under 'Communication', he has disseminated ARCASIA information and updates on all the ARCASIA activities and projects to the Member Institutes under Zone B. He has also visited 2 other Member Institutes and attended their conventions (UAP and ASA)

The first and second Zone B meeting were held in Manila on 19th April and Bangkok on 2nd May in conjunction with the UAP and ASA Conventions respectively.

Under Committee Base Projects, he is encouraging the Member Institutes to participate in the respective committees and also the Nepal Forum.

For membership growth, he has also communicated with Association of Myanmar Architects (AMA), Pertubuhan Ukur, Jutrutera and Arkitek, Negara Brunei Darussalam (PUJA), Cambodian Society of Architects (CSA) but there is no response to date.

Ar. Pei Ing informed that she has 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 informed her that he has met up with the President of Association of Myanmar Architects (AMA) and they are quite keen to join ARCASIA and a meeting was supposed to take place during ASA convention. Unfortunately, the President of AUA was unable to attend ASA's convention due to health issue.

Ar. Pei Ing requested Ar. Sathirut's assistance to follow up with ASA's President Ar. Smith Obayawat's on the status of AMA in view that Ar. Smith is in communication with the President of AMA. Ar. Edric Marco also indicated that he would follow up with Ar. Smith on this.

SNT/EMF

For CSA, Ar. Pei Ing informed that the notice of Council Meeting has been sent to them and to date, CSA has also not replied whether they would be attending the meeting as Observer.

Ar. Pei Ing requested Ar. Edric Marco to remind the Member Institutes to identify pertinent issues in which they would like ARCASIA Council to discuss and address, issues concerning education, practice, sustainability and social responsibility and also areas in which they would like ARCASIA to assist/facilitate so that these could be compiled for deliberation at the next Council meeting in Nepal.

EMP

Action By

## 3.3 Zone-C, Ar. Xu Zongwei

Ar. Zongwei presented his update as per the attached.

Ar. Zongwei expressed his gratitude to Ar. Pei Ing and is pleased to receive all the friends of ARCASIA in the city of Weihai.

He informed that he has put in tremendous effort in organising and preparing for OB and Zone C meetings in Weihai as it is his responsibility as the Vice President of ARCASIA. One of the 8 departments of ASC in charge of International affairs, led by Ar. Wang Xiaojing was tasked to prepare for the meeting. He is also pleased to report that ASC is getting a lot of support from the government with regard to this event. He is grateful that all the meeting delegates are able to participate in the Weihai International Habitat Festival and the events.

Ar. Zongwei informed that under Zone C, he has established active communication with the Member institutes to encourage them to participate in ARCASIA activities including involvement in ARCASIA Committees, nomination of projects for AAA2013, promotion of Architecture Asia and encourage participation in ARCASIA Forum in Nepal.

To strengthen the communication among Zone C members, Ar. Zongwei has organised Zone C meeting in Weihai, which will be held in the afternoon. The meeting will again emphasize on those issues raised and also to discuss on ways to improve communication. Ar. Zongwei informed that ASC would be hosting the 10th International Symposium on Architecture Interchanging Asia (ISAIA) involving China, Japan and South Korea in 2014 and ASC would also invite representatives from Mongolia, Hong Kong and Macao to participate.

Ar. Pei Ing requested Ar. Zongwei to remind the Member Institutes to identify pertinent issues in which they would like ARCASIA Council to discuss and address, issues concerning education, practice, sustainability and social responsibility and also areas in which they would like ARCASIA to assist/facilitate so that these could be compiled for deliberation at the next Council meeting in Nepal

XZW

**4.0 Update by Chairmen of ARCASIA Committees on the Proposed Programs**

## 4.1 ACAE – Dr. Chalay Kunawong

Dr. Chalay reported the update as attached.

## 4.1.1 Students' Competition

The theme of the competition is 'Asian Youth Center' of 1000 sq m and the competition is in progress with the following key dates:-

20th August – Announcement of the design competition to the respective institutes

9th September – submission by the Member Institutes (2 per country)

20th September – Announcement of the 3 best designs

30th September – Hard copies to reach Nepal for Exhibition

8th October – Award Presentation

The cost of the Students' Competition was presented and the following were discussed and decided: -

SONA will take care of the accommodation for the 3 award recipients for 4-5 days based on home stay. They should arrive on the 7th and leave on the 10th October

ARCASIA will take care of the prize money for the 1st, 2nd and 3rd prize (USD 800, USD500 and USD 300 respectively) amounting to a total of USD 1600.00.

Action By

- ARCASIA will prepare the medals and also the Award certificates.
- SONA will be responsible for the traveling expenses and the local hospitality of the 3 recipients. CK
- 4.1.2 ARCASIA Timeline Chart (ATC)
- The online timeline chart (ATC 1) has been posted on the website. For the next stage of preparing ATC 2, Dr. Chalay has issued the guidelines to all the Member Institutes and ACAE delegates recently requesting them to participate in the ATC 2nd edition project. The objectives are to provide more in depth information and to expand the timeline and bring it up to date. A few institutes have responded and Dr. Chalay would follow up on this. CK
- 4.1.3 Virtual School of Architecture in Asia (AVSA)
- Ar. Chalay informed that the pilot Virtual Workshop would be planned next year. Ar. Nuno from AAM, through his university USJ would present the detail proposal in ACAE meeting in October 2013. Dr. Walaiporn from ASA has also proposed the mock up website (<https://sites.google.com/site/arcasiavsa/>) CK
- 4.1.4 ARCASIA Research Journal Concept Paper (ARJ)
- Ar. Chalay reported that the no of technical reports received are for years 1982,84,86,87,88,97,98,2000,2003. The papers after year 2000 were supposed to be reviewed by the panel led by Ar. John Fernandez of UAP. Dr. Chalay met Ar. Fernandez in Manila but he has not been able to get any response from him regarding the status of the review.
- Ar. Chalay will forward the technical papers for year 2000 and 2003 to be posted on the ARCASIA website under the title 'Architectural Research Journal' under 'Library' as a start. CK
- Ar. Pei Ing suggested for Ar. Chalay to send a reminder to the Member Institutes such as VAA, KIRA etc that hosted recent Forum and ACA for the papers. CK
- Ar. KC was also requested to assist to follow up on the technical report / papers for the ACA held in Busan during his team as Chairman. CK
- 4.1.5 ARCASIA Architecture School Directory (ASD) and Country Report Matrix
- This has been embedded and activated in the ARCASIA website. Ar. Chalay has sent out a letter to all the Presidents of the Member Institutes and ACAE delegates requesting for them to update the information. This is in line with Ar. Pei Ing's proposal to restructure the meetings for more productive discussion. The country reports would be updated on the website and the meeting will only concentrate on the projects, programs and important issues. CK
- 4.1.6 ACAE Paperless Committee Report
- Completed and no more update INFO

Action By

## 4.1.7 Student Interactive Web site

Ar. Chalay reported that link in the ARCASIA website has been established to link the students' activities as per last OB meeting. A few emails have been received, mainly concerning Students Jamboree. Ar. Chalay like to propose to link the students activities in each country to the website. For example, Ar. Chalay proposed to link TOY (Thesis of the year) from Thailand. (<https://th-th.facebook.com/pages/TOY-ArchThailand/142752279213105>).

Dr. Chalay will email the link to Ar. Pei Ing for the Webmaster to post the link on the ARCASIA website.

Ar. Chalay also share Ar. Pei Ing's views to have activities and programs throughout and not form meeting to meeting. However, he also shares the same frustration that at times, he does not receive the response expected.

CK

## 4.2 ACPP – Ar. Ishtiaque Zahir Titas

Ar. Ishtiaque presented the update as attached.

Ar. Ishtiaque highlighted that during the first OB meeting in KL, 4 key areas were identified as highlighted in the report in yellow as per the attached document; namely Data Chart, 'A Practice Handbook', 'Asian brand for CPD' and 'MRAs' and these are being developed further.

Ar. Ishtiaque informed that he has presented the format for the Data Chart and the Practice Handbook and the standard format for ACPP Country report in the last OB meeting in Manila. These documents would be sent to all the Member Institutes for updating and the data should be ready by the meeting in Nepal.

IZT

He presented the action plans for CPDs and MRA as per the attached report. He expressed regret for missing the AIA Convention as AIA has one of the best CPD programs that could be use as a reference for preparing the common CPD quality Guidelines for our Member Institutes. He also suggested for agreements within the Member Institutes to be established later for mutual CPD recognition, with the possibility of collaboration with other organisations such as AIA etc. He also proposed to look at the possibilities of exploring professional education providers. He informed that with the data collected, ACPP would be able to identify which are the Member Institutes that do not have CPD programs.

For the MRA Programme, he proposed for the following model to be adopted: -

*ARCASIA MRAs in reference to the profession of architecture should only be of "mutual advantage to all" (maa) but should not be of disadvantage to anyone.*

The criteria for consideration would cover minimum period of experience, knowledge of the local codes and laws etc.

Ar. Ishtiaque informed that he should be able to gathered most of the information and complete most of the documentation before the meeting in Kuala Lumpur in 2014.

– Lunch Break –

– The discussions on ACPP report resumed after lunch –

Action By

Ar. Ashvin commented that as per the earlier discussion and debate on what ARCASIA stands for in relation to the other regional and international organisations, it is important that the activities being carried out by ARCASIA and Committees should be consistent with the position that has been taken. As such, it was proposed for a slot to be allocated in the Council meeting in Kathmandu to discuss on the strategy on how ARCASIA is to conduct the activities in the future and the role ARCASIA wants to play and position itself in the global arena.

It was also agreed that developing a common CPD program to be adopted by respective institutes may not work and this has been demonstrated in the case of UIA. It was discussed and agreed that the right direction is to promote CPD as a means to elevate Members Institutes' professionalism within their members. ARCASIA could facilitate and identify those countries that have established CPD framework and programs to share them with those countries that have not developed their CPD framework and provide necessary guidance to assist them to set up the framework when required.

With regard to mutual recognition of the CPD program, it is also concluded that it is up to the individual Member Institutes and the program could not be automatically recognised as each country have their own requirements. In addition to that, accreditation and control of CPD points is under the registration Board in most countries. ARCASIA's role is to facilitate the sharing of knowledge and provide guidance and assistance where necessary. IZT shall review the programme taking into consideration of the comments made.

IZT

It is also noted that in some countries, the CPD points are tied to the registration requirement. Ar. George shared his experience with AIA on how his membership nearly got suspended when he did not submit his application of CPD points. Ar. Pei Ing informed that in Malaysia, the Architects would be deregistered if the architects do not acquired the necessary CPD points within the stipulated period. Ar. Ashvin informed that Singapore also has similar requirement.

#### 4.3 ACGSA – Ar. Ashvinkumar Kantilal

Ar. Ashvin presented the report as attached and the update since Manila is highlighted in red.

Ar. Ashvin informed that the short, medium and long-term plans remain unchanged.

Since Manila, these are the following new examples of innovative sustainability solutions: -

- BCA Academy – Zero Energy Building (Singapore)
- Green Mark v4.1 (Singapore)
- SIA Position Paper on Underground Storage (Singapore)
- National Green Building Code and Rating System (Philippines)
- Green Movement led by GBI (owned by PAM and ACEM) and MGBC (Malaysia)
- Green Building Index – latest update (Malaysia)

All the links have been provided for more detail information on the projects.

Ar. Pei Ing will proceed to instruct the Webmaster to post this updated report with the links on the ARCASIA website.

Action By

Ar. Ashvin also suggested for the Member Institutes to be alerted on the update on the website and also to prompt Member Institutes on the update. Ar. Ashvin will forward an example to Ar. Pei Ing to explore how this could be managed.

AK

It is noted that UAP is hosting the 5th Round table meeting right before the ARCASIA Forum.

## 4.4 ACSR – Ar. Joseph Kwan

Ar. Joseph reported the update as attached.

Ar. Joseph is happy to note that for the AAA2013, 6 nominations have been made for the category on Social Responsible Architecture, which is a good start, and he is also glad that Ar. Pei Ing is considering shortlisting some of the other projects submitted under other category under this.

He reported that the papers presented in Bali have been uploaded onto the ARCASIA website under ACSR.

In conjunction with the 17th ARCASIA Forum in Kathmandu, ACSR has worked with SONA to organise a Post Forum Symposium on Architecture and Social Responsibility on 10th October 2013 (refer to attached report). In Nepal, there is a real need for 2 aspects; one is on the knowledge on provision for disabled and universal design and the second aspect is on natural disaster. There will be 8 speakers, 3 from Nepal region and 5 from the other member regions, covering Philippines, Japan, Hong Kong, Bangladesh, Thailand and an international group call ‘Architecture for Humanity’ as recommended by Ar. Pei Ing (refer to the attached list of proposed speakers).

In order to promote the awareness of accessibility and equality, a design competition for students and professional on ‘Universal Design’ Public Toilet For all have also been planned. The letter to invite submission has been sent on 1st August 2013.

The budget for both the Post Forum Symposium and the design competition was presented for information and the amount is around USD 14,000-00. This budget was submitted to Ar. Pei Ing and she has committed to finance these through sponsored funds. Ar. Pei Ing has transferred the initial seed money to Ar. Deepak K C from Nepal. Ar. Joseph requested for the remaining fund to be remitted to HKIA and he will provide the bank details for the transfer.

JK

It was discussed and agreed that pre-registration is required to attend this Post Forum Symposium. SONA was requested to prepare the registration form to be sent out to all the Member Institutes covering all the events and this also to be included. The current budget is based on 100 participants and it has been committed and announced that there is no registration fee. The additional cost for 50 more people for lunch is around USD 1,250.00. It was discussed and decided to limit up to 100-150 maximum participants based on first come first serve basis. Ar. Joseph informed that he has allowed a contingency amount and it should be sufficient to cover for this. Ar. Joseph would revert on the estimated no of participants 3 weeks before the event so that SONA could plan the no of participants from Nepal. Ar. Swarup was requested to assist to book 8 rooms for 9th and 10th October for 8 symposium speakers at Hotel Radisson, where the symposium would be held.

JK/SGK

Action By

For Disaster mitigation, ACSR proposed to do the following within the next 1-2 years:

- Publish a Directory of the Architects/Experts with experience relating to various aspects of natural disaster – design, pre and post-disaster, management and mitigation, reconstruction, supervision, training, etc.
- Compile a Resources Publication on all aspects of natural disaster, design for rural and urban context, fire, flooding, earthquakes, typhoons, etc. websites, International and Regional NGOs.
- Form EAA – Emergency Architects ARCASIA group/institute to provide aids and assistance to our region in the event of emergencies without seeking assistance from outside our region.
- Develop ARCASIA knowledge base and resource people within and for Asia. (JIA already has a Committee on Anti-Disaster Measures as reference).

JK

ACSR also intends to develop an ARCASIA Charter on Social Responsibility to be launched during the ACA 16 in KL in 2014.

JK

Ar. Pei Ing is happy to note that the Post Forum Symposium is planned as it is about time for ARCASIA to give emphasis on projects that benefit the community and the less fortunate. She also observed that during the recent AIA convention, the same emphasis was also made. The 2 keynote speakers, Cameroon Sinclair on Architecture for Humanity and Blake Mycoskie on TOMs Shoes are all about giving back to the community and how architects and the community could benefit from the act of giving. She hopes this initiative will set the momentum going and send a strong message to all the others about giving and community based projects.

Ar. Alvin informed that PAM has recently initiated a CSR on ‘Clean the Corals’. Ar. Ishtiaque also reported that recently, Bangladesh had an accident/collapse of building and IAB has raised quite a lot of money for the re-habitation of the victims and some of the architects also gathered a group to help the survivors. Ar. Ishtiaque will furnish the information.

#### 4.5 ARCASIA Fellowship – Ar. Sathirut Nui Tandanand

Ar. Sathirut informed that he has sent out invitation letter and the agenda of the meeting. The agenda is basically in line with what Ar. Pei Ing has been talking about, that is how the fellowship members see how ARCASIA could help the other Member Institutes and how do they see the future of ARCASIA and direction (refer to attached document).

SNT

The initial schedule for Fellowship Meeting was in the morning of 5th October. Ar. Sathirut informed that he has received suggestion from Jayantha to shift the meeting to the afternoon in view that many of the delegates would only arrive that day. This was discussed together with the program under item 5.2.

SNT

Ar. Sathirut requested assistance from Ar. Swarup to check and revert on the cost to cover the lunch and coffee break.

SGK

Action By**5.0 17<sup>th</sup> ARCASIA Forum in Nepal**

## 5.1 Status report of 17th Forum by SONA

The report on the status of 17th Forum is as per attached.

Ar. Swarup reported many meetings had been held since end of 2012 to prepare for the ARCASIA Forum-17. Various committees were formed under the steering committee, which is chaired by Ar. Bishnu Panthee. An ARCASIA Forum 17 website was also set up @ www.arcasianepal2013.com.

SONA has managed to raise 60-70% of the fund for the Forum, which is budgeted at US 206,315.00. They are still actively sourcing for other sponsors.

For the Forum letterhead that has been designed as attached, the following amendments shall be made and SONA shall also take note of the following comments: -

- The ARCASIA Forum in an ARCASIA event. As such, the ARCASIA logo shall be incorporated in the letterhead and all the Forum and event banners and the right logo shall be used.
- The ARCASIA logo shall be included the top of the letterhead, together with the Forum and SONA logos and the Nepal Government logo, and not under the Forum sponsors. Prominence shall be given to ARCASIA logo.

The logos for the ARCASIA Corporate Partners shall also be included. The logos could be obtained from the ARCASIA website home page and Ar. Pei Ing would also forward the logos to SONA.

AGK/TPI

## 5.2 Detail program

The revised detail program as attached was presented and SONA. The following were discussed and decided: -

## (i) 5th October : OBs and Committee Meetings

It was discussed and agreed for Fellowship meeting to start after lunch taking into consideration of the following: -

- SONA has not catered a room for the Fellowship meeting originally. Fellowship could take over the room from ACGSA since Ar. Ashvin confirmed that the ACGSA meeting would end by lunch.
- To accommodate the suggestion by Ar. Jayantha that many of the fellowship members would only arrive on that day and morning meeting is not practical.
- It is noted that by changing the Fellowship meeting from morning to the afternoon would avoid the problem of having to collect funds from the Fellowship members to cater for their lunch. This would also save SONA the cost of renting another room. The downside is the summary of the meeting would not be presented at the end of OB meeting as originally intended. However, this could be accommodated in the later part of the evening. Ar. Sathirut would send out another notice to notify on the change of meeting time.

SNT

All the other committee meetings together with the OB meeting would still commence in the morning.

Action By

The no of committee members and observers for the 4 ARCASIA committees based on last year's attendance is around 20 per committee. For fellowship, the arrangement of seating could be classroom style depending on the no of people attending. Ar. Sathirut will advise after receiving the response from the fellowship members by 5th of September. The charges would only be for refreshment.

SNT

For the Fellowship/networking night, Ar. Swarup informed that SONA originally only allocated budget for dinner to cover OBs, Committee Chairs and some members from SONA. Ar. Swarup was reminded on their obligation to host a welcome reception. It was discussed and decided for the welcome reception to be held in the evening to welcome everyone including those official Council meeting delegates who have arrived, speakers, fellowship members and also the committee members/observers and to set a welcome and positive tone of the entire event, in the spirit of the ARCASIA. If there is a constraint in the budget, the welcome reception could be in the cocktail format with only drinks and finger food without proper dinner (from 6.00pm to 8.00pm). The reception could also be held outside the hotel at a cheaper venue, but within walking distance. SONA will explore this further.

SNT

The other Committees, ACSR, ACPP and ACAE would finish between 3.00 – 4.00pm and would join the OB meeting for wrapping up. The Committees meetings should be conducted more effectively and allocate time for discussion rather than going through the reports and presentations. Meeting agendas to be sent to the nominated committee members.

CK/IZT/AK/JK

It is again reiterated that nomination of committee members have to be from the Member Institutes as they are representing the Institutes and the Committee Chairs should not communicate with the previous representatives who may not be re-nominated. The Member Institutes would be reminded to nominate those with knowledge of the committees' works but ARCASIA could not dictate who should be nominated as the right of nomination rest entirely with the Member Institutes. To ensure certain amount of continuity, it was proposed for the constitution to be amended for the committee members to be appointed for a term of 2 years instead of yearly nomination. This is subjected to Council's approval.

## (ii) 6th and 7th October 2013 : Council Meetings and dinners

There is no more comments on the schedule.

The dinners would be for all the official delegates attending the Council meeting and committees chairs and committee members observers and invited guests from SONA. Spouses are invited but SONA need to be informed in advance.

Action By

## (iii) 8th October 2013 : Forum 17– Day 1

Ar. Swarup confirmed that the proposal to incorporate the celebration of World Habitat day has been aborted due to logistic and time constraints.

The Award presentation would be brought forward from the end of the Forum on day 1 to end of the Forum Inauguration and SONA proposed for the President of Nepal to present the award to the Gold Medal recipients to make it as the highlight of the event. However, concern was raised on the time taken for the Award presentation. In order to shorten the time for the President of Nepal to present the Award, Ar. Pei Ing's suggested to change the Award presentation format. The President of Nepal will only present the Gold Medals. Others would do the presentation of award certificates for the Honorary Mentions and Mentions after that. The recipients would be informed on this honour.

The Award dinner would be held to celebrate the winners and Ar. Pei Ing has secured a sponsor for the dinner. The guests are limited to around 120-150 people, which include the official Council meeting delegates, OBs and Committee Chairs, Award recipients, Jury panel and speakers. However, SONA is planning to invite all the Forum participants to the dinner. However, Ar. Pei Ing informed that this is out of the budget. Ar. Swarup informed that if more people are invited, SONA is prepared to pay for the difference to make this a grand event. Ar. Swarup needs to revert on the budget per person so that Ar. Pei Ing could finalise the sponsorship amount with the sponsor.

SGK/TPI

## (iv) 9th October 2013 : Forum 18 – Day 2

SONA informed that everyone including guests from SONA would be invited for the Friendship night at the end of 2nd day of Forum, and this will be the grand finale and highlight.

Ar. Sathirut requested SONA's permission for a group of band to play at the Friendship Night. This could be accommodated but Ar. Pei Ing requested to take note that sufficient time must be allocated for all the 18 Member Institutes to perform.

SGK

## (v) 10th October 2013 : Post Forum Symposium

Discussed under 4.4

Ar. Swarup was requested to work on the registration form and be very clear on the entitlement of all the different groups of delegate etc. to minimize confusion.

The official program is 5 days excluding the Post Forum event. This should be clearly stated in the invitation to all the Member Institutes and the registration form. SONA shall inform the delegates the extra room charge for double occupants in the registration form and how many extra nights they would like to stay. SONA is also urged to send out the registration form soon.

SGK

The meeting also went through the list of the proposed entitlement prepared by SONA and the following are confirmed: -

Office Bearers and Committee Chairs:

- Forum Registration
- Accommodation 4th – 10th (6 nights single) with breakfast
- Lunch 5<sup>th</sup> – 9<sup>th</sup>
- Dinner 4<sup>th</sup> – 9<sup>th</sup>
- Architectural tour 10<sup>th</sup>

Action By

## Official Council Delegates (2 per Country):

- Forum Registration
- Accommodation 5<sup>th</sup> – 10<sup>th</sup> (5 nights based on twin sharing) with breakfast
- Lunch 6<sup>th</sup> – 9<sup>th</sup>
- Dinner 6<sup>th</sup> – 9<sup>th</sup>
- Architectural tour 10<sup>th</sup>

## International Delegates:

- Forum Registration
- Accommodation 7<sup>th</sup> – 10<sup>th</sup> (3 nights with breakfast) (to be paid by ARCASIA for AIA and Australian Institute of Architects) (4 rooms to be booked by SONA first for also AUA and UIA. ACE confirmed not coming according to Ar. George)
- Lunch 8<sup>th</sup> – 9<sup>th</sup>
- Dinner 8<sup>th</sup> – 9<sup>th</sup>
- Architectural tour 10<sup>th</sup>

## National Delegates (under SONA)

- Lunch 8<sup>th</sup> – 9<sup>th</sup>
- Dinner 8<sup>th</sup> – 9<sup>th</sup>
- Architectural tour 10<sup>th</sup>

## Speakers:

- Forum Registration
- Accommodation 7<sup>th</sup> – 10<sup>th</sup> (3 nights) with breakfast
- Lunch 8<sup>th</sup> – 9<sup>th</sup>
- Dinner 8<sup>th</sup> – 9<sup>th</sup>
- Architectural tour 10<sup>th</sup>
- Airfares

## Special guests by SONA

- Forum Registration
- Accommodation 5<sup>th</sup> – 10<sup>th</sup> (5 nights single) with breakfast
- Lunch 5<sup>th</sup> – 9<sup>th</sup>
- Dinner 5<sup>th</sup> – 9<sup>th</sup>
- Architectural tour 10<sup>th</sup>

## Committee Members and observers

- Lunch and refreshments on 5<sup>th</sup> October
- Welcome reception on 4<sup>th</sup> October
- Friendship night on 9<sup>th</sup> October

## Students (International/National)

- Lunch 8<sup>th</sup> – 9<sup>th</sup>
- Architectural Tour
- Friendship night on 9<sup>th</sup> October

Ar. Swarup shall list the entitlement for the spouses under the different categories. The Accommodation for AAA2013 recipients would not be provided.

SGK

SONA shall also work out the Forum delegates' package.

SGK

Ar. Swarup presented the information of the speakers and the keynote speaker is Prof. Charles Correa. Ar. Pei Ing requested SONA to inform all those architects who have submitted papers but not shortlisted as a courtesy.

SGK

Action By

- Ar. Pei Ing requested Ar. Swarup to follow up with Roca, Indian branch on the sponsorship. SGK
- Ar. Swarup informed that for Asian countries, the visa could be applied on arrival and SONA would ensure their architects are at the airport to receive the delegates. Ar. Swarup was requested to send information concerning the requirement for visa application to all the Member Institutes. SGK
- Ar. Ishtiaque requested SONA to take note of the arrangement of the meeting room to ensure it is practical.
- Ar. Pei Ing would be going to Nepal on the 31st August to meet with SONA to go through the Forum details and also the Forum venue, meeting facilities etc. Ar. Ishtiaque is welcomed to join her.
- 5.3 Proposed Agenda of 34th Council Meeting – Restructured format
- Ar. Pei Ing has sent out the preliminary draft agenda for the 34th Council Meeting to the Member Institutes. She wishes to restructure the Council Meeting to minimize Council's time on mundane reports and housekeeping issues and dedicate more time on discussion on key issues that affect the profession
- Institutes to identify pertinent issues in which they would like ARCASIA Council to discuss and address, issues concerning education, practice, sustainability and social responsibility and also areas in which they would like ARCASIA to assist/facilitate. Whatever reports and documents sent would be deemed read. She has the support of all to move along that direction.
- She is also of the opinion that the works of the committees are the backbones of ARCASIA and as such, she would like the full participation of all the Committee Chairs to participate in the Council meeting and have the committee meetings held before the Council meeting. ALL
- 5.4 Invitation to Regional & International Organisations
- Ar. Pei Ing informed that the letter of invitations have been sent to the following International/Regional organizations to attend the ARCASIA Forum
- AIA,
  - Australian Institutes of Architects,
  - UIA,
  - AUA and
  - ACE.
- The invitation was not sent to MASA since the contact details are not available. INFO
- 5.5 Committee Meetings – logistic, refreshment and lunch for meeting representative and observers and charges for observers
- Ar. Swarup has generously agreed to take care of all the charges for the lunch and refreshment for the observer on 5th October.

Action By

6.0 Other Matters

6.1 Ar. KC informed that in view that Seoul would be hosting the UIA Convention in 2017 and organized under FIKA, FIKA would like to collaborate with ARCASIA on some of the events, especially on exhibition. It will be a good opportunity for ARCASIA to make a stand and set up an ARCASIA booth and some special tours for ARCASIA members would also be arranged.

Ar. Pei Ing informed that ARCASIA had a meeting with KIRA in Bangkok earlier this year to discuss how ARCASIA and KIRA could work together to promote ARCASIA in UIA Convention and ARCASIA has also given the commitment to support KIRA on this.

Ar. KC informed that KIRA would propose during the Council meeting in Nepal to request for a written MoU between ARCASIA and FIKA on the convention. Ar. KC was requested to inform FIKA to submit the proposal officially and this would be tabled for Council's approval.

KC

6.2 Ar. Ishtiaque indicated that IAB is interested to host the 2016 ACA. Ar. Pei Ing informed that HKIA has also indicated interest both during Bali council meeting and recently to host ACA 2016 in conjunction with their 65th anniversary and HKIA. The application for ACA is to be submitted next year.

Ar. Pei Ing informed that to date, there is no application made on the hosting of Forum in 2015 although the notice has been sent out.

6.3 Ar. Pei Ing also informed that there would be an election for President-Elect and Deputy Chairmen for the committees at the council meeting in Nepal and notice has been sent out. However, there is no dead line for the nomination and nominations could be made during the meeting. To date, three nominations have been received for the post of President-Elect.

6.4 Ar. Sathirut proposed a vote of thanks to President Ar. Pei Ing and her Hon Secretary Ar. Alvin and Hon. Treasurer, Ar. Kim and to recognise the works that have been done to prepare for the meeting. Ar. Pei Ing also thanked all the OBs and Committee Chairs for attending the meeting and gave her the support and to continue supporting her so that they could jointly deliver what has been committed.

Adjournment at 4.30pm

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