

ARCASIA, ARCHITECTS REGIONAL COUNCIL OF ASIA
2nd OB and Committee Chairs Meeting
Date : 19th April 2013
Venue: Manila, Philippine



Proposed Agenda :**Action By**

- 1.0 Convening of the 2nd Office Bearers and Committee Chairs Meeting (9.00am – 10.00pm)**
 - 1.1 Welcome Remarks - ARCASIA President, Ar. Tan Pei Ing
 - 1.2 Welcome Remarks – UAP President, Ar. Rozanno C. Rosal
 - 1.3 Adoption of the Agenda – Hon Secretary Ar. Alvin Lim
 - 1.4 Adoption of the Minutes of the Handing Over and 1st OB Meeting in Kuala Lumpur - Hon Secretary, Ar. Alvin Lim

- 2.0 ARCASIA Affairs (10.00am – 12.00pm)**
 - 2.1 Matters arising from the Handing Over and 1st OB Meeting
 - 2.1.1 Financial Matter and Change of signatories for HKIA Bank Account
 - 2.1.2 Change of Composition of Trustees for ARCASIA Incorporated
 - 2.1.3 ACA 15th Report from IAI
 - 2.1.4 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
 - 2.3 Funding and sponsorship
 - 2.4 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
 - 2.5 Revision of Constitution, Byelaws and updating of ARCASIA Handbook and Policy Manuals
 - 2.6 ARCASIA Architecture Awards, exhibition and publication
 - 2.7 ARCASIA Website, Facebook etc
 - 2.8 ARCASIA Corporate Identity System
 - 2.9 Architecture Asia Magazine and Emerging Architecture Awards
 - 2.10 ARCASIA Documentary – Presentation of the updated Version
 - 2.11 Reach-out program
 - 2.12 ARCASIA master calendar of events
 - 2.13 Financial Update
 - 2.13.1 Status of Internet banking of existing account with HSBC Hong Kong
 - 2.13.2 Status of setting up of separate account for sponsorship money pledged by partners

Action By**3.0 Update from the Zonal Vice Presidents on The Proposed Programs In Relation
ARCASIA Projects and Committee Programs (3.00pm – 3.45pm)**

- 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
(3.45pm- 5.30pm)**

- 4.1 ACAE – Dr. Chalay Kunawong
 - 4.1.1 ARCASIA Timeline Chart (ATC 1)
 - 4.1.2 The ARCASIA Student Jamboree & Student Competition Manual
 - 4.1.3 Virtual School of Architecture in Asia (AVSA)
 - 4.1.4 ARCASIA/ACAE Research Journal Concept Paper (ARJ)
 - 4.1.5 ARCASIA Architecture School Directory (ASD)
 - 4.1.6 ACAE Paperless Committee Report
 - 4.1.7 Cross Boarder Internship Program
 - 4.1.8 Student Interactive Website
- 4.2 ACPP – Ar. Ishtiaque Zahir Titas
- 4.3 ACPP Country Report Format
- 4.4 ACGSA – Ar. Ashvinkumar Kantilal
- 4.5 ACSR – Ar. Joseph Kwan
- 4.6 ARCASIA Fellowship – Ar. Sathirut Nui Tandanand

5.0 Other Matters

- 5.1 Status Report by SONA on 17th ARCASIA Forum in Nepal
- 5.2 Date of Venue of 3rd OB Meeting

Adjournment at 4.00pm.

Action By**Meeting Attendance**

President, Ar. Tan Pei Ing, (TPI)
Adviser, Ar. Kun Chang Yi (KCY)
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)
Joined the meeting after Zone B meeting in the afternoon
Zone B Vice President Ar. Edric Marco Florentino, (EMF)
Observer PAM President, Ar. Saifuddin Ahmad (SA)
Observer ASA President, Ar. Smith Obayawat (SO)

Absent With Apology

Immediate Past President Ar. George Kunihiro, (GK)
Zone A Vice President Ar. Swarup G. Koney, (SGK)

1.0 Convening of the Second 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 2nd meeting. She was glad to note that almost everyone except Ar. George and Ar. Swarup were able to attend the meeting.

She also thanked Ar. Rozanna, the President of UAP for their great effort made to host the meeting in Manila, despite of the short notice. She also acknowledged the great platform UAP has given to ARCASIA including their program/publication for their Convention with a double-page spread on ARCASIA activities and also a page dedicated to the ARCASIA Office Bearers to promote ARCASIA. In addition to that, UAP has also agreed to play the ARCASIA documentary video in their events and has included ARCASIA logo in some of the events banner. She hopes the other member Institutes would make similar effort to promote ARCASIA.

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

She is pleased to report that since the 1st OB meeting on 18th of January 2013, many activities have taken place. She reiterated that the member Institutes have voted the team because they have entrusted their confidence in team to do the job. As such, The team should stay committed to deliver what has been pledged and committed.

Action By

1.2 Welcome Remarks – UAP President, Ar. Rozanno C. Rosal

Ar. Rozanno welcomed the ARCASIA members to Philippines and apologise for any shortcomings. He expressed that it is an honour for UAP to host the meeting in conjunction with the UAP Convention. UAP has introduced many new events in this particular convention and he welcomed all to attend UAP's events including the exhibition Conex and all the dinners. He also informed that the Former President of Philippines, Ramos would be attending the dinner tonight and the Vice President of the Republic of Philippines honoured the Gala Dinner last night. He also thanked Ar. Pei Ing for honouring her presence at the Convention and UAP will always welcome the ARCASIA group.

Ar. Rozanno 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

1.4 Adoption of the Minutes of the Handing Over and 1st OB Meeting in Kuala Lumpur - Hon Secretary, Ar. Alvin Lim

The minutes of the Handing Over and 1st OB Meeting in KL, 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.

2.0 ARCASIA Affairs (10.00am – 12.00pm)2.1 Matters arising from the Handing Over and 1st OB Meeting

2.1.1 Financial Matter and Change of signatories for HKIA Bank Account

Ar. Pei Ing highlighted that there were many email communication with regard to this matter and the issue on the transfer of signatories is still not resolved based on the latest information received from Ms. Erika of HKIA. The HSBC Bank in Hong Kong has requested for one of the Board Resolution to be signed by the previous directors instead of the present team. She noted that based on some of the documents sent from HKIA and Ar. Marco, there seemed to be confusion with regard to signatories of the account and directors. As such, to eliminate the confusion and also to expedite on the transfer, 2 documents will be prepared, one is to be signed by one of the previous directors from UAP and the other one is to be signed by previous OBs (i.e. Ar. George and Marco), similar to the one prepared by Ar. Mubasshar previously. Both these 2 signed documents will be forwarded to HKIA and HSBC Hong Kong. Ar. Pei Ing noted that Ar. George's team took almost one year for the account signatories to be transferred and she endeavor to do that within half a year.

Ar. Pei Ing and her team shared their frustration encountered on the lack of proper handing over, especially with regard to the documents.

Action By

In view of this perpetual problem experienced by the previous and current administration with regard to the transfer of signatories, Ar. Pei Ing informed that proper procedure will be established so that the handing over to the next administration from her term onwards will be smooth. All the documents which are required for the transfer of signatories should be prepared and signed and handed over as soon as the new administration takes over. All these procedures established for the change of account signatories etc. will also be included in the Handbook that is being prepared. She also highlighted that process of transfer of account signatories is required every term because of the change of ARCASIA By-law for the ARCASIA Incorporated which stipulates that the Directors shall be 3 to be nominated by UAP, the President and Immediate Past President.

Ar. Pei Ing informed that a separate account for ARCASIA opened through PAM has been set up for all the sponsored money pledged to her presidency. There were a lot of problems encountered with HSBC Bank Malaysia and the account has now been set up with Hong Leong Bank instead. She is currently liaising with Gerberit, one the Corporate Partners to transfer the money pledged. She informed that currently, PAM and her have been paying the bills on ARCASIA's behalf for the expenses incurred for the preparation of the website, pins etc. and all these would be properly accounted for.

She clarified to Ar. KC that the subscription by the member Institutes would still be banked into the ARCASIA account with HSBC Hong Kong and the account in Malaysia is used strictly for the money pledged by the Corporate Partners to her term as President. However, She has intention to discuss with the corporate partners to explore the possibility for the unutilised sponsored funds to be transferred to ARCASIA account at the end of her term. It is up to the next President whether there is any necessity to set up another account in his own country.

Ar. Ashvin proposed to record a vote of appreciation and thanks to both PAM and Ar. Pei Ing for fronting the cost for all the expenses incurred for the various activities and programs.

Ar. Kim informed that in the financial report furnished by Ar. Junichi during the last OB meeting, the amount stated is slightly different from what was reported and the following should be the correct figure: -

- The total income is: 89,454.00 USD for the ARCASIA Fund;
- The total expense is: 25,462.01 instead of 25,462.00 USD for the ARCASIA Fund;
- Balance ARCASIA Fund is USD 63,991.99
- The total income is: 1,223.93 USD instead of 1,223.92 for the Fellowship Fund

The Balance is: 65,215.92 USD

Ar. Edric was requested to follow up on the following:-

Advance payment to UAP for postage for the remaining history book as requested by Ar. Yolanda.

Payment of outstanding subscription fees by UAP during Ar. Mubasshar's term, which was wired to the wrong address to IAB

Action By

2.1.2 Change of Composition of Trustees for ARCASIA Incorporated

The resolution from UAP on the change of 3 Trustees for the ARCASIA Incorporated has been furnished by UAP via email. This document was also forwarded to HKIA. However, Ar. Pei Ing requires the original signed document to be furnished by UAP. Ar. Edric Marco was requested to assist on this matter.

EMF

2.1.3 ACA 15th Report from IAI

Ar. Munichy B. Edress, President of Host Institute, IAI was supposed to send the report on the 15th ACA within a week as agreed by the Council during the Council meeting in Bali. Ar. Pei Ing has sent several email reminders to IAI President but IAI has not responded. As such, Ar. Alvin will continue to follow up with IAI on this.

AL

Ar. Pei Ing informed that all the other outstanding reports for the 33th Council Meeting draft minutes have been submitted and she has posted the minutes and the attachment on the ARCASIA website. Only member Institutes with the password can log in to view and download the minutes. This is done to protect the confidentiality of the minutes from the public, especially other rganize ion due to some sensitive issues discussed. The minutes have also been sent by Ar. Marco to all the member Institutes and are subjected to approval by Council in the next meeting in Nepal.

Ar. Chalay informed that they are having problems getting the technical reports from the past ACA and Forums and requested for criteria to be included for the technical reports to be submitted by the hosting institute of ACA and Forum. Ar. Pei Ing informed that the Handbook on hosting of ACA and Forum could be reviewed to include this requirement under the post ACA/Forum report.

2.1.4 Heritage Book Map Correction and Apology Letter

Ar. Mubasshar, IAB, has yet to issue the correction of the map in the Heritage Book using the official world map of UN. Ar. Marco has already sent a copy of the said map to Ar. Mubasshar, who has acknowledged receipt. The letter of apology is also still pending although Ar. Mubasshar informed that it would be done soon. Ar. Pei Ing informed that she has written a couple of emails to Ar. Mubasshar on this but did not receive any response from him. In order to move forward and to close this issue, she proposed that since she has taken over as President of ARCASIA, she is prepared to write a letter of apology to both Pakistan and Thailand on the errors made on the map in the ARCASIA History Book. She also informed that Ar. Akeel is reviewing the History Book and correction of the map would be made together with all the other corrections. The proposal was adopted unanimously.

TPI

2.2 Growth of New Membership

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

Ar. Swarup was not present to report on the status and he also did not submit any update before the meeting as requested. As such, this item will have to be deferred.

SGK

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

Action By

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 Institutes followed by a couple of reminders but there was no response. Ar. Smith Obayawat informed her that he has recently met up with the President of Association of Myanmar Architects (AMA) and they are quite keen to join ARCASIA. The President of AMA would also be attending the ASA Convention. Ar. Pei Ing would write to the President of AMA to suggest to meet up for a short discussion in Bangkok and Ar. Smith would assist to follow up on this.

Cambodia Society of Architects has always been interested to join ARCASIA. Their representatives attended the Council meeting in Danang and they were also in Bali. However, due to no fault of theirs, they could not attend the Council meeting in Bali as observer due to change of date of Council meeting by IAI. However, Council has decided not to acknowledge their presence in Bali as observer in the Council meeting and this has set them back by a year. ARCASIA will continue to reach out to them.

TPI

- 2.2.3 Ar. KC informed that the Architects of North Korea are also interested to join ARCASIA and he suggested to establish dialogue with them. KIRA has tried to contact them but politically, they are unable to have a dialogue with KIRA unless their government grants approval. Ar. Pei Ing will try to get in touch with them. KIRA has no objection for them to be part of ARCASIA as it is part of KIRA's long-term plan to unify with them. China has good relationship with North Korea and he suggested ASC to also assist in establishing dialogue with them.

TPI/XZW

2.3 Funding and sponsorship

Ar. Pei Ing informed that the sponsorship package/program which was adopted by Council in Bali has been uploaded on the ARCASIA website. In addition to the MOUs signed with the 3 Corporate Partners, she is also exploring with other sponsors/partners. However, she urged the other OBs and Committee Chairs to also lobby for sponsorship through their contacts.

ALL

Ar. Sathirut informed that Jotun in Thailand has expressed interest for sponsorship and he enquired whether it is a problem/conflict to have 2 sponsors from the same industry to be ARCASIA sponsors.

Ar. Pei Ing is of the opinion that there should not be a conflict having sponsors from the same industry as they can sponsor different programs and events.

AR. Ashvin also shared his experience in SIA that it is acceptable to have more than one parties from the same industry as long as it is made clear to them that there is no exclusive arrangement and for different programs. There was also no problem for their logos to appear on the same banner on the same platform and joined events.

Ar. Alvin Lim also shared PAM's experience that there are sponsors from the same industry as long as it is made clear to them that there is no exclusivity and spread them over different events.

Ar. Sathirut asked whether ARCASIA wish to have variety or to consider exclusivity as a matter of policy.

Action By

Ar. Pei Ing is of the view that currently, ARCASIA does not have that many sponsors and the priority is to have more sponsorship. In addition to that, the nature of sponsorship will depend on the negotiation on the case-to-case basis. If a particular sponsor is prepared to pledge a substantial amount of sponsorship for exclusivity, it could be considered. However, if the amount is small, exclusivity should not be entertained. For example, Bluescope Steel has been the key sponsor for KL-Datum for many years. Currently, ARCASIA sponsorship program is still at an infant stage and it should be kept open and flexible for the time being. She is also concerned that if there were only one sponsor per each category of industry, it would appear that ARCASIA is endorsing a particular brand/company and excluding others.

Ar. Pei Ing informed that the different levels of sponsorship as suggested by Ar. Joseph and raised by Ar. Ishtiaque have already been incorporated under the current sponsorship framework, prepared previously by Ar. Sathirut and adopted by Council in Bali. This was presented to all for information again during the meeting. There are 3 categories, Platinum, Gold and Silver for different amount of sponsorship with specific benefits.

She highlighted that the MOUs signed with Gerberit, Roca and Sika are on different basis. These 3 corporate partners have not asked for anything in return except for their names to be included in the event banners etc and to be acknowledged.

She informed again that Gerberit has committed S\$ 300,000 (S\$100,000 for 2013 and S\$ 200,000 for 2014). ROCA has sponsored the dinner in Bali and has also agreed to host the ARCASIA Awards Presentation event in Nepal. However, she is still waiting for SONA to revert on the budget. If the amount is too huge, SIKI has agreed to co-sponsor the event. Ar. KC is of the opinion that ARCASIA should think of a way to reward them. Ar. Pei Ing informed that She has acknowledged their contribution by including them as Corporate Partners on the Homepage of the ARCASIA website and links are provided to link their logo to their company websites. A special page has also been created with write up to acknowledge the MOUs signed with them and their involvement.

She also highlighted that negotiation with the sponsors could also be on a particular program or project, including publication.

Ar. Sathirut suggested some funding to be secured for general expenses to finance travels for meetings etc so that it does not burden the individual or the institutes. He proposed to prepare a guideline for this. Ar. Sathirut informed that there are some sponsors who are prepared to sponsor an amount to ARCASIA without a specific project, just to be part of ARCASIA and those money could be used to cover traveling cost. Ar. Joseph suggested for the account to be split, one for general expenses and one for specific projects.

However, Ar. Pei Ing has differing views on this. She is of the opinion that sponsored money should be used strictly for projects and programs and not for individual travelling expenses. She informed that she, Hon Secretary and Hon Treasurer, Ar. Alvin and Ar. Kim are funding their own travelling expenses for works under ARCASIA.

Ar. Pei Ing reiterated that this is a policy matter and she strongly subscribes to the principle that ARCASIA should not get sponsors to fund individual travel. The institute nominates the Office Bearers and Committee Chairs and their traveling expenses for ARCASIA activities will depend on their respective arrangement with their Institutes. Using the fund to subsidise individual travel will attract complaints.

Action By

Ar. Ashvin shares the same view as Ar. Pei Ing. The sponsorship money should be used for projects that benefit all member Institutes in the areas that have been identified and travelling expenses should be left between the individual and their institutes to work it out. He is also paying for his own expenses, as he prefers for SIA to use the money for the members rather than his travels.

Ar. Ishtiaque informed that his travel is also borne by himself and not by his Institute. However, he highlighted that at times, needs may arise where certain individual's travel is required but he could not afford and require ARCASIA's support.

Ar. Pei Ing clarified that ARCASIA has its own funds based on subscription etc. If there is a need for special consideration to be given to an individual to cover for travel, the fund could be from ARCASIA's account, as approved by OB and Council and not from the sponsored money and this was done before on case to case basis. There should not be any general policy to allow travelling expenses as it is subjected to abuse. Even there is no abuse, this will still be perceived as abuse with unnecessary accusation as this benefits only certain individuals.

She also clarified that travelling expenses to invite speakers for CPD programs etc as highlighted by Ar. Ishtiaque are part of the cost of a particular event and it is never a problem, which is different from subsidizing individual travel for OBs and Committee Chairs.

She also reiterated that the allocated budgets for individual Committee and Vice Presidents are meant for programs, secretariat expenses and not to be used for travel. Ar. Ishtiaque also agrees that using the money for travel will be an issue as per past experience when certain committee chair requested funds for traveling has attracted a lot of unfavourable comments. It is sensitive and questioned will be raised who is entitled to it.

ALL

2.4 MOUs with Other Regional Organizations/Institutes

2.4.1 UIA

Ar. Pei Ing informed that UIA has held a Council meeting in Durban recently but she was unable to attend. Ar. Esa Mohamed, the Vice President of Region IV has sent an email to her on the areas in which ARCASIA and UIA could collaborate and she will be arranging a meeting with him to discuss further.

TPI

Ar. Ishtiaque informed that during the meeting in Durban, it was acknowledged that UIA is too Euro centric and it was accepted that Asia should be represented in UIA and be more active so that our views could be represented.

Ar. KC informed that in view that Seoul would be hosting the UIA Convention in 2017; it will be a good opportunity for ARCASIA or Asia to make a stand. For example, in the recent UIA Convention in Tokyo, there was an ARCASIA booth and he will take this up with the UIA 2017 committee for consideration, in addition to any other things that ARCASIA may wished to pursue.

KCY

Ar. Ashvin reiterated again that the ARCASIA booth in UIA is a joint effort among SIA, PAM and ASA and not SIA alone.

INFO

2.4.2 AIA

As agreed in the last OB meeting, Ar. George was tasked to work with Ar. Sathirut to identify areas in which ARCASIA and AIA can cooperate that will benefit the members of ARCASIA.

Action By

Ar. Pei Ing reported that she has received an invitation from AIA to attend the AIA Convention in June and AIA will be conferring an honorary membership and presidential medal to her. In addition to that, AIA has also invited 2 other ARCASIA representatives to attend the event. She has requested Ar. Sathirut because of the task given to him and Ar. Ishtiaque, being Chair of Practice to go this year and both of them, have accepted the invitation. Two other persons will be proposed next year.

Ar. Sathirut informed that the President of AIA, Ar. Mickey Jacob would be in Bangkok for the ASA Convention and he will arrange a meeting with him to discuss on the area of collaboration with regard to the following: -

- The assistance on CPD program and the basic courses AIA is offering.
- Specific topics where ARCASIA may not have the expertise and whether AIA could sponsor/facilitate the lecturers to present on those areas.

The term of president for AIA is only for one year and the President-Elect has already been elected. Ar. Sathirut proposed to also follow up on this with him and the CEO of AIA in June during the AIA Convention for continuity and to establish continuous dialogue framework between ARCASIA and AIA.

TPI/SNT/IZT/GK

2.4.3 AUA

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

She also informed that as per the last OB meeting, Ar. George is tasked to follow up with those organizations to pursue areas of cooperation arising out of the MOU signed. Ar. George has just sent an email to AUA President to follow up on this.

GK

2.4.4 MASA

No progress reported

GK

2.4.5 ACE

No progress reported

GK

2.4.6 CAA

Ar. Pei Ing has written to the President Ar. Mubasshar and there was no response. She will not pursue this further for the time being

INFO

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

2.5.1 Ar. Pei Ing informed that she has completed the review of the ARCASIA Constitution and Bye-laws which were presented and adopted during the last OB meeting. Ar. Akeel has assisted her with the proof reading and he has reverted on some minor comments. The preparation of the Handbook including updating the policy manual and guidelines is about 70% completed.

TPI

Ar. Edric has also kindly provided the pdf file for the Policy Manual 2007 as requested.

Action By

2.5.2 Ar. Pei Ing has circulated the proposed amendment to the Constitution with regard to the qualification for President-Elect and Vice Presidents, taking into consideration of the comments made during the last OB meeting not to limit the qualification to only Presidents or Past Presidents of the member Institutes. The following proposals were agreed upon by all. Notice will be sent out to all the member Institutes and will be presented to Council for approval: -

c) *President Elect and President*

c.1 *President Elect*

A President Elect shall be elected at an Annual Meeting of the Council held an year before the expiry of the term of office of the incumbent President from amongst the nominees proposed by the member National Institutes of ARCASIA and shall take-over office of the President upon the expiry of the term of office of the incumbent President in the year following, as President of ARCASIA. No person shall be elected to the office of the President Elect 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 Vice President or Past Vice President/Deputy Chairman of ARCASIA.

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 the Vice President unless he has served at least two full years as a member of the Council and is a Chairman or Past Chairman of ARCASIA Committees.

It was discussed and agreed that the residency requirement as raised by Ar. Zongwei is not required as the nomination will be from the member Institute.

2.5.3 ARCASIA Committees Deputy Chairman election

Ar. Pei Ing also proposed to introduce qualification to be prescribed for the Deputy Chairs for ARCASIA Committee to ensure certain amount of continuity and to ensure only those who are knowledgeable with the committee activities are eligible to be nominated. For future new Committee to be formed, qualification can be set separately for the new Chairman.

Action By

The following proposal was agreed upon by all :-

Every two years, at the ARCASIA Council Meeting coinciding with an ARCASIA Forum, there shall be a call for the position of Deputy Chairman of each one of the ARCASIA Committees except for ARCASIA Inter-Committee

No person shall be elected to the office of the Deputy Chairman unless he has served at least two full years as a member of the respective ARCASIA Committee. Individuals shall be nominated for that position by their own Institute and appointed by the Council.

Ar. Pei Ing also reiterated that as agreed and adopted in the Bali Council, the Committee could identify a candidate but they have to ensure the said candidate has the endorsement from his own Institute and nominate him at the Council meeting. It was also agreed during the Bali Council Meeting that the Deputy Chair of Committee would not enjoy any local hospitality.

2.5.4 Committee Meetings

Ar. Pei Ing has also sent an email to all before the meeting on the nomination of representative from the member Institute to attend the Committee meeting. She highlighted that based on the current Constitution as follow for ACAE as example, the committee members are required to be nominated by the member Institutes and she wants this to be strictly adhered to.

9.0 Committees

9.1 ARCASIA COMMITTEE ON ARCHITECTURAL EDUCATION (ACAE)

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. 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.

She observed that currently, anyone is allowed to walk into any committee meetings and this has caused disruption to the meetings and makes it difficult for the Hosting Institute to plan for the facilities. She suggested for earlier notice to be sent out to the member Institutes to nominate the representatives before the meeting so that early communication and programs for discussion could be established with the Committee Chairs for more effective meeting. This is also for proper governance.

The current 4 Committees have already been established and agreed by Council and it is up to the member Institutes to decide on which Committee they would like to send their representatives and it is entirely up to the Institutes to handle/resolve the expenses within their own Institutes.

It was also discussed and agreed that observers to be allowed. The intention of having the observers is to groom them to be a committee member in future based on the following: -

Action By

- (1) The maximum no of observers allowed per Institute per Committee is 2 and they are required to be nominated by the member Institutes.
- (2) The observers are not allowed to participate and make comments during the meeting.
- (3) The observers will also not be entitled to any local hospitality unless the Host Institute decides to extend to them.
- (4) The observer’s attendance to be counted as part of the qualification but the system to account for it has to be worked out.

The above will be included in the Handbook.

It was suggested for a system to be put in place to address arrangement for the observers to register ahead and pay for local hospitality during meeting, using the recent CAA conference as an example (ie. Coupon system).

ALL

2.6 ARCASIA Architecture Awards, exhibition and publication

Ar. Pei Ing informed that the ARCASIA Awards for Architecture 2013 (AAA2013) has been restructured and launched. The member Institutes have been notified through emails and this has also been posted on the ARCASIA website. Ar. Wan Sophia has been appointed during the last OB meeting to be one of the committee members of the Award Committee and will be assisting SONA on this. FTP site has also been set up on SONA’s behalf for uploading the entries. She hopes all the member Institutes will help with the promotion of AAA2013, including submission of their winning awards as this is going to be a very prestigious award and the presentation will be similar to the Aga Khan or Oscar Award with proper award ceremony. The submission is on line.

SGK/SONA

She also informed that she has secured a sponsor for the Award Presentation Dinner and she is still waiting for the budget and details from SONA for further discussion with the sponsor

TPI/SGK/SONA

Ar. KC informed that some KIRA members have expressed unhappiness with the Awards due to the previous experience where Gold Medal was conferred to one of the submissions, which did not get an award in KIRA and they have decided not to submit their projects. As such, he is of the opinion that unless the submission is good, the Award should not be given to maintain the prestige of the Award.

He also mentioned that previously, the Awards are two-step process. First step involved is a simple submission for shortlisting and once shortlisted, more details will be submitted. The current submission is on line and he is unsure whom the jury is going to be and the quality of his computer to judge the submissions done on line.

Action By

Ar. Pei Ing clarified that while ARCASIA has no control over the judges' preference, in principle, the Awards are only to be given to projects that deserve the Awards and the Awards should not be given for the sake of giving it. The jury panel selection is per the Rules and Regulations that have been established and the only change she has made for this year is to allow judges from countries outside the country that the President is from to be appointed rather than excluding all the countries under the same zone as the President. She is of the opinion that choosing the right juries is important but the Convenor also plays a very important role in managing and guiding the judging process to ensure the principle of giving the Awards only where it deserves is maintained. However, she highlighted that this will not guarantee that the experience faced by KIRA would not happen as different juries look for different aspects and at times, even the juries themselves do not agree with each other. At such, the outcome may be different for the same submissions, which are judged by different group of juries. In addition to that, the criteria of judging for different Awards may also be different. As such, she hopes that Ar. KC could convey the message to KIRA members and encourages them to participate in the 2013 Awards in the spirit of promoting design excellence of Architects within our region. In addition to that, there are now 10 categories of Awards and KIRA should not compromise their opportunity to be promoted. Examples of Zaha Hadid and Sydney Opera house were quoted.

KCY

For the AAA 2013, Ar. Pei Ing informed that the submissions are now opened to all members of the member Institutes as per the new structure that was presented and adopted in the last OB meeting as per the mandate given by Council in Bali. Submissions would be through the Institutes or direct and there is a verification requirement. The judging process is similar to those adopted in the previous Award, which is one stage process. The format of submissions is all clearly spelt out in the submission guidelines including the resolution etc. The shortlisted entries will be requested to submit higher resolution for final judging and also for publication etc. The preliminary judging will be done on line but the final judging will be at a meeting, currently scheduled to coincide with the OB and Committee Chair meeting in Weihai. The online judging was already adopted in Danang. Ar. Alvin also informed that online judging have been practiced widely including PAM.

Ar. KC was informed that the Convenor of the Award is Ar. Debesh from SONA and there is an Award Committee as per the rules and regulation and there is no requirement for an advisor as mentioned by Ar. KC. However, SONA is free to seek any advice from everyone if necessary. Ar. Ishtiaque offered his assistance.

SONA

2.7 ARCASIA Website, Facebook etc.

Ar. Pei Ing informed that the ARCASIA Website has been launched in March and is being updated constantly. Institute events have also been posted. She requested everyone to check the website regularly and also revert on the improvement required. She also urged the Committee Chairs to provide more information to be posted. She informed that the Webmaster has complaint that the quotation for maintenance submitted previously did not anticipate the amount of updating involved and ARCASIA may need to pay a higher maintenance charges.

ALL

Ar. Zongwei commented that the new website is a lot more informative.

Ar. Chalay also noted that all the information he has provided is already posted on the website.

Ar. Sathirut will be preparing the list of fellowship members to be uploaded. All the updates could be emailed to Ar. Pei Ing and she will forward them to the Webmaster to update accordingly.

Action By

ARCASIA Facebook in addition to President_ARCASIA Facebook has also been set up.

ALL

Ar. Pei Ing also requested all the Vice Presidents to encourage all the member Institutes to assist to promote the ARCASIA website and Facebooks to their members.

2.8 ARCASIA Corporate Identity System

Ar. Pei Ing, with the agreement by Obs and Committee Chairs in the last OB meeting and through emails, has engaged a company to develop the ARCASIA Corporate Identity System. The proposal (refer to attachment) has just been received and circulated to all before the meeting. The following were discussed:

TPI/AL

2.8.1 ARCASIA logo

Ar. Ishtiaque suggested another proposal to be made for bigger texts to be introduced for ‘Architects Regional Council of Asia’ to be placed at the side of the logo for backdrop etc.

INFO

2.8.2 ARCASIA pewter badges

The pewter badges have been made (200 pieces with combination of pins and magnet)) and distributed to all. The format of the badges has also been included and adopted

2.8.3 Letter Head

Ar. Pei Ing informed that the proposed letterhead is based on the format adopted by the previous term under Ar. George and only the particulars have been changed

Ar. Pei Ing also clarified to Ar. Sathirut’s query that the address of the secretariat is the Institute in which the President is from. I.e. PAM for Ar. Pei Ing, and JIA for Ar. George

Comments were received from Ashvin to shift the name of the OBs and Committee Chairs to the left. A sample will be prepared to test the effect.

TPI/CVC

Ar. Ishtiaque suggested for abbreviation for member Institutes to be included instead of the full name. However, it was agreed that other organization that receive the letter might not know what they mean. Ar. Alvin suggested to include the member Institutes also on the side below the OBs and Committee Chairs and a sample to be prepared.

TPI

2.8.4 ARCASIA Award Gold Medal

Ar. Pei Ing that what was presented is based on the checklist but she is of the opinion that this should be redesigned. Mandate was given by Ar. Pei Ing to engage a designer to redesign the medal and the proposal will be circulated for approval as there is still time.

Action By

2.9 Architecture Asia Magazine and Emerging Architecture Awards

Ar. Pei Ing, with the permission of the OBs and Committee Chairs, invited PAM President, Ar. Saifuddin to report on this matter.

Ar. Saifuddin informed that the announcement on the rebranding of Architecture Asia Magazine and the Emerging Architecture Awards has been sent out to all the member Institutes. He hopes that the member Institutes will promote the magazine and to encourage more active participation. He hopes that there is more positive response.

Ar. Pei Ing added that the first issue is on 'Greening Asia' and the closing date is 15th May 2013.

2.10 ARCASIA Documentary – Presentation of the updated Version

Ar. Pei Ing informed that with the approval given by the OBs through emails and supported by the Committee Chairs, she has appointed Intact Group to prepare a new/updated video documentary for ARCASIA. She has also written to Ar. Kalim to inform him of this.

She and Ar. Alvin have met up with Intact Group and went through the first draft storyboard and they will revise the storyboard based on the comments given. She has rejected four samples of the voice, which were provided earlier. It was discussed and agreed that it should be an oriental female voice with Queen English. Additional 6 more samples, which were just received during the meeting, were played. 2 (female) voices were short listed. Mandate was given to Ar. Pei Ing and her team to do the final selection.

TPI

Ar. Pei Ing also reported that Ar. Kalim has kindly prepared the raw file for the previous documentary video as requested but was unable to courier it due to custom restriction and the file is 64GB. Currently, they are still trying to find a way to bring it over since the file is too big to be transferred through FTP site etc.

Ar. Pei Ing has also received some video footage from Ar. Bai Ping from ASC and forwarded them to the designer to check whether they can be used.

Ar. Pei Ing requested Ar. Edric Marco to assist to get the original material used by UAP for the History Book, as she would like to include some of the pictures in the documentary. Ar. Edric Marco will coordinate with Ar. Corazon to pass him the material in time for him to bring over to Bangkok in May for the Zone B meeting held during ASA Convention.

EMK

2.11 Reach-out program

Ar. Pei Ing informed that she has over the past few months tried to reach out to the Fellowship members, Past chairmen and also friends of ARCASIA through emails to update them on the ARCASIA news. She would like to list of the fellowship members to be finalized and go on the fellowship membership drive to encourage all the others to join.

Ar. Sathirut informed that he has based on what Ar. Pei Ing has sent out compiled the list and he will update the list to include a copy of the directory, which has just been given to him by Ar. Ishtiaque.

TDI/SNT

2.12 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 to date, only HKIA and ASC have reverted. The intention is to prepare the master program for ARCASIA and also for ARCASIA to promote the programs in the website. The others were requested to revert and the Vice Presidents were requested to follow up.

AL/SGK/EMF/XZW

Action By

2.13 Financial Update

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

The application will be submitted after the account signatories have been transferred. A resolution is required to be prepared for this.

The Office Bearers of ARCASIA 2013-2014 approved the following resolutions:-

'The Office Bearers of ARCASIA 2013-2014 at their meeting in Manila, Philippines on Thursday, 19th April 2013, consent that a business internet banking service shall be enrolled with the Hong Kong and Shanghai Banking Corporation Limited, Hong Kong (Account No: 808-877252-838)

The authorized person to operate the account will be as follow:

President: Ar. Tan Pei Ing

Honorary Treasurer: Ar. Tan Kim Yan

Two primary users to jointly to set-up, modify or delete secondary users and/or change transaction limits

2.13.2 Status of setting up of separate account for sponsorship money pledged by partners

This has been reported under item 2.1.2 above

3.0 ARCASIA Affairs

3.1 Zone-A, Ar. Swarup G. Koney

Ar. Swarup was not present and no update was submitted

3.2 Zone-B, Ar. Edric Marco Florentino

Ar, Edric Marco presented the (refer to the attachment)

The first Zone B meeting was held this morning. The next Zone B meeting will be held in Bangkok in conjunction with ASA Convention

EMF

3.3 Zone-C, Ar. Xu Zongwei

Ar. Zongwei presented his update as per the attached.

He informed that he has emailed his following main activities to member Institutes under Zone C and has received support from them: -

1. Activity Plan for Zone C which include: -
 - a. A symposium
 - b. To provide model projects for sustainable development
 - c. Encourage member Institutes to set up link to Architecture Asia magazine and to submit more projects for publication
 - d. To provide information on their events and also to identify areas which they require assistance from ARCASIA

Action By

2. Action Plan for Zone C and ASC
 - a. To encourage more members and students to participate in the ARCASIA Forum in Nepal
 - b. To invite speakers from Mongolia, Chinese Hong Kong and Chinese Taipei to give presentation at the 10th International Symposium on Architectural exchanges in Asia, jointly organised by ASC, KIRAZ and JIA in 2014
 - c. To host the 3rd ARCASIA OB meeting and Zone C meeting in Weihai, Shandong Province China in Aug (15-19)
 - d. To invite Zone C and other ARCASIA member institutes to participate in China (Shanghai) International Architectural Festival will be held on 12-14 October 2013

Ar. Zongwei informed that recently the former president of the Association of Hungarian Architects and President of Association Visegrad Four Architecture Association visited ASC and proposed for a MOU to be entered between ARCASIA and Association Visegrad Four Architecture Association and they would like to attend the ARCASIA Forum in Nepal.

Ar. Pei Ing highlight that they are unable to attend ARCASIA meeting as an observer as they are no part of Asia. However, they are welcome to attend the opening as ARCASIA guest and also the Forum. It was also discussed and agreed that MOU could be considered as long as it is a regional organization as it is ARCASIA's policy not to sign any MOU with an individual Institute. The MOA signed with AIA in 2006 under Ar. Yolanda's term as Chairman was the only exception given by Council. ASC clarified that Association Visegrad Four Architecture Association is a regional organization representing 4 countries. Ar. Zongwei will follow up with the President to write to ARCASIA officially and to propose the terms of the MOU.

XZW

Ar. Zongwei reported that the 3rd OB and Committee Chair meeting (15-19 August) will be held in conjunction with the 7th China Weihai International Human Habitat Festival and 4 nights accommodation and local hospitality including all transportation will be provided. The proposed schedule is also as per attached document. The invitation letters were furnished to all by ASC during the meeting. He also invited the Obs and Committee Chairs to present the papers at the Forum 'Beauty China and Urban Ecological Civilization. The Obs, Committee Chairs and Presidents of Zone C member Institutes will also be invited to attend the award ceremony and dinner of the Blue Star Cup, which is the 7th China Weihai International Architectural Design Competition.

XZW

Ar. Pei Ing, on behalf of everyone thanked ASC for the great effort put in to organize the OB and Committee Chair meeting and also arranging such an elaborate program and she hopes everyone would be able.

Action By

4.0 Update by Chairmen of ARCASIA Committees on the Proposed Programs (3.45pm- 5.30pm)

4.1 ACAE – Dr. Chalay Kunawong

4.1.1 ARCASIA Timeline Chart (ATC)

The online timeline chart (ATC 1) has finally been posted on the website. For the the next stage of preparing ATC 2, Ar. Abu Sayeed, who was supposed to draft the criteria for ATC 2 to extend time span and to provide more in depth information on existing and new ATC has yet to revert. Ar. Pei Ing suggested for Ar. Chalay to draft the criteria/template and she would work with the Webmaster to explore how the time frame could be extended and the manner in which the information could be updated on line. Dr. Chalay would also issue letters to the member Institutes requesting them for cooperation

Ar. Chalay was requested to clarify on the bill submitted by Ar. Abu Sayeed as it appears that the bill is for the design of the online version of the ATC1 and not the hard copy for ATC2 as reported by Ar. Chalay. The payment should have been approved by ACAE previously. She is of the opinion that the payment should not be delayed if the works have been completed as agreed. The bill is dated October 2012 and is a commitment made before the current team. The bill was also addressed to Ar. Chalay. Ar. Chalay agreed to follow up and to revert on this.

CK

4.1.2 The ARCASIA Student Jamboree & Student Competition Manual

Ar. Chalay reported that the revision of the Manuals is completed. He has forwarded the student competition manual to SONA. Ar. Swarup has confirmed that Ar. Devendra Gongal will be the convenor of the student competition. Dr. Chalay was requested to follow up closely as the time is running short. Ar. Pei Ing suggested Dr. Chalay to decide on the theme rather than waiting for SONA to propose. However, Dr. Chalay is still of the view that SONA has to decide on the details.

CK

4.1.3 Virtual School of Architecture in Asia (AVSA)

The Virtual Workshop was supposed to be led by Nuno and Dr. Walaiporn and to be tested on how it should work among our community. To date, not much progress has been made and follow up is required. Ar. Chalay suggested to discuss this further with Ar. Zul from PAM and he seems to be interested to participate.

CK

4.1.4 ARCASIA/ACAE Research Journal Concept Paper (ARJ)

Ar. Chalay reported that Ar. Pei Ing has assisted and compiled technical papers for the years 1982,84,86,87,88,97,98,2000,2003. ACAE is in the midst of setting up the panel to review the papers and Ar. Chalay will be meeting up with Ar. John Fernandez, who will be heading the review panel this afternoon. Ar. Chalay informed that they have decided to only review the paperS after year 2000.

Ar. Pei Ing is of the view that the Journal format will have to be decided by the panel. The Webmaster’s duty is only posting whatever they are given. Ar. Pei Ing also requested Ar. Chalay to follow up directly with those Institutes who hosted the recent ACA and Forum in the recent years for the technical papers.

CK

Ar. KC also requested Ar. Chalay to write to the Institutes directly instead of relying on the President Pei Ing to write on matters concerning the committees, after she has made the introduction. Ar. KC requested to assist to follow up on the technical report / papers for the ACA held in Busan during his team as Chairman.

CK/KCY

Action By

4.1.5 ARCASIA Architecture School Directory (ASD)

This has been embedded and activated in the ARCASIA website. Ar. Chalay will continue to send reminders to the member Institutes to update

CK

4.1.6 ACAE Paperless Committee Report

Completed and no more update

INFO

4.1.7 Cross Boarder Internship Program

Ar. Chalay informed that the proposal is completed but not implemented because under the current MOU template, there are problems relating to visa

4.1.8 Student Interactive Web site.

Ar. Pei Ing is still waiting for Dr. Chalay’s feedback on how he intends to implement this so that she could direct the Webmaster to facilitate that.

Ar. Pei Ing suggested that currently, the website has incorporated a section for any queries to be directed to ARCASIA email addresses on any activities of ARCASIA. This can be used as a platform for students’ interaction and enquiry. She also suggested ARCASIA Facebook to be used as a platform for students’ interaction and she can make Dr. Chalay as one of the FB manager. However, Dr. Chalay is more comfortable with the email communication. It was discussed and agreed that sub menus to be set up under ‘contact’ under the ARCASIA website for specific enquiry to be channeled to the various Committees as proposed by Ar. Pei Ing. Enquiry on students and architectural education will be channeled to Dr. Chalay’s email address “ chalay@ongsa.co.th” for the time being.

4.2 ACPP – Ar. Ishtiaque Zahir Titas

Ar. Ishtiaque presented the update as follow (refer to attachment)

ACPP Country Report Format will be called ARCASIA Practice Data. The data will be posted on the website and updated progressively. The excel format is based on what was presented in the last OB meeting. Ar. Ishtiaque will send this format to all the member Institutes after this OB meeting for them to fill up within a month. The ARCASIA Practice Data comprise of the following sections

- Membership
- CPD
- Publication
- Education
- Other Issues

The practice data collected will be converted into a Practice Handbook/Manual so that it can be used as a guide for younger practitioners and the ARCASIA nations will have a common ground and minimize differences to facilitate cross boarder practice. The content of the Practice Manual will contain the following 5 sections: -

- S1 Profession
- S2 Practice
- S3 Project
- S4 Persons
- S5 Papers

Ar. Joseph suggested to include in house training and updating of information for bigger firm and ISO 20600 on reference to Social Responsibility

Action By

Ar. Ishtiaque proposed to gather substantial information before Nepal Forum and Council Meeting and complete the handbook before the end of the term.

Ar. KC commended on the effort by ACPP. He suggested for Ar. Ishtiaque to provide a format to guide the respective Institutes to submit the data and to avoid misunderstanding and confusion over the data to be provided.

IZT

4.3 ACGSA – Ar. Ashvinkumar Kantilal

Ar. Ashvin informed that arising from the round table meeting in Manila end of last year, there was a suggestion by PAM to get something started and to use SIA's position paper on 'Attributes of a Sustainable Built Environment (ASBE)' as a starting point of sharing. The paper is as per attached

The proposal is to request ACGSA members to upload creative sustainable design and solutions (built or unbuilt) in their respective countries based on relevant attributes as in ABSE. The following are some examples

- ASA - can share good proposal on results of sufficiency plan (championed by His Royal Highness)
- VAA - Bamboo architecture
- IAI - Green school in Bali, Indonesia
- PAM – evolution of the green building index scheme to address macro planning/design issues i.e. township

The information will be uploaded on ARCASIA website with a direct link to the project for more detail information.

Some of the examples presented covered Poh Ern Shih Temple, Gardens by the Bay, Puala Semakau (Singapore), BCA Academy (Singapore) Solar Water Heating by Nepalese Architect Debesh Bhattarai (Nepal) and Green Austrain Embassy (Indonesia) etc.

Ar. Ashvin was requested to revert the way the information is to be structured and posted on the ARCASIA website. Ar. Ashvin will revert on the short synopsis and the links for posting onto the website.

AK

The Vice Presidents were also requested to promote these to their respective Zone member Institutes to provide the information. Ar. Pei Ing also suggested for Ar Ashvin to communicate direct with all the member Institutes on this and keep her in the communication loop.

AK/GK/EMF/XZW

Action By

4.4 ACSR – Ar. Joseph Kwan

Ar. Joseph reported that all the member Institutes were represented except 3 (ASC, MAA and AUM). All of them have submitted the reports and currently they are being reviewed by his committee in HKIA for improvement. The imposed reports will be uploaded onto the ARCASIA website as information resources.

There are 2 projects being planned at the moment. He informed that in Nepal, the civil wars and conflict have resulted in many disabled people. As such, there is a need for greater awareness for accessibility. Ar. Joseph is currently discussing with SONA to plan a One-day session after the ARCASIA Forum. In addition to accessibility, the other issues on Social responsibility such as conservation, heritage, social responsibility project and disaster management/planning will also be covered. The second project is to conduct a small competition on accessible public toilet in Katmandu. These proposals have in principle agreement by Ar. Pei Ing and Ar. Joseph will need to revert on the budget to run these 2 projects for approval by President Pei Ing. In order to minimize cost, Ar. Joseph will be inviting people from the Committee to make the presentation on their areas of expertise on responsible architecture relevant to the member Institutes of our region rather than inviting speakers from oversea. Ar. Joseph will be sending out letter of invitation soon.

JK

Ar. Kim suggested for Ar. Joseph to invite Ar. Rene from UAP who worked on the mobile shower to speak.

Ar. KC seek clarification on the scope of responsibility of this Committee and he suggested for this to be clearly defined and to stay focus on certain particular areas so that they do not overlap the works of other Committees. Ar. Joseph informed that social responsibility covers almost every aspect including green, sustainability, practice and even education. However, the Committee only advocates that education and practice etc. should consider the aspects of social responsibility and they do not go into details how these are to be done and the respective Committees will take these up. Ar. Sathirut also informed that when ACSR was set up, the intention is broad based and embrace all aspects including accessibility, community planning and historical conservation etc.

4.5 ARCASIA Fellowship – Ar. Sathirut Nui Tandanand

Ar. Sathirut informed that with the great help given by the President, Ar. Pei Ing, he has managed to clear the criteria for the Fellowship member.

The original criteria/qualification as stated in the following manuals is as follow: -

Any ARCASIA Institute Member or official delegates who have attended a meeting of ARCASIA and all past ARCASIA officials (including Hon. Secretary and Hon. Treasurer) are eligible for Membership.

The criteria for Fellowship Member was amended in Lahore' Meeting 2010 and read as follow: -

“Any ARCASIA Institute Member or official delegates who have attended Council Meetings and Forum/ACA at least twice, and

All past ARCASIA officials (including Hon. Secretary and Hon. Treasurer) are eligible for Membership, and

Those who were already members of Fellowship by the 31st Council meeting in Lahore will remain as such.”

Ar. Ashvin who was at the Council meeting in Lahore confirmed that the above amendment was made. This was also confirmed by Ar. Mano through email communication.

Action By

Ar. Pei Ing informed that there were a series of email communication on the interpretation of the above before the Bali Council Meeting and it was concluded only the following will be eligible to be members of the ARCASIA Fellowship members: -

- All Past Official Delegates of member Institutes, who have attended at least two Council Meetings and ACA/Forum.
- All Past Office Bearers of the ARCASIA Council (Presidents, Past Presidents, Past Chairmen, Presidents Elect, Past Chairmen Elect, Vice Presidents, Past Vice Chairmen, Advisors, Hon. Secretaries and Hon. Treasurers).
- All Past Committee Chairs
- All those who were already Members of Fellowship before the 31st Council Meeting in Lahore, 2010.

The policy manual for Fellowship will be updated accordingly.

Ar. Sathirut informed that the list of the Fellowship members will also need to be updated based on all the information gathered, including the list furnished by Ar. Ishtiaque. The list will be uploaded onto the website. The qualification for new members needs to be clear for admission of new members.

After the list is uploaded, he intends to send out the letter of invitation, outlining the concept and set the ground rules for meeting etc. This will be sent out to the Past Chairmen first.

SNT

It was also explained to Ar. KC that those who meet the criteria could apply as fellowship members and there is no obligation for them to attend the ACA/Forum and meeting unless they wish to. They will receive news update and maintain a link with ARCASIA and they will be treated with great respect and honour. As such, Ar. KC was requested to convey this to their members who are qualified and encourage them to join. There is also no admission and membership subscription. Once admitted, they will remain as fellowship members for life unless they ceased to be member of the member Institutes.

KCY

The objective of Fellowship committee was also discussed. Ar. Edric Marco, Ar. Ishtiaque and also Ar. KC etc all commented that the original objective is for it to be an advisory group and it has turned into something completely different over the last few years.

Ar. Pei Ing and Ar. Sathirut reiterated that the objective of the fellowship meeting will still be the same as what was originally intended, which is a think tank group. Ar. Sathirut as a chair will solicit views from the fellowship members and present their recommendation to Council for consideration. However, it is reiterated again that the process and expectation from them are to be managed with care and it is entirely up to the Council whether to accept and consider the recommendation.

It was also discussed and agreed that only the fellowship members are allowed to attend the meeting and there should not be any observers. This is a forum for individuals who have contributed to ARCASIA previously to voice their views. The topics will be predetermined before the meeting for more effective discussion.

It is also confirmed that the requirement for admission fees and annual charge previously charged has been abolished for new application. Previously, the fellowship has also maintained as a separate account and it has now been absorbed as part of ARCASIA account. For those who have made payments, the entrance fees and previous subscription paid would not be refunded.

Action By

The previous clause of expulsion as follow will be amended accordingly since there is no longer requirement to pay subscription fees. The fellowship membership will only ceased if the said member ceased to be the member of the member Institute.

5.0 Other Matters

5.1 Status Report by SONA on 17th ARCASIA Forum in Nepal

SONA has not submitted any update. Ar. Pei Ing informed that trip to Nepal will be planned. All parties are welcome to help SONA to make the event a success, as this is ultimately an ARCASIA event. Ar. Ishtiaque also offered his assistance if required

ALL

5.2 Date of Venue of 3rd OB Meeting

Reported under item 3.3

5.3 Ar. Saiffudin from PAM and Ar. Smith Obayawat who attended the Zone B meeting were invited to sit in the meeting as observers after the Zone B meeting.

5.4 Ar. Pei Ing highlighted that in the UAP program dedicated to ARCASIA, there are some minor mistakes a follow: -

- 1. The term should be 2013-2014 instead of 2012-2013
- 2. The President of SIA should be Ar. Theodore instead of Ar. Boon Che Wee who is from PAM.
- 3. Ar. Sathirut’s picture has been missed out

Two copies of the program were corrected for item 1 and 2, one given to Ar. Ashvin and one given to Ar. Pei Ing for record.

5.5 ARCASIA Hymn

Ar. Pei Ing informed that Ar. Smith has kindly agree to compose the melody for the ARCASIA Hymn to turn it into ARCASIA song.

SO

5.6 ARCASIA Seal

Ar. Pei Ing informed that she noted ARCASIA seal is mentioned in the Constitution and Bye-law. She has secured quotation for an ARCASIA seal to be made and the cost is RM 75 (around USD 25). This was agreed by all. The design of the seal was presented and was also approved (refer to attachment). This could be used for certificates, MOUs etc.

TPI

5.7 Name of Meeting

In view that this meeting involves not just the OBs, but also the Committee Chairs, Ar. Pei Ing proposed to name the meeting as OBs and Committee Chairs Meeting

INFO

Adjournment at 4.00pm

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