

MINUTES OF MEETING

1st OB/CC (2019-20) Meeting

Type of Meeting	: OB/CC Meeting	Next Meeting
Date	: 18 January 2019	Date : TBC
Time	: 2pm	Time : TBC
Place	: Singapore Institute of Architects, Singapore	Place : TBC
Notes by	: CHM	

Present

President	Rita Soh (RS)
Vice President Zone A	Lalichan Zacharias (LZ)
Vice President Zone B	Saifuddin Ahmad (SA)
Vice President Zone C	Wu Jiang (WJ)
Hon Secretary	Chan Hui Min (CHM)
Hon Treasurer	Lin Hong Sui (LHS)
Imm Past President	Jahangir S.M. Khan (JK)
Advisor	Tan Pei Ing (PI)
Advisor	Barry F. Will (BW)
Chair (ACAE)	Gyanendra Shekhawat (GS)
Chair (ACPP)	Dilip Chatterjee (DC)
Chair (ACSR)	Russell Dandeniya (RD)
Chair (ACGSA)	Acharawan Chutarat (AC)
Chair (ACYA)	Ridha Razak (RR)

Absent with apologies

Chair (Fellowship)	Qazi Arif (QA)
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By Invitation

Previous Chair (ACPP)	Thirilogachandran Shanmugasundaram (TS)
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Attachments:

- 1) ACYA's One year programme
- 2) ACAE's One year programme
- 3) ACPP's One year programme

1 PRESIDENT'S INTRODUCTION

In her opening address, RS(President) expressed gratitude to the previous council and committed to building upon their work to bring ARCASIA to greater heights.

RS recapped the constitutional Objects of ARCASIA and sought feedback from the OB/CC to reaffirm them.

- a. To unite national Institutes of architects on a democratic basis (Asian region) to foster friendly, intellectual, artistic, educational and scientific ties
- b. To foster & maintain professional contacts, mutual co-operation & assistance among member Institutes
- c. To represent architects of the member Institute at inter-regional levels
- d. To promote the recognition of the Architect's role in society
- e. To promote the development & education of architects to serve society
- f. To promote research & technical advancement in the field of built-environment
- g. To arrange for publications on knowledge of work, theory, law & practice in the building industry
- h. To provide a forum for members, government agencies & allied professionals to discuss the problem of common interest and seek solutions to contribute to the advancement of the profession & development of architecture relevant to the culture & aspirations of Asian people
- i. To establish linkages between ARCASIA & other regional organisations, government agencies of Asian regions, United Nations Organisation, inter-regional associations & trans-national corporations for the interchanges of technical & scientific matters and to promote ARCASIA's objectives

While the current activities of ARCASIA are largely in line with the constitutional Objects, RS felt that ARCASIA could do more to advocate that "architects can change the world", create more ARCASIA publications, and continue to state our relevance as an Asian architectural organisation.

RS committed to continuing the good work of past Presidents/Chairpersons and announced three key focus areas for the current term:

1.2 Increase focus on Practice across nations (Cross-borders Collaborations)

- a. Since the start of ACPP in 2008, the activities have been mainly focused on the understanding and appreciation of ARCASIA members' practices.
- b. As there is an emerging need to look into cross-border collaborations as they become more common, the Chair (ACPP) was requested to look more strategically into projects that address the issues of cross-border practice.

INFO

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DC

SN. Item	Action
<p>1.3 Quicken the pace of Preservation, Conservation & Adaptive Reuse of ARCASIA's Built Heritage & its culture</p> <ul style="list-style-type: none"> a. Although ACSR had highlighted the need for Heritage Preservation in the past, its focus was more on disaster relief. b. Rapid urbanization in Asian cities has put pressure on built heritage assets. RS highlighted the need to act fast before the heritage assets are lost for good. c. ARCASIA should be a stronger advocate for sensitive and appropriate treatment of built heritage and culture, and bring awareness to the unique challenges in each country's context. d. ARCASIA could build awareness by organizing site visits to sites that are under threat, as proposed by the previous council. e. WJ suggested that the focus be also extended to include the conservation of the natural environment. 	INFO
<p>1.4 Increase leverage on the use of IT, IOT & AI to empower all architects</p> <ul style="list-style-type: none"> a. RS highlighted the need to build awareness for new more technologically advanced tools to enable architects. b. RS proposed that APEX, a Project Information Management system, be used as a collaboration platform for the ARCASIA OB/CC. c. The president of SIA has graciously offered the use of the APEX platform to the ARCASIA OB/CC without charge for this Council term. d. Further implementation of the platform for projects to committee business can be discussed later if the trial is successful. e. Exploration of technology adoption should not be limited to IT, but also ABCD (AI, Blockchain, Cloud, Data) f. WJ suggested that the field to also include green technology (environmental conservation, conservation of built heritage). 	INFO
<p>2 UNFINISHED BUSINESS FROM THE PREVIOUS TERM</p>	
<p>2.1 2nd Year Teacher exchange</p>	JK
<ul style="list-style-type: none"> a. JK reported that the teacher exchange programme is moving more slowly than expected and requested more time to complete it. JK will continue to report on the progress later. 	
<p>2.2 Discussions on Urbanism</p>	JK/ ACSR
<ul style="list-style-type: none"> a. JK requested & RS agreed that the "Discussions on Urbanism" which was started in the late previous council term be allowed to continue. JK will prepare a programme and topics for discussion that will include both the member institutes as well as those outside of ARCASIA. b. RS suggested that the "Discussions on Urbanism" could be dovetailed with the "Built-heritage" focus highlighted above. 	

SN. Item	Action
2.3 Practice and fee round table and Design/Build Contracts Reports	
<p>a. TS highlighted that some of the reports from the roundtables of Practice, Fee and Design & Build Contract held last year is still being prepared for publication. The work will be handed over to DC when it is completed in the next few months.</p> <p>b. RS acknowledged the challenge that the goalpost for professional practice discussions is constantly moving hence the need for regular review if information becomes obsolete. She suggested that perhaps it is sufficient to capture the key principles of practice bearing in mind that practice protocol & procedures may vary among the countries.</p>	<p>TS/ DC</p> <p>ACPP</p>
3 FEEDBACK AND SUGGESTIONS	
3.1 Need for better integration with the member institutes	<p>INFO</p> <p>ALL</p>
<p>a. LZ raised that discussions within ARCASIA do not percolate well enough to the ordinary members of the member institutes.</p> <p>b. RS acknowledged the challenge and highlighted the need for ARCASIA to better integrate with the member institutes and to convey that ARCASIA's work goes well beyond the networking and social aspects.</p> <p>c. Some suggested formats for communications:</p> <ul style="list-style-type: none"> • Enhancing Arcasia Website • More publications • Suggest to member institutes to cover some ARCASIA news in their respective institute journals • ARCASIA quarterly e-newsletter • Web-based centralised information database for ARCASIA • Web apps 	
3.2 E-newsletter	<p>GS</p>
<p>a. It was agreed that ARCASIA would launch an E-newsletter. GS has graciously offered to take up the production of the newsletter.</p> <p>b. The E-newsletter shall start as a quarterly publication, with the option to adjust the frequency later.</p> <p>c. Target First issue to be released by 31 March</p> <p>d. The draft format will be submitted for approval by early March</p> <p>e. The first issue should also announce the coordinated plans of the various committees.</p>	
4 ADMINISTRATIVE REVISIONS	
4.1 Restructure Council meeting proceedings in keeping with increased work programmes	<p>INFO</p>
<p>a. RS proposed that the committee reporting be restructured, keeping only council discussions on issues to be deliberated, as practiced during the Tokyo meeting.</p>	

SN. Item	Action
4.2 Refocus oversight control of Vice-Presidents against the work of committees	INFO
a. RS highlighted that while VP's portfolios were not specified in our constitution, over the years given the formation of the various committees, it became apparent that VPs can take on more oversight roles in OB and should not overlap with those of the committees. She proposed that VPs should help in taking care of global work that cut across the three zones, for example, to champion the formation of an ARCASIA foundation, to elevate practice discussions across borders as well as to elevate design excellence through ARCASIA Awards or other awards.	ALL
b. The tasks of the VP can change after the completion of a task as decided during the OB meetings.	
c. The Zone demarcation for the election of VP should stay as it facilitates inclusive representation, but the portfolios identified should cut across all zones.	
d. The meeting agreed to the reorganization of the VPs' roles and further suggested the following assignments of portfolios for this term:	
<ul style="list-style-type: none"> • Zone A VP (LZ) – To oversee and set up the infrastructure and benchmark for the administration of ARCASIA Awards in light of the increased significance and recognition of the award internationally. 	LZ
<ul style="list-style-type: none"> • Zone B VP (SA) – To oversee discussions of Cross Border Practice, especially across politically sensitive areas and to encourage implementation of policies amongst our members. 	SA
<ul style="list-style-type: none"> • Zone C VP (WJ) – To champion issues beyond Green and sustainable architecture, address Climate change, Green technology. 	WJ
4.3 Review & Streamline the Committees' Roundtable Discussions & Resolutions	INFO
a. RS highlighted the need streamline committees' Roundtable discussions to the address feedback from many member institutes of the "Roundtable fatigue" experienced last year.	
b. RS requested that the Committee Chairs submit their plans for this year by March so that the OB/CC can help to coordinate the overall programme to avoid duplication and overly-tight intervals between events. While we proceed to structure the roundtable discussions, RS recognised that some roundtable discussions which had already been committed up to Q2 of 2019 might have to carry on.	ACAE/ ACPP/ ACGSA
c. JK shared a lesson learnt from last year not to let the committee activities run too far ahead of the main team and to have all announcements made from the main secretariat.	ALL
d. AC highlighted that since there are common agenda across the committees and VP portfolios, close coordination and more frequent communication are necessary between OB/CC to avoid duplication.	ALL
e. RS and TPI highlighted that roundtable sessions should achieve clear action plans and achievable goals so as to avoid empty resolutions.	INFO
4.4 Establish ARCASIA Trust/Foundation with permanency for a fixed period of time.	RS, BW, TP
a. RS and Advisors BW & TPI will undertake to explore the establishment of the Arcasia Foundation.	

SN. Item	Action
<p>4.1 Formalise the creation of ARCASIA Emergency Architect (AEA)</p> <p>a. BW reported on the progress of establishing the Arcasia Emergency Architects (AEA) as a legal entity under ARCASIA (HKIA) during the morning meeting session.</p>	
<p>5 SOWING SEEDS FOR THE FUTURE</p> <p>RS highlighted that the objectives and work programmes of the various committees could be woven together across the 3 zones to create constructive outcomes.</p> <p>To that aim, while the term of the current office is only 2 years, RS opined that we could help promote collective vision and growth on a longer term.</p> <p>RS proposed that the committees adopt the guiding framework below:</p> <p style="text-align: center;">“Sowing SEEDS for the Future”</p> <ul style="list-style-type: none"> • Social awareness & responsibility • Education & lifelong learning • Environmental sustainability • Design excellence & expertise • Stewardship in the use of all resources 	ALL
<p>5.1 Potential case study for weaving the themes</p> <p>a. BW suggested that ARCASIA could create a support system for architectural institutions as a way to focus the resources across the committees to one common outcome. For instance, ARCASIA could matchmake younger institutions with other mentor institutions, support them with knowhow and expertise in Sustainable architecture and technology, and engage their students in ACYA activities.</p> <p>b. RS requested Chair (ACAE) explore this potential project.</p>	INFO
<p>5.2 Role of Young Architects in other committees</p> <p>a. RS suggested that ACYA could rethink its role as champions of young architects’ voices while working on joint projects with the other committees where there are common concerns and goals. There could also be a deliberate programme for young architects to “graduate” out of ACYA into the various committees after a “tour of duty”.</p> <p>b. RR will take the idea to his committee for further deliberation.</p>	GS/ RR
<p>6 ACAE</p> <p>a. GS gave an overview of the ongoing faculty training programmes and highlighted that the workshops were the most popular events last year. (see attachment)</p>	INFO

SN. Item	Action
<p>7 ACPP</p> <p>a. ACPP will submit their plan after the meeting.</p> <p>b. POST MEETING NOTE: ACPP submitted their plan on 2 Feb 2019 (see attachment)</p>	DC
<p>8 ACGSA</p> <p>a. ACGSA is preparing to launch a book on vernacular architecture in November. In the meantime, an e-version could be shared in advance.</p> <p>b. ACGSA aims to explore the use of a common platform for outreach and would like to coordinate their efforts with the rest of ARCASIA.</p> <p>c. Next roundtable is likely to be hosted by Myanmar.</p> <p>d. Potential joint symposium co-organised by ACGSA and ACAE</p> <p>e. ACGSA will play a part in the “Living Green” convention.</p>	INFO
<p>9 ACSR</p> <p>a. The ACSR focus will be guided by 7 principles established during the Colombo declaration, many of them are in line with the 5 thrusts outlined in SEEDS.</p> <p>b. RS suggested that ACSR work with ACAE to take up “Design for Resiliency” awareness as a key goal.</p> <p>c. The ARCASIA Social Responsibility Charter should be incorporated into ACSR.</p>	INFO RD, GS RD
<p>10 ACYA</p> <p>a. RR presented ACYA’s one-year programme to the meeting (see attachment)</p> <p>b. The programmes centred on developing young architects were organized around the 5 thrusts outlined in SEEDS.</p>	
<p>11 FELLOWSHIP</p> <p>a. RS presented updates sent by QA on his behalf</p> <p>b. QA has requested a fellowship member from each member institute. RS informed that the eligibility criteria have already been well established and member institutes are requested to enforce in the inclusion of eligible members for Fellowship.</p> <p>c. QA proposes to hold a fellowship convention during the November forum.</p> <p>d. BW suggested that ARCASIA explore ways for better recognize and honour Fellowship members.</p>	INFO QA QA BW/QA
<p>12 AOB</p> <p>12.1 Venue for ARCASIA Forum 2019</p> <p>a. RS raised the concerns expressed by some members regarding the change of the city as the venue for ARCASIA Forum in 2019. Technically speaking, the venue which won the bid by IAB was Dhaka against ASC’s Shanghai.</p>	INFO

- b. The OB/CC unanimously agreed to keep the November forum in Dhaka instead of Cox Bazaar, in keeping with the original bid proposal that won the hosting rights of the forum.

INFO

12.2 Other ARCASIA Events

- a. The meeting suggested that Sports events could be part of the ARCASIA calendar as a way to allow architects to come together. ACYA could potentially take the coordination role.

RR

12.3 ARCASIA 50th Anniversary Celebrations

- a. In view of the 50th year since the formation of ARCASIA, RS proposed that ARCAISA should look at ways to make 2019 memorable. RS announced that a separate 50th Anniversary Celebration task force would be convened and request members to volunteer participation.

ALL

- b. Past President medallion

- All Past Presidents (and Past Chairmen) should be recognised with the medallion.
- It was understood that during TPI term as President a new President Medallion was made. However, there is a need to have a medallion made to be presented to the Immediate Past President after his term of office.
- RS highlighted TPI had in place a suggested design for this medallion. RS also suggested the design of the medallion should not include time-based information, and that additional quantity should be made in excess of what is immediately required in anticipation of future needs.

TPI

RS

-End of the meeting-