

MINUTES OF MEETING

5TH OB/CC (2019-20) Meeting

Type of Meeting : OB/CC Meeting
Date : 13 January 2020
Time : 9 am
Place : Vientiane
Notes by : CHM

Next Meeting
Date : TBD
Time : TBD
Place : Bhutan

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)
Advisor	Tan Pei Ing (TPI)
Advisor	Kun Chang Yi (KCY)
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

Imm. Past President	Jahangir S.M. Khan (JK)
Chair (Fellowship)	Qazi Arif (QA)
President-Elect	Abu Ahmed (AA)

By Invitation

<i>Observers</i>	
Tongji University	Zhou Ming Hao (ZMH)

Attachments:

SN.	Item	Action
1	MINUTES OF PREVIOUS MEETING The previous meeting minutes will be circulated for adoption together with the council meeting notes.	<i>INFO</i>
2	ADMINISTRATIVE ISSUES	<i>RS/CHM</i>
	2.1 Update on permanent establishment and trademark registration	<i>RS/CHM</i>
	<ul style="list-style-type: none"> a. Action taken since the Council approval to set up the permanent entity in Singapore.: CHM updated that the appropriate service provider is being sought to perform the corporate secretary role. b. Target to set up entity before next OB meeting c. Status of Philippines entity and trademark registration (CHM) <ul style="list-style-type: none"> • Philippines entity no longer exists, according to research by lawyers. • A report on this issue is to be presented at next council meeting as part of the final report on permanent establishment setup. • Quotations to be sought for trademark registration from member institutes. 	<i>RS/CHM</i>
	2.2 Treasurer's Update	<i>LHS</i>
	<ul style="list-style-type: none"> a. LHS presented a summary of the current status of accounts. (see attached document) b. RS felt that any funds not yet transferred from Pakistan need to be closed out asap before the handover accounts can be considered completed. c. The OB asked LHS to follow up with JK/Sannah to close the bank account in Pakistan and transfer or bring the money in cash to the next meeting. d. The bank account of new entity is targeted to be set up by the next OB meeting. 	<i>LHS</i>
	2.3 Website update (LHS)	<i>LHS</i>
	<ul style="list-style-type: none"> a. LHS updated on the progress of website development: <ul style="list-style-type: none"> • Target date for soft launch of website – March 2020 • Committee Chairs shall mobilise their respective committees to organise the existing information archive, update and upload it to the new portal by Apr 2020. • While waiting the website to be live, the Committee Chairs and their respective committees will use a shared cloud drive in the interim, which will be set up by LUS/CHM. • Official launch of website before call for entries of the AA Awards Submission – Apr 2020 	<i>LHS/CHM</i>

- b. Integration of payment portals into website for payment of awards submission fees and other fees.
- Website vendor has reached a roadblock to integrate Alipay on the website since ARCASIA does not have the appropriate merchant identity set up for Alipay.
 - The OB agreed that since Paypal and Credit card processing already included, these payment channels may be sufficient to serve the international applicants, including those from China.
 - ZMH will assist to test the set up. In the event that the payment portal does not work for Chinese applicants, then Chinese banking assistance will be sought out as a back-up plan.
- c. Challenges to on-time completion of the website;
- The capacity for the server to cope with the temporary surge during peak award submission needs to be established.
 - The uploading of submission documents and the format for jury review has yet to be determined.
 - The submission instructions have yet to be revised and the system needs to allow draft submissions to be saved and edited before final submission.

2.4 Architecture Asia Magazine

- a. Business plan, subscription details are outstanding from ASC.
- b. ASC should set up an Interim communication plan to existing subscribers and the member institute to announce the target date for the new issue.
- c. The target date for the completion of the publishing contract is to be signed by 14 March 2020.
- d. Responsibilities of Editorial Board
- Editorial board shall be appointed by the OB
 - Be a channel of feedback on all issues about the magazine from all ARCASIA parties
 - Editorial Board reports to Council, and has the mandate to tackle all the issues between ARCASIA and the publisher
 - Set guidance on quality of magazine, timeline
 - Guidance on appropriate no. of pages
 - Guidance on proportion of content featuring ARCASIA institutes
 - Guidance on advertisement proportion and types of advertisement not suitable
 - Guidance on content and themes to be covered in the magazine to align with ARCASIA agenda

SN.	Item	Action
	<p>e. Constitution of Editorial Board</p> <ul style="list-style-type: none"> • 1x Current president or appointee • 3x Vice president or appointee from each zone • 2x Appointees from publisher • 1x chief editor • 1x External advisor proposed by publisher, approved by ARCASIA <p>f. Request for draft contract clarifications from ASC</p> <ul style="list-style-type: none"> • The minimum and maximum page numbers, if specified in the contract, will be mutually agreed. ARCASIA does not intend to limit the maximum number of pages. However, the minimum number of pages should be retained. • ARCASIA may wish to use some extracts of artwork and copy generated by the magazine in relation to the publicity of ARCASIA on official channels such as the ARCASIA website, newsletters and posters. ARCASIA does not intend to duplicate the magazine or encroach on its revenue in any way. • In all instances in the contract where ARCASIA is mentioned, it may be assumed that the vehicle for communication between the publisher and ARCASIA will be via an editorial board. • The publishing contract should be made out on a renewable basis. ARCASIA feels that this will encourage the publisher to maintain high quality in the magazine to ensure smooth renewal. 	
	<p>2.5 Arcasia History Book</p> <p>a. History book shall remain in electronic format.</p> <p>b. ARCASIA to write officially to Past-chairman Mubasshar to ask him to complete his section of the history book.</p> <p>c. Official letter of request to be issued before next meeting.</p> <p>d. Email requests to be sent to Past presidents George, Nui and Jahangir, to request that they resubmit their contribution according to current format with more data and photographs.</p>	<p>CHM</p> <p>CHM</p>
	<p>2.6 Status of MOU with regional organisations</p> <p>a. ADPC – Expired 2018, to be renewed during May ASA convention</p> <p>b. ACE – Expired 8/2017, to be renewed in RIO July (council approved 2017 to renew)</p> <p>c. AUA – will expire in 2020, to be renewed in RIO July</p> <p>d. UIA – expired 9/2019, to be renewed in RIO July</p> <p>e. V4AF – will expire 2021. No action needed in 2020</p> <p>f. RS will write to the various parties above to seek their interest to renew their MOU with ARCASIA.</p>	<p>RS</p>

2.7 Forum 20 post-mortem

- a. Attendee Survey results (CHM)
 - Guidelines on event logistics to be more tightly controlled in the future.
 - Organiser should not change the agreed program without consulting the OB. There should be more timely communication of the final program by the organiser.
 - A better understanding about the intent of friendship night should be better enforced with the organiser in the future.
- b. Collation of minutes, reports, pictures are in progress.
- c. Summary of attendee feedback on proceedings and presentations
 - To make meeting shorter
 - New format well-received, but requested even more structured discussions between presidents. Allowing more time.
 - Open discussion to be more organised. Issues to be shared ahead of time and collect votes.
 - Data collection on the A4 report-. Rita and Advisors will review the current A4 reports to see if it should be retained.
 - The UIA country reporting could be used as a reference. RD to forward the UIA templates.
 - Program of upcoming council/committee meetings should be published early to also allow better continuity of committee work across different terms.
- d. Post-Forum Actions
 - AEA Follow up – ACSR Chair RDnto follow through on RS's guidance to AEA below:
 - AEA to coordinate the business plan with ACSR on actual events incidents.
 - to go beyond the setting up, and clarity on actual projects
 - training program counter proposal with member institutes
 - RS to report on progress of proposal by next OB meeting
 - Constitutional revisions to be drafted – re: elections (TPI) - Draft revisions were reviewed during the meeting with comments. (see attached document)

SN.	Item	Action
2.8	Arcasia Awards	
	<p>a. TPI presented the revised AAA guidelines and forms based on comments and discussion made during meeting in Dhaka. The draft was discussed and there were a few comments. RS/TPI would finalise the draft and also to include input from ACGSA and ACSR on the judging criteria.</p> <p>b. Sponsorship proposals by ABB, Sherwin Williams were reviewed with comments below:</p> <ul style="list-style-type: none"> • Sponsor presence during awards night is welcome, such as giving short address or marketing during the event in terms of exhibition or awareness building. • However, sponsor involvement during the judging period, such as recommending judges and hosting judges at a pre-judging dinner, may compromise the perception of the judges' impartiality. • The ARCASIA Awards should be seen as being independent and impartial, hence any co-branding or headline arrangement will not be possible. • Similarly, sponsor involvement as a presenter of the award and ABB branded displays of shortlisted projects may be misleading to that regard. • The OB also warned that the obligations to sponsors not to exceed the capacity of the awards organising committee. <p>c. Proposed working Timeline –</p> <ul style="list-style-type: none"> • 31 Jan – input ACSR/ACGSA criteria and forms revised • 14 March (next OB meeting) – Confirmation of Jury, judging criteria • 30 April – Open for submissions • 31 May – Submissions closed • 30 June – Validation of submissions completed • 1-31 July – Online shortlisting by Jury • August – Jury meeting and deliberation • 1 September – Citations completed <p>d. ACGSA to provide 1) questions on the application form and 2) judging criteria for sustainability, clearly articulating criteria of excellence for special jury award by 31 Jan.</p> <p>e. ACSR to provide 1) questions on the application form and 2) judging criteria for social responsibility and design for resiliency, clearly articulating criteria of excellence for special jury award by 31 Jan</p>	<p>RS/TPI</p> <p>WJ</p> <p>AC</p> <p>RD</p>
2.9	Review of Forum 21 Proposals	
	<ul style="list-style-type: none"> • Both UAP and UMA will be asked to submit full proposal by end Feb and invited to the next OB meeting to present for clarification. • Both candidates shall be requested to make more detailed submission so that an apple-to-apple comparison can be made. • OB/CC will compile the clarifications and submission package for Member institutes via email. 	<p>CHM</p>

SN.	Item	Action
2.10	Upcoming Urbanism Forum	WJ
	<ul style="list-style-type: none"> a. Program of the Urbanism Forum need more details. In the interest of time, Tongji/ASC will curate the forum and invite all speakers. b. All suggestions for speakers, if any, to be sent to WJ by 15 Jan 2020 c. Poster of event to be released by 17 Jan 2020 d. Speaker roster and registration info to be released 24 Jan 2020 	
2.11	Review of next council meeting agenda items	CHM
	<ul style="list-style-type: none"> a. Reduce administrative section to strictly morning of 1st day only b. Afternoon of 1st day dedicated to zone president's discussions 	
3	COMMITTEE UPDATES	
	<p>Discussions to focus on</p> <ul style="list-style-type: none"> (1) Roundtable resolutions to date – to harmonise and distil into ARCASIA Resolutions with Implementation plans (2) Cross Organisation programs – heritage, education, resiliency 	
	3.1 ACAE (see attached report)	
	3.2 ACSR (see attached report)	
	3.3 ACPP (see attached report)	
	3.4 ACGSA (see attached report)	
	3.5 ACYA (see attached report)	
	3.6 FELLOWSHIP (suspended)	
4	AOB	
	No other business was raised, and the meeting was adjourned.	
	-End of the meeting-	