

1 Objectives of policy

- a. Protection of the ARCASIA brand and the reputation of its ~~member organisations~~ **Member Institutes**.
- b. Prevent profiteering from the ARCASIA organization
- c. Prevent conflict of interest between parties involved in judging of prizes and awards
- d. Alignment of best practices across the ARCASIA organization (**please clarify**)

2 General policy

2.1 General eligibility and scope

- a. The scope of this policy covers direct sponsorships to ARCASIA only. This policy shall not apply to events hosted by member institutes on behalf of ARCASIA, which shall be governed by the policies of the individual member institutes. e.g. Member institutes organising the biennial Forum or Congress will use their own policies regarding sponsorship.
- b. ARCASIA will **accept sponsorship (financial or in-kind collaboration)** with an organisation or individual that agrees with the core values and mission of ARCASIA.
- c. Sponsorship and collaborations shall be regulated in written agreements.
- d. ARCASIA shall refuse support, economic or other that is not in the best interests of the organisation.

2.2 Authority of decision (**We need to deliberate on this**)

- a. The authority of decision shall be as ~~below~~ **per Item 2.2 b and c**
- b. All **collaborations** with an economical value exceeding USD 20,000 (?) shall be approved by the Council (to deliberate on this). All other **contributions** can be decided by the office bearers.
- c. **Any Council member (member institute a better word?) who opposes to an agreed sponsorship or collaboration shall present their arguments to the Council, who will vote on the issue (b & c need to be in sync. If you allow council to vote on sponsorship/collaboration, it may be too late as b above allows OB to decide on all other contribution without referring to Council.)**

Consistency in the terminology. I would suggest for us to define sponsorship, collaboration, contribution etc as these terms are being used in various places this document and hence confusing. i.e. Sponsor is mentioned in 3 but collaborators are also mentioned in other parts of document.

2.3 Use of ARCASIA Brand

- a. ARCASIA will not lend its brand as endorsement of 3rd parties for financial gain. E.g. ARCASIA should not be seen as endorsing a commercial product or event in exchange for sponsorship.

- b. ARCASIA events and awards shall not be named after **sponsors or collaborators**, except.... (?) (to discuss: if joint event, ARCASIA's name shall be always be in front i.e. ARCASIA – Company Award. ARCASIA should be allowed to support an event?)
- c. Where there is a conflict of interest, sponsors or collaborators will not be involved in the judging process of awards or prizes. E.g. Building material suppliers should not be seen as having influence over the selection of design award winners. (In principle, ARCASIA should not be involved in judging of an award that is manufacturer or material specific. However, ARCASIA could be involved in award organised by a manufacturer that is not product specific but promote sustainability or design excellence etc. For example, the Lafarge Holcim Awards for sustainable design by the Lafarge Foundation)
- d. **Sponsors and collaborators** shall be recognised through publicity generated by ARCASIA. The method of recognition shall be mutually agreed in written form.
- e. The sponsor cannot use ARCASIA's logo in their own publicity without prior written permission.
- f. The sponsor requires prior agreement with ARCASIA if they wish to publicise their collaboration or sponsorship of ARCASIA in their own advertising material.

3 Types of sponsorship and support

- The title of **Sponsor** is given to an organization, private company or individual offering economical support to ARCASIA. A sponsor may be project specific or general.
- Names of all **sponsors** are published on the demand of the sponsor or via the sponsorship agreement. Other remunerations may be used, such as publishing the sponsor's logo, free attendance to events, recognition during events, etc.
- Every sponsored project shall name identified sponsors with applying for funds and shall name all effective sponsors in the project report.
- All sponsorships shall be regulated in written agreement. Such agreements shall consist of
 - A clear support for the aims of ARCASIA by the sponsor;
 - A declaration of the extent and delimitations of the support (economical extent; timeframe and work effort);
 - A declaration of tasks, responsibilities, rights and obligation of the sponsor

(Note: ARCASIA has a standard sponsorship package that was developed by Nui that was in the website. We should review that together with this policy. During my term as President, I signed MOU with SIKA & ROCA and Gerberit and they were regarded as ARCASIA Corporate Partners)