

## Minutes of ARCASIA Handover and 1st OB Meeting

Date: 17 January 2015

Venue: ASA Office Bangkok, Thailand

### Outgoing Administration

**President:** Ar. Tan Pei Ing

Hon. Sec: Ar. Alvin Lim

Hon. Tres: Ar. Tan Kim Yan

VP Zone B: Ar. Edric Marco C. Florentino

ACAE: Dr. Chalay Kunawong

ACPP: Ar. Ishtiaque Zahir Titas

ACGSA: Ar. Ashvinkumar Kantilal

ACSR: Ar. Joseph Kwan

Fellowship: Ar. Sathirut Tandanand

Hon. Advisor: Ar. KCY

### Not Present

VP Zone A: Ar. Swarup Gurung Koney

VP Zone C: Ar. Xu Zongwei

### Incoming Administration

**President:** Sathirut Tandanand

Hon. Sec: Ar. Luke Yeung

Hon. Tres: Ar. Supaporn  
Vithayathawornwong

VP Zone A: Ar. Jahangir S.M. Khan

VP Zone B: Ar. Endy Subijono

VP Zone C: Ar. Jaeho Shim

ACAE: Ar. Nuno Soares

ACPP: Ar. Shin Chungyu

ACGSA: Ar. Qazi M Arif

ACSR: Ar. Rita Soh

Fellowship: Ar. Lee Chor Wah

ACYA: Ar. Fawad Suhail Abbasi

## 1.0 HANDOVER MEETING and CEREMONY

1.1 Welcome remarks by outgoing President Ar. Tan Pei Ing and a word of thank you to ASA President Ar. Pichai Wongwaisayawan.

- ASA President Ar. Pichai Wongwaisayawan gave his welcoming remarks and introduces ASA Executive Committee Members.
- Gifts of appreciation from Outgoing President Ar. Tan Pei Ing and ACPP Chairman Ar. Ishtiaque Zahir Titas was presented to ASA Pres. Pichai Wongwaisayawan.

1.2 Acknowledgement from ARCASIA Pres. to Hon Sec. Ar. Alvin Lim and Hon Tres. Tan Kim Yan for their support during her administration.

1.3 Handing Over Ceremony

1.3.1 Exchange and handing over of relevant materials from Outgoing Hon. Sec and Hon. Tres to Incoming Hon Sec Ar. Luke Yeung and Hon Tres Ar. Supaporn Vithayathawornwong.

1.3.2 Explanation of important and pending issues.

- ARCASIA Fund	90,795.89	USD
- Fellowship Fund	1,223.93	USD
Total	92,019.82	USD
- Cash from Member Institutes	8,941.00	USD
- Income	95,376.63	USD
- Expenses	4,580.74	USD

ARCASIA Fund was not used during the last administration due to Sponsorship Funding.

- Update of Fees

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|--------------------|--------|-----|
| IIA outstanding    | 8.46   | USD |
| VAA outstanding    | 8.39   | USD |
| Bhutan outstanding | 200.00 | USD |
- Update of ARCASIA account is in order and hand over to the new administration.

## OTHER PENDING ISSUES

- Correction of History Book: the map has not been corrected yet and Ar. Edric Marco Florentino to help follow up and send through to Tan Pei Ing.
- ARCASIA Hymn: Final version of the song shall be done.
- ARCASIA Presidential Chain is being redesigned by IPP Tan Pei Ing in KL for all Past Presidents and Past Chairman.
- Payment IAB-UAP Ar. Ishtiaque Zahir Titas reported that money has been located and will follow up on the transfer to ARCASIA.
- Bill submitted by IAB Ar. Abu Sayeed on Timeline changes cost. The New Administration to pay Ar. Abu Sayeed. The sum of 850.00 USD shall be paid in Ayutthaya.
- ACSR Universal Design Toilet is to be built in Kathmandu, Nepal by using the Balance of Sponsorship Fund approx. 6234 USD and the proceeds from post ACA ACSR Symposium approx. 42,000 Rm. Total approx. 12,000 USD.  
Ar. Joseph Kwan ACSR Past Chairman will be coordinating with SONA to get the Toilet winning scheme constructed.
- Trademark of ARCASIA Logo and copyright is under review in the Philippines. New administration will have to follow up with UAP and Ar. Edric Marco Florentino will be the contact person.
- Revision of Country Report Format  
Follow up on Universal Design Public Toilet Competition to be built in Kathmandu, Nepal.

## ARCASIA DOCUMENTS

- Hon. Sec Ar. Alvin Lim explained that all ARCASIA By-laws have been collated and amended and posted online and uploaded on to the website.
- All procedures of ACA and Forum are uploaded and online to be handed over to the new administration.

Two resolutions of the Roundtables were handed over to respective Committee Chairs with original copy to be kept at PAM in ARCASIA archive.

- 1.3.3 Outgoing President Ar. Tan Pei Ing and Incoming President Ar. Sathirut Tandanand each signed the Handover Letter officially marking the transfer of administration.
- 1.3.4 Introduction of Hon. Sec Ar. Luke Yeung and Hon. Tres Supaporn Vithayathawornwong.
- 1.3.5 Closing of the Handover Meeting by Outgoing ARCASIA President.
- 1.3.6 Group photo of past and current administrations was conducted.
- 1.3.7 Introduction of ARCASIA Corporate Partners

- BlueScope Steel represented by NS BlueScope Thailand to sponsor "ARCASIA Travel Prize".
  - SIKA Thailand shall be ARCASIA Platinum Sponsor.
- 1.3.8 Signing Ceremony of ARCASIA Corporate Partners.
- 1.3.9 Press Conference of news media interviewed ARCASIA Outgoing and Incoming ARCASIA Presidents as well as ASA President.

## **2.0 CONVENING of the 1st OB MEETING**

- 2.1 Welcome remarks by ARCASIA President Ar. Sathirut Tandanand and introduction of Incoming Office Bearers and Committee Chairs.
- Vice President Zone A: Ar. Jahangir Khan
  - Vice President Zone B: Ar. Endy Sobijono
  - Vice President Zone C: Ar. Jaeho Shim
  - IPPresident: Ar. Tan Pei Ing
  - Hon Advisor: Ar. Yolanda Reyes
- Committee Chairs
- ACGSA Chairman: Ar. Qazi M Arif
  - ACAE Chairman: Ar. Nuno Soares
  - ACPD Chairman: Ar. Chungyu Shin
  - ACSR Chairman: Ar. Rita Soh
  - Fellowship: Ar. Lee Chor Wah
  - ACYA: Ar. Fawad Suhail Abbassi
- 2.2 Adoption of the Agenda of Meeting by Hon. Sec Ar. Luke Yeung
- 2.3 Adoption of the 8th OB Meeting in Islamabad, Pakistan.

## **3.0 ARCASIA AFFAIRS:**

- 3.1 PROGRESS of WORKS UNDER IPP Tan Pei Ing
- 3.1.1 Changes in ARCASIA Documentary to add new ACYA Committee with quotation of 2,600.00 Rm or approx. 900.00 USD. It was agreed by OB to have the changes made in KL.
- 3.2 Review of MOUs with other Regional Organizations
- ACE and AUA have been renewed.
  - MASA has not responded and it was agreed to let it expire.
  - UIA will expire in 2016 and will be renewed at that time.
- 3.3 Matters arising from 8th OB Meeting in Islamabad
- 3.3.1 Outgoing Vice Presidents Report
- VP Zone B Edric Marco Florentino submitted the Zone B report and handover to Incoming VP Zone B Ar. Endy Sobijono.
- 3.3.2 Outgoing Committee Chair Report
- ACAE Chairman Ar. Dr. Chalay Kunawong reported that there are 9 activities currently ongoing:
- ARCASIA Student Competition will be launched in February 2015.
  - Virtual School is in stage 1 progress.

- Architecture Research Journal to come out in May 2015.
- Call for Paper for ARCASIA Forum 18 will be announced in February 2015.
- Update of Timeline Chart in e-timeline format, only Hong Kong, Bangladesh, and Thailand have updated. All others need to update their information.
- Student Interactive Link, Thesis of the Year TOY Thailand and TOY ARCASIA needs to be established with a new website. Ar. Mohd Zulhemlee An of PAM is ready to be the host.
- Student Cross Border Training is established. All forms and documents have been prepared but only 2 Institutes have registered their interest to participate. ASA with 10 host firms and IAB with 4 host firms registered. All institutes should identify and verify host firms and students.
- School Directory is established.
- ARCASIA Website should be made easier for information access.
- ARCASIA Travel Prize has been moved under the new ACYA Committee

Islamabad Roundtable has been adopted and follow up by Incoming ACAE Chairman.

ACPP Chairman Ar. Ishtiaque Zahir Titas summarized all activities and projects that have been done in the past 2 years under his Chairmanship and passed on all information to Incoming Chairman Ar. Chungyu Shin.

- Proposed that all ACPP representatives stay with the committee for at least two years to ensure continuity.
- Presented guidelines on Crossborder Practice.
- CPD Guidelines is still on going and work in progress.
- Practice Guidelines case study shall be on going next year.
- Encourage ARCASIA participation in UIA Urban Design and City Planning Forum to present Asia vision on Urban Design.

ACGSA Chairman Ar. Ashvinkumar Kantilal summarized all projects and activities in the last 4 years of his Chairmanship.

- 2011 Terms of Reference and Design Survey from UIA have been distributed to all Institutes.
- Green and Sustainable Roundtable started by ASA PAM and SIA have evolved into an ARCASIA Roundtable.
- Green and Sustainable Award is now apart of ARCASIA Architecture Award.
- The best method to disseminate information is through website and Facebook.

ACSR Chairman Ar. Joseph Kwan summarized all projects in the past 3 years under his Chairmanship.

- Most information have been uploaded on to ARCASIA website including 1st ACSR in Boracay, 2nd in Kathmandu, 3rd in ACA 16 in KL, and the ACSR Roundtable in Islamabad.
- Social Responsibility Charter will be completed this year and presented in Council Meeting Forum 18 in Ayutthaya for adoption.
- ARCASIA Emergency Architects: compile information on disaster relief with a list of expert from each institute.
- Post Symposium on Social Responsibility to be integrated with main symposium in future ARCASIA ACA and Forum.
- Design competition for "universal design and public toilet" to be built in Kathmandu with a budget of 12,000 USD. Ar. Joseph Kwan will continue the dialog with SONA to find a site and get it built.
- Suggest that ACSR link with all other ARCASIA Committees for future projects.
- Work with Asia Disaster Preparedness Center for future disaster relief projects.

Fellowship Chairman Ar. Sathirut Tandanand gave all documents to be passed on to Incoming Chair, Ar. Lee Chor Wah who was not present at the meeting.

#### **4.0 PROPOSED WORKING TEAM AND PROJECTS BY President Sathirut Tandanand**

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|-----------|--|
| 4.1 ACAE  | - ARCASIA Faculty Exchange and Visitation Program.   |
|           | - Others to be proposed by Nuno Soares.  |
| 4.2 ACP   | - Handbook on Architectural Practice.  |
|           | - Develop list of Expert Facilitators to help with CPD Seminars for Requested Institutes.  |
|           | - Others to be proposed by Chung G. Shin.  |
| 4.3 ACGSA | - Develop general Guidelines for Green Council in their countries to also include ways to promote Green and Sustainable Architecture and incentive programs. |
|           | - Others to be proposed by Qazi M Arif.  |

4.3.1 It is important that I have a list of ACGSA representative of all the member Institutes, so that I can establish a communication loop to get started with ACGSA activities. I will appreciate if someone can inform me about the status of the list. had requested Luke, salila a couple of weeks back, but yet to receive positive feedback.

4.3.2 I can take up the initiative to request the presidents of the member institutes to send me names immediately if i have a list with current status (the ones yet to send names). It is not possible to initiate any work with out knowing who would be my contact point at each institute. Upon preparing the list, I would go ahead and try to gather info on the

respective Green Rating Tools and Green Building Council as mentioned in the minutes of the 1st OB mtg.

- 4.3.3 During this tenure, my goal would be to initiate/encourage all member institutes to have their own GREEN RATING TOOL.
- 4.3.4 7th ROUNDTABLE of ACGSA was scheduled to be held in Mongolia hosted by UMA. You know, there has been no progress on that so far. I will appreciate if you may try to contact UMA on this issue. All my efforts are yet to harvest any result.

**Suggestions and recommendations from ACGSA Chairman.**

Would also like to propose that a CHAPTER in all the upcoming issues of the ARCASIA journal should be allotted for ACGSA where focus on Green Practice shall be included. Request this issue to be included in the 2nd. OB meeting at UAP.

Request to please explore possibility of an exhibition on GREEN PROJECTS of all possible/interested member institutes to be arranged in November during ARCASIA in Ayutthaya. It will not require a very large arrangement. projects-presentations can be printed, panels can be displayed at a lobby area in the venue. Well, this may be a late request to accommodate. But given the space and fund for the arrangement (which might not be a large amount), I would love to assist with the venture. Please think & comment.

- 4.4 ACSR
  - Projects and Programs to be established.
  - Disaster Risk Reduction
  - Architecture for the Less Fortunate.
  - Others to be proposed by Rita Soh
- 4.5 ACYA
  - ARCASIA Prize Travel Fellowship
- 4.6 Other Projects
  - ARCASIA Award Travelling Exhibition.
  - ARCASIA Corporate Partners Technical Support.
  - Website
  - ARCASIA Facebook
  - E Media
- 4.7 OPEN for DISCUSSION
  - Ar. Rita Soh propose that focus on Green and Sustainable should go back to basics relating to Asian culture instead of High tech ways of the western practice.
  - Ar. Tan Pei Ing proposes a need for ACPP to incorporate Information Technology such as BIM.
  - ARCASIA Exhibition is important to showcase design talents from Asia.
- 4.8 Projects to be proposed by VP Zone A, B, C and Committee Chairs
  - ACAE Chairman Nuno Suares propose a 3 step system of organization. 1. Focus on ongoing projects. 2. ARCASIA Resolutions to implementation. 3. New Projects.

- ACPP Chairman Chungyu Shin propose compiling as much information on Professional Practice.
- VP Zone A Jahangir Khan proposed Professional Practice Roundtable to be held in Pakistan and hosted by IAP.
- VP Zone B Jaeho Shim proposed that ARCASIA should have a good exhibition and active participation in UIA Congress in Seoul Korea in 2017.

## **5.0 ANY OTHER MATTERS**

- 5.1 ARCASIA Membership Growth: Myanmar, Cambodia, Chinese Taipei, and North Korea have expressed interest to join ARCASIA. All these Institutes should be encouraged to submit Letter of Intent and documents for membership consideration. All need to be invited to be observer in ARCASIA Forum 18 in Ayutthaya, Thailand.
- 5.2 Propose revising and updating guidelines on the Country Report Format for discussion and consideration.
- 5.3 Review Roles and Responsibilities of Vice Presidents under constitution for clarification.
- 5.4 Progress Report on ARCASIA Forum 18 in Ayutthaya.
- 5.5 Progress Report on ARCASIA Travel Prize.
- 5.6 Hon. Sec to send out letter to each Institute to nominate country representatives for each committee.

## **6.0 CHANGES IN HSBC BANK SIGNATORIES**

The new authorize signatories for use of ARCASIA Fund in HSBC Account in Hong Kong are President Sathirut Tandanand and Hon Treasurer Supaporn Vithayathawornwong.

Date of next OB Meeting: 16th April 2015 in Manila, Philippines.