

ARCASIA, ARCHITECTS REGIONAL COUNCIL OF ASIA
Handing over meeting and 1st OB Meeting
Date : 18th January 2013
Venue: PAM Centre, Kuala Lumpur, Malaysia



Agenda :**Action By****1.0 Handing Over Meeting (9.00am – 10.15am)**

- 1.1 Welcome Remarks – ARCASIA Outgoing President, Ar. George Kunihiro
- 1.2 Acknowledgement – Outgoing Hon. Secretary, Ar. Marco Corbella & Hon Treasurer Ar. Junichi Ito
- 1.3 Handing Over Ceremony :
 - 1.3.1 Outgoing Hon. Secretary Ar. Marco Corbella and Hon. Treasurer, Ar. Junichi Ito to hand over to the incoming Ho. Secretary and Hon. Treasurer relevant material and documentation
 - 1.3.2 Explanations of important or pending issues by the outgoing Hon. Secretary, Ar. Marco Corbella and Hon. Treasurer, Ar. Junichi Ito followed by discussion.
 - 1.3.3 Outgoing President (Immediate Past President) Ar. George Kunihiro and incoming President, Ar. Tan Pei Ing to sign 'Hand-over' letter.
 - 1.3.4 Introduction of the new. Hon. Secretary an Hon. Treasurer by the incoming President, Ar. Tan Pei Ing
 - 1.3.5 Closing of the Hand Over Meeting by the outgoing President, Ar. George Kunihiro
 - 1.3.6 Group photo
 - 1.3.7 Press conference

2.0 Convening of the First Office Bearers Meeting (10.15am – 10.45pm)

- 2.1 Welcome Remarks – ARCASIA President, Ar. Tan Pei Ing
- 2.2 Welcome Remarks – PAM President Ar. Saifuddin Ahmad
- 2.3 Adoption of the Agenda – Hon Secretary
- 2.4 Adoption of the Minutes of the 6th OB Meeting in Bali -Hon Secretary

3.0 ARCASIA Affairs (10.45am – 3.00pm) (Lunch break from 1.00pm – 2.00pm @ PAM)

- 3.1 Progress of workgroups under the Immediate Past President and future directions
 - 3.1.1 Workgroup on “10 yrs.’ growth plan
 - 3.1.2 Workgroup on “Continuity”
 - 3.1.3 Workgroup on “Growth and New Membership”
 - 3.1.3.1 New Applications – Chinese Taipei, Cambodia, Brunei, Buthan and Myammar
 - 3.1.4 Workgroup on “Funding and sponsorship”

Action By

- 3.2 Review of MOUs with Other Regional Organizations/Institutes
 - 3.2.1 MOU with UIA, AIA, AUA and MASA – Review of the status and identify areas of cooperation and Implementation with tangible outcome
 - 3.2.2 Tangier Declaration
 - 3.2.3 Progress Discussion with ACE
 - 3.2.4 Progress Discussion with CAA and possibility of LOU with the RAI, RNZIA
- 3.3 Matters arising from the 6th OB Meeting in Bali, 33th Council Meeting in Bali and ARCASIA Projects
 - 3.3.1 Revision of Constitution, Byelaws and updating of ARCASIA Handbook and Policy Manuals
 - 3.3.2 Restructuring of ARCASIA Awards, exhibition and publication – Ar. Wan Sophia
 - 3.3.2.1 Appointment of Convenor under the proposed new structure
 - 3.3.3 Correction and updating of History Book – Status report
 - 3.3.4 Rebranding of ARCASIA to improve visibility including revamping of new web site, QR code, FB etc -Presentation of the New Web-Site design by Web-designer
 - 3.3.5 Reformatting and rebranding of Architecture Asia Magazine
 - 3.3.5.1 Progress update by AA Chief Editor – Ar. Lee Chor Wah
 - 3.3.5.2 Follow up on commitment by all institutes on link to e-magazine
 - 3.3.6 ARCASIA Timeline Chart – status report
 - 3.3.7 ARCASIA Documentary – Presentation of the updated Version
 - 3.3.8 ARCASIA Newsletter – future direction
 - 3.3.9 Proposal for institutes/organization to identify a particular area which ARCASIA can help and what they can offer to others (to be coordinated and follow up by respective Vice Presidents)
 - 3.3.10 Reach-out program – discussion
 - 3.3.11 ARCASIA master calendar of events
 - 3.3.12 Reformatting of future Council Meeting (issues, policy and programs based)
- 3.4 Financial Updates
 - 3.4.1 Status of Internet banking of existing account with HSBC Hong Kong
 - 3.4.2 Setting up of separate account for sponsorship money pledged by partners

4.0 Presentation from the Zonal Vice Presidents and Proposed Programs In Relation to ARCASIA Projects and Committee Programs (3.00pm – 3.45pm)

- 4.1 Zone-A, Ar. Swarup G. Koney
- 4.2 Zone-B, Ar. Edric Marco Florentino
- 4.3 Zone-C, Ar. Xu Zongwei

Action By**5.0 Presentation by Chairmen of ARCASIA Committees and Proposed Programs
(3.45pm-5.30pm)**

- 5.1 ACAE – Ar. Chalay Kunawong
 - 5.1.1 The Arcasia Student Jamboree Manual
 - 5.1.2 Virtual School of Architecture in Asia
 - 5.1.3 Arcasia/ACAE Research Journal Concept Paper
 - 5.1.4 Arcasia Architecture School Directory
https://docs.google.com/spreadsheets/pub?key=0AvsU5CyXbHKbDFRFZG_V6T3RPc1hQTlpHY0lpMjhCbEE&output=html
- 5.2 ACPP – Ar. Ishtiaque Zahir Titas
 - 5.2.1 ACPP Country Report Format
- 5.3 ACGSA – Ar. Ashvinkumar Kantilal
- 5.4 ACSR – Ar. Joseph Kwan
- 5.5 ARCASIA Fellowship – Ar. Sathirut Nui Tandanand

6.0 Other Issues

- 6.1 To rectify the decision by OB to accept B & I Magazine as the Supporting Publication of ARCASIA
- 6.2 Decide the next OB meeting (Proposal received from ALACE to host the 2nd OB meeting on 11th and 12th April 2013) and frequency of meetings

Action By**1.0 Session 1 : Handing Over Meeting****Meeting Attendance**

President, Ar. Tan Pei Ing, (TPI)
Immediate Past President Ar. George Kunihiro, (GK)
Zone A Vice President Ar. Swarup G. Koney, (SGK)
Zone B Vice President Ar. Edric Marco Florentino, (EMF)
Zone C Vice President Ar. XuZongwei,(XZW)
Hon. Secretary Ar. Alvin Hai Seah Lim, (AL)
Hon. Treasurer Ar. Tan Kim Yan, (TKY)
Outgoing Hon. Secretary Ar. Marco Corbella, (MC)
Outgoing Hon. Treasurer Ar. Junichi Ito, (JI)
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 PAM President, Ar. Saifuddin Ahmad (SA)
Observer PAM Deputy President, Ar. Chan Seoung Ann (CSA)
Observer ASC Section Chief of International Department, Ms Wu Rujung (WRJ)

1.0 Handing Over Meeting**1.1 Welcome Remarks – ARCASIA Outgoing President, Ar. George Kunihiro**

Outgoing President, Ar. George Kunihiro called the meeting to order. He thanked PAM and President Ar. Saifuddin Ahmad for the hospitality and the efforts of all PAM Secretariat in organizing the Handing Over Meeting and the great hospitality extended to all.

1.2 Acknowledgement – Outgoing Hon. Secretary Ar. Marco Corbella and Hon. Treasurer, Ar. Junichi Ito.

Ar. George thanked Ar. Marco for his excellent work as his Hon Secretary and everyone in ARCASIA has been most impressed with his super efficiency and he will be truly missed.

He also acknowledged the contribution by Ar. Junichi as he had to untangle the financial matters which were going on for a couple of terms, including the complicated process of transferring of bank account before the incorporation and consolidated in Hong Kong, having to deal with various parties including UAP and HKIA. It is finally put in place. He thanked Ar. Junichi Ito for doing a good job, especially as an Architect who is not a financial person.

He commented that with the pressure and energy by Ar. Pei Ing to put everything in order within the last few months is very good and hopefully the new team will benefit from this and use it wisely and be in control.

He also mentioned that PAM used to have a lot of responsibility putting ARCASIA together when Ar. P Kasi was the chairman, which was about 10 years ago. Then it went to different places and now, the responsibility has gone back to PAM again and he believes that everything will be ok.

1.3 Handing Over Ceremony :

1.3.1 Outgoing Hon. Secretary Ar. Marco Corbella and Hon. Treasurer Ar. Junichi Ito to hand over to the incoming Hon. Secretary and Hon. Treasurer relevant material and documents.

Action By

Ar. George invited the outgoing Hon. Secretary Ar. Marco and Outgoing Hon. Treasurer Ar. Junichi to present the documents and materials which they have put together to the new Hon. Secretary Ar. Alvin Lim and new Hon Treasurer, Ar. Tan Kim Yan. Pictures were taken on the handing over ceremony for record.

1.3.2 Explanation of important or pending issues by outgoing Hon. Secretary Ar. Macro Corbella and Hon. Treasurer Ar. Junichi followed by discussion.

Ar. Marco went through the following outstanding issues which have to be resolved by the new team:-

1.3.2.1 Financial matter

Based on the financial report submitted by Ar. Junichi in the last Council meeting, there is still some outstanding subscription money from UAP, which was wired to the wrong address to IAB that needs to be paid to ARCASIA. In the last Council meeting, it was decided that UAP will pay ARCASIA and this matter will be resolved between UAP and IAB. To date, the money is still yet to be credited to the ARCASIA account by UAP. Ar. Marco requested the new treasurer Ar. Kim to send a reminder to UAP

TKY

As for the setting up of the internet banking which was approved in one of the previous OB meetings for the money to be managed off shore, Ar. Marco reported that this has yet to be done as the documents have not been filed. HKIA has sent the documents from HSBC bank that need to be filled and these will have to be handled by the new Treasurer Ar. Kim and sent back to the bank

TKY

The last issue is relating to the request by the HSBC bank on the information on the ARCASIA incorporated for the bank’s internal auditing purpose. The bank has sent some documents to be filled. Ar. Marco could fill some but most of the other information needs to be filled by UAP with regards to the incorporation and the 3 trustees. Ar. Kim will need to follow up with UAP on this.

TKY/MC

1.3.2.2 Change of Composition of Trustees for ARCASIA Incorporation

Ar. Marco informed that as per the last Council’s decision on the change of composition of the trustees for the ARCASIA Incorporated, UAP has yet to revert on the copy of resolution of UAP national board nominating President UAP Ar. Rozanno C. Rosal, Ar. Yolanda Reyes, Ar. Edric Marco Florentino as Trustees.

AL/UAP

1.3.2.3 Outstanding Reports

Ar. Marco informed that the draft Council Minutes of the 33rd Council Meeting in Bali has been sent to all the Institutes but there are some outstanding reports/ attachments as follow :-

- ▶ Final Report from PAM on Architecture Asia
 - The report on Architecture Asia by the President of PAM to the Council is slightly different from the report submitted. PAM was requested to extend a copy of the report as presented to the Council.

PAM

Action By

▶ Asian Congress of Architects (ACA)

- 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 meeting but this has yet to be submitted to the ARCASIA secretary. Ar. Alvin will need to follow up with IAI on this.

AL

▶ Committee Reports

- ACAE report and Inter-Committee report have yet to be received from Ar. Abu Sayeed.

Ar. Pei Ing informed that Ar. Abu has just sent the reports through email to Ar. Marco yesterday but the email could not be delivered. Ar. Abu has requested her to forward the reports to Ar. Marco and she has done so.

- ACPP Report yet to be received from Ar. Balbir Verma

MC

▶ Heritage Book 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. A copy of the said map has already been sent by Ar. Marco 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. Alvin will need to follow up on this.

AL/IAB

1.3.2.4 **Hon. Treasurer’s Report on Financial Record**

Ar. Junichi reported the following

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

The Balance is: 65,215.92 USD

Ar. Junichi reported that Ar. Abu Sayeed requested a payment of 915.00 USD for the preparation of the ACAE Timeline. A bill has been emailed to Ar. Marco (as attached).

JI

Action By

Ar. George added that UAP has requested for ARCASIA to advance the estimated shipping cost of the Arcasia History Book, and this will be recovered from the respective Institute at the next Council Meeting. Ar. Edric Marco informed that UAP, as per the decision in the last OB meeting, has checked and advised that sending the books by air is more cost effective than sending by sea. Ar. Yolanda would like this money to be advanced soon so that she can start sending out the books as they are taking up a lot of space. Ar. George informed that since this is an advance, it has not been reflected in the account auditing. Ar. Junichi confirmed that the money will be sent to UAP via wire transfer, and this should be done soon.

JL

1.3.3 The Hand Over of Presidency Signing Ceremony

The Outgoing President (Immediate Past President) Ar. George Kunihiro and incoming President, Ar. Tan Pei Ing signed the 'Hand-over' letter. Ar. George Kunihiro officially handed over the office to Ar. Tan Pei Ing.

The Outgoing President, Ar. George then closed the Hand Over Meeting and hand over the chair to Ar. Pei Ing.

Ar. Pei Ing introduced her Hon Secretary, Ar. Alvin Lim and her Hon. Treasurer, Ar. Tan Kim Yan.

2.0 Convening of the First Office Bearers Meeting

2.1 Welcome Remarks -ARCASIA President, Ar. Tan Pei Ing

Ar. Pei Ing welcomed all the Office Bearers and Committee Chairs to the Handing over and first OB meeting. She was very glad that all her team members was able to attend the meeting except for her advisor Ar. K.C. Yi who could not make it last minute due to work commitment

She expected that the meeting is important as it is for her to set the targets and the programs for her entire term.

She informed that since the ceremonial handing over after the Council meeting in Bali, although her term has not started, with the support and consent from Ar. George, she has started the initial preliminary ground works including the review of the Arcasia handbook, Constitution, Bye-laws and ARCASIA Awards, revamping of AA Magazine, redesigning the web site etc. to give the team an early head start so that the new team is able to move the programs as soon as the official term commences.

She highlighted that as most of the OBs and Committee Chairs were present at the hand-over ceremony in Bali and would have taken note of the contents of her speech on her vision for ARCASIA, she would not go into the details except to emphasize again that she has committed to rejuvenate, revitalize and reinvent ARCASIA.

She reiterated that ARCASIA under her term is blessed with the fact that a few corporate partners have come forward to pledge financial support and the fund can be used to initiate a lot of programs. As such, she would need and expect her team members to give her their full support and be committed over the next two years to jointly deliver what they have committed to ARCASIA. She admitted she would be pushing very hard, as she believes in efficiency and moving things very fast, since two years is a very short period. She expects more active participation, contribution and speedier response from all of her team on the proposed programs. She sincerely hopes that she and her team members are able to work closely, collectively and effectively to make a difference and deliver the results as desired.

Action By

When she first started on the preliminary ground works, she was taken by surprise that a lot of the documents are not in place. It has taken her a lot of time and trouble to get the base documents. She is glad to report that she has completed the review of the Constitution and the Bye-law and the drafts have been circulated and emailed to all for comments. She will explain the amendments in greater detail since this is included in the Agenda under item 3.3.1

2.2 Welcome Remarks – PAM President Ar. Saifuddin Ahmad

The President of PAM, Ar. Saifuddin Ahmad addressed the ARCASIA Office Bearers and Committee Chairmen, welcoming them to the PAM Centre, Kuala Lumpur. Ar. Saifuddin also introduced the PAM Deputy President, Ar. Chan Seoung Ann, who will be the President when PAM host the ACA 16 in 2014, if elected. Ar. Saifuddin expressed that they are most honoured to host the historical Hand Over meeting and it is also an honour to PAM and Malaysia to have Ar. Tan Pei Ing as the Incoming ARCASIA President. He hoped everyone would have a very fruitful meeting and invited everyone to join the dinner tonight, which would be hosted by ROCA Malaysia. Everyone was also invited to attend the press conference.

2.3 Adoption of the Agenda

The agenda of the 1st OB Meeting was e-mailed to all before the meeting and was placed before the meeting and adopted.

2.4 Adoption of the Minutes of the 6th OB Meeting in Bali

The minutes of the 6th OB Meeting in Bali, which were circulated through email to all, were placed before the meeting and accepted by those who were present at the said meeting without amendments.

2.5 The meeting adjourned for the group photo and press conference

The press conference was to promote ACA 16, which will be hosted by PAM in 2014 and also to announce Ar. Tan Pei Ing as the new ARCASIA President. MyCEB CEO En. Zulkefli Haji Sharif was also present to render MYCEB's support the ACA16.

3.0 ARCASIA Affairs

3.1 Progress of workgroups under the Immediate Past President and future directions

3.1.1 Workgroup on "10 yrs." growth plan

Ar. Sathirut briefed on the status of the "10 yrs." growth plan, which he undertook under Ar. George's Presidency. The areas of growth proposed included membership growth and an additional member institute ALACE has joined ARCASIA. The recruitment of the other potential member institutes is still pending and he noted that this has been included in the agenda of the meeting.

Ar. George, under his term, has successfully signed various MOUs and this has also been included in the Agenda to be discussed further.

With regard to the proposed growth in quality with the intention of finding ways to elevate professional practice, he noted that Ar. Pei Ing has also addressed this in the proposed new programs such as revamping of Arcasia Awards etc.

Under Ar. George's term, a new committee on Social Responsibility was established.

Action By

Ar. Sathirut noted that the Asean Architects and APEC Architects frameworks will affect the practice within the region and he suggested for Arcasia to address this and look at how other countries outside the frameworks can benefit from these.

CK/IZT/AK/SNT

The meeting agreed with Ar. Pei Ing's proposal not to have a separate workgroup on the "10 yrs.' growth plan, in view that all the issues highlighted by Ar. Sathirut could be handled by the respective Committees. This is to avoid overlapping and dilution of focus. All the Committee Chairs shall take into consideration of the growth plan and the issues raised in their respective committee activities

3.1.2 Workgroup on "Continuity"

Ar. Kalim handled this previously and Ar. Marco informed that there is no outstanding issue.

Ar. Pei Ing shared her experience that she was hindered by the fact that many of the documents were not in order and she had a hard time collating all the documents and information. The previous few Chairmen and President have suffered the same problems. As such, since she is revamping the ARCASIA handbook, she is proposing for provision to be made to ensure continuity in handing over so that the new team will have a smooth transition and can function effectively immediately. A new policy should be introduced to ensure every administration including the committees should adopt a proper hand over procedure.

ALL

All the documents, data etc in e format, would be centralized and uploaded to the new ARCASIA web site for easy access. For documents that are private and confidential only to the Member Institutes, a section could be created to store those them and the Member Institute will access to the documents by using password created.

3.1.3 Workgroup on "Growth and New Membership"

This is also an outstanding issue carried over from Ar. George's term. The following were discussed:-

3.1.3.1 For Chinese Taipei, many attempts were made to reach out to them but so far, there was no response. As such, no action will be taken unless they pursue further with their application. Concern has also been raised by ASC with regard to the application from Chinese Taipei, and to the name to be used. Ar. Pei Ing informed that she has given assurance that ASC, as the existing member institute of Arcasia will be properly consulted and consent will be secured from them before considering the application.

3.1.3.2 Ar. Pei Ing designated the responsibility to the respective Zone Vice Presidents to establish communication with the other potential institutes including Bhutan, Brunei, Myanmar and Cambodia to encourage them to join ARCASIA as a Member Institute. The meeting discussed and decided that Ar. Swarup, Zone A Vice President will follow up with Bhutan. It is noted that Bhutan is a member of SAARCH (South Asian Association for Regional Cooperation of Architects). Ar. Ishtiaque, through his good connection, agreed to help Ar. Swarup to reach out to Bhutan. Brunei, Cambodia and Myanmar will be under Ar. Edric Marco, Vice President of Zone B's responsibility. Once they have joined as a member, the decision under which zone they should belong will be by Council.

SGK/EMF/IZT

Action By

3.1.4 Workgroup on “Funding and sponsorship”

The proposed sponsorship framework and the proposed form were adopted and approved by the last Council meeting in Bali. It is a matter of actively lobbying to secure the sponsors. The Vice Presidents and the committee chairs were also requested to use their contacts to help with the sponsorship. To date, Ar. Pei Ing has secured 3 corporate partners and the MOUs were signed during the ceremonial handing over at the end of the Council meeting in Bali.

ALL

3.2 Review of MOUs with Other Regional Organizations / Institutes

3.2.1 MOU with UIA, AIA, AUA and MASA – Reviews of the status and identify areas of cooperation and implementation with tangible outcome.

Ar. Pei Ing requested all the MOUs that have been signed to be reviewed whether they are relevant and to identify areas of cooperation and implementation, as there is no point to have the MOUs signed without tangible outcome. The following were discussed :-

3.2.1.1 With UIA

The first MOU with UIA was signed in 2006 under Ar. Yolanda’s chairmanship, and renewed in 2011 in Vietnam during Ar. George’s term. It was noted that so far, there was no joint program initiated out of the MOU signed. Ar. George briefed that it is a very general memorandum of understanding based on the MOU that UIA used with all the other member organizations and the intention is to give recognition to ARCASIA as a regional organization. The spirit of the MOU is about relationship between the two organizations even though nothing happened. Ar. Pei Ing clarified that there is no intention to dispense with the MOU but she is of the view that some programs and activities should be initiated to enhance the MOU and make the MOU meaningful rather than not doing anything.

Ar. Chalay suggested to look at accreditation under UIA, taking into consideration of the proposed virtual school that he will be presenting later.

Ar. Sathirut suggested collaborating on joint exhibition to showcase Asian architects’ works and also sharing of speakers.

Ar George informed that with the current structure and working manner of UIA, they would not have the capacity to enter into any active cooperation on specific projects etc. with ARCASIA. Ar. Pei Ing is of the opinion that while the UIA secretariat may not be effective, there are a lot of works being done by the various committees under UIA such as PPC and Arcasia, through UIA can work with the committees, identify areas of common interest and to share the wealth of information and knowledge that have been created. Ar. Pei Ing also suggested for discussion to be held with Ar. Esa, the first Vice President of UIA Region IV on possible synergy between ARCASIA and Region IV and to minimize duplicating efforts on the same issues and concerns, especially most of the member institutes under UIA region IV and ARCASIA are the same.

Action By

Ar. Pei Ing supported Ar. Ashvin's suggestion for the various Committee Chairs and Vice Presidents to identify the programs they have planned for the next 2 year and shared them with Ar. Esa and for him to bring them back to UIA and proposed for ARCASIA to help UIA on these areas to avoid duplication and for ARCASIA to take a lead.

ALL

3.2.1.2 With AIA

Ar. Pei Ing briefed the history and background on the MOU signed with AIA in 2006 under Ar. Yolanda's presidency in Beijing. To date, there was no mutual cooperation of any sort except the President of ARCASIA and one other get invited to attend their annual convention and the President's Forum.

It was noted that there is no time frame stated in the MOU and Ar. George confirms that AIA's current office is fully aware of this MOU signed.

Ar. Sathirut is of the view that there is some usefulness in the area such as professional practice and CPD programs that ARCASIA can tap into and also for AIA to share with ARCASIA. He suggested for the committees to think of areas which they require assistance.

Ar. Ashvin made two comments/observations. For the President's Forum, AIA decides which Presidents they want to invite and not every President is invited. For the few occasions that SIA was involved, they were merely back benchers. When SIA came out with the CPD programs, which was not modeled after AIA model, SIA did get some pressure from AIA to change it according to their framework. He is of the opinion that AIA has an agenda like all the other organisations. As such, we should identify common agendas to work on and unless our agendas are the same or overlap in some instances. If there is nothing in common and there is really nothing to talk about.

Ar. Pei Ing reiterated her opinion again that principally, ARCASIA as a regional organisation should not sign any MOU with individual institute. However, since it has been signed, the question remains what can be done deriving out of this MOU.

Ar. George feels that the relationship is important to be maintained as it gives more direct access when needs arise.

Taking into consideration of all the views expressed, Ar. Pei Ing requested Ar. George, who has intimate knowledge of AIA, to work with Ar. Sathirut, to identify areas in which ARCASIA and AIA can cooperate that will benefit the members of Arcasia.

GK/SNT

3.2.1.3 With AUA

The AUA MOU was signed under George's Presidency in 2011 and the MOU will remain valid for 3 years (i.e. expiring by 1 October 2014). Ar. Pei Ing informed that she had the opportunity to meet up with Ar. Tokunbo Omisore to discuss on areas of cooperation in Bali. A few areas such as exhibition and social responsibility have been identified.

Action By

Ar. George informed that Ar. Tokunbo has specific agenda, which will benefit his region when he signed the MOU with Arcasia. He was interested to look at areas that ARCASIA is more advance such as education, professional practice and CPD and these have been emphasized and spelt out in the MOU. Since then, AUA has been active in engaging ARCASIA and Ar. Tokunbo has invited ARCASIA to attend some of the events on professional practice and CPD. Ar. George has reciprocated by inviting AUA to our ARCASIA function and International Forum to recognize the relationship.

Ar. Joseph Kwan also feels that although the 2 continents are far apart, there are some commonalities that we can actively work on.

Ar Pei Ing reported that the communication has already been established with AUA and will be pursued further for initiatives that are of mutual benefits.

TPI

3.2.1.4 With MASA

This MOU was signed under George's presidency in 2011 and the MOU will remain valid for 3 years (i.e. expiring by 1st October 2014). Ar. George informed that he met up with the President of MASA in Russia and signed the MOU since Central Asia is adjacent to ARCASIA region and there are some common interests. However, since the MOU was signed, Ar. George has been trying to contact the President, Ar. Andrey V Bokov but there was no response. Since the MOU is still valid, Ar. George was requested to work with Ar. Sathirut and follow up on this to see what tangible outcome can be derived from this MOU.

GK/SNT

3.2.2 Tangier Declaration

Ar. George signed the Tangier Declaration on 16th March 2012. Ar. Pei Ing requested Ar. George to brief the meeting on the objective of this and the future direction

Ar. George briefed that the spirit of this declaration came from Africa. Ar. Gaetan Siew, the Past President of UIA who is also the Chairman of UIA Vision and Strategy Committee, also mooted this. Ar. Gaetan feels that the UIA in Paris is ineffective as compared to the regional organizations and as such, the declaration was signed jointly by ACE, ARCASIA, AUA and endorsed by FPAA to state that as regional organizations, they will support the UIA's commitment towards the battlement of the architecture professional organizations and to fulfill the objectives of the organizations. The real final intention is eventually for the regional organizations to take initiative and control. It is like a network of regional organisation work together in support of UIA

Action By

It is noted that the declaration is quite general with no time frame. This declaration has caused quite a lot of controversy with UIA Bureau/Council. Based on the minutes of the meeting held between UIA and Regional Organizations, it is concluded that the misunderstanding regarding the Tangier Declaration was cleared and UIA agrees and has requested her VPs for the regions to discuss with the stakeholders of the Tangier Declaration and establish recommendations to UIA for adoption. As such, ARCASIA will take no action on this until a concrete proposal on positive collaboration has been put forward by Ar. Gaetan, Ar. Tokunbo and Africa for consideration.

Ar. Pei Ing has also discussed with Ar. Tokunbo in Bali regarding the Tangier Declaration and she has made it clear to him that ARCASIA as a Regional organization will not get involve with the politics of UIA. The Agenda of ARCASIA is to focus on the affairs of our member institutes and Arcasia will enter into MOUs and collaborate on programs that have mutual benefits and not for any political agendas under UIA. ARCASIA in an independent organization and is not under UIA. If UIA member institutes have any issue with UIA, they should go through the Vice Presidents of the respective regions to take the issues with UIA Council/Bureau and not through ARCASIA. The meeting agreed with the stand taken by Ar. Pei Ing as the official position of ARCASIA.

3.2.3 Progress Discussion with ACE

Ar. George informed that ACE's agenda is tied in with the European Union and it is good to establish relationship if Asian architects are interested to pursue license to practice or to be educated in Europe. He suggested that OBs or Ar. Pei Ing could consider having a strategic alliance with them.

3.2.4 Progress Discussion with CAA and possibility of LOU with the RAIA, RNZIA

3.2.4.1 CAA

Ar. George clarified that he did not pursue any MOU with CAA in view of the historical issue (ie. ARCASIA was formed since CAA was not looking after the interest of the Asian region) and the negative news he heard on the internal politics of CAA.

Ar. Ishtiaque informed that since Ar. Mubassah has taken over as President of CAA, a lot of changes have been made. Currently, Arcasia has no relationship with British Architect except through UIA and as such, Ar. Ishtiaque requested for ARCASIA to consider establishing some form of relationship with CAA.

Ar. Ashvin informed that SIA did re join CAA at the request by Ar. Mubassah when he became the President of CAA. SIA's previous issue with CAA is that CAA is being tightly controlled by RIBA. Previously, the CAA secretariat has to be from RIBA. That is also the main reason why the 6 founding Member Institutes of ARCASIA broke off from CAA and formed ARCASIA. However, Ar. Ashvin noted after attending the recent CAA meeting in Bangladesh that this has since changed and currently, the secretariat is from the President's Member Institute and the incoming President will be from SLIA.

Action By

It is noted that some member countries still rely on CAA on the accreditation such as Hong Kong as advised by Ar. Joseph Kwan.

Ar. Pei Ing informed that PAM has ceased to be member of CAA as PAM is of the view that CAA has no relevance. However, Arcasia is prepared to explore possible areas in which Arcasia and CAA can collaborate. Ar. Pei Ing will communicate with Ar. Mubasshar accordingly.

TPI

As for the request to have a MOU signed between Arcasia and CIALP, Ar. George informed that he has written to Ar. Rui from Macau that CIALP is a language and not regional based organization and as such, he did not feel that it is appropriate to have a MOU signed with them. However, joint programs could be considered and it is now up to Ar. Pei Ing whether to pursue this.

3.2.4.2 RAIA and RNZIA

Ar. George explained that he was considering some form of LOUs to be entered into with RAIA and RNZIA to establish a relationship and recognition since they will never be considered to be member institute of ARCASIA and this will keep them out. However, it is up to Ar. Pei Ing to decide.

Ar. Pei Ing informed that this was discussed intensely during that last Office Bearers meeting in Bali. She reiterated that RAIA and RNZIA will not be part of ARCASIA and she has also stated her position clearly that ARCASIA should not enter any form of LOU with individual institutes. Concern was also expressed by her on the intention especially RAIA. It is evident that they are aggressively pursuing MOUs at various platforms including APEC and the main agenda is to push for independent practice so that they can set up practices in Asia. As such, great caution shall be exercised. Currently, there are already a lot of illegal practices from Australia being set up in Malaysia. As such, Ar Pei Ing will not pursue to establish any form of relationship with these two institutes for the time being until they approach ARCASIA officially again and this was agreed by all.

3.3 Matters arising from the 6th OB Meeting in Bali, 33th Council Meeting in Bali and ARCASIA Project

3.3.1 Revision of Constitution, By Laws and updating of ARCASIA Handbook and Policy Manuals

Ar. Pei Ing briefed that since Council meeting in Bali, she has tried to gather all the documents from both the web site and the Past Chairman/President and realized that there various documents floating around including Constitution, Bye-laws, Handbook, Manuals, Check lists etc and they have not been updated and synchronized. Changes were made to one and not reflected in others. There is also another Bye-law created for the purpose of the Arcasia Incorporated and there were amendments made to this document thinking that this is the original Bye-law of ARCASIA. As such, it is important to make very clear that this Bye-law for ARCASIA Incorporated should be used strictly for that purpose and not to be referred to for the actual operation of ARCASIA.

Action By

Ar. Pei Ing is of the opinion that it is important for all the documents to be properly updated and put in place quickly as they form the backbone of the organisation and guides for its operation. As such, effort has been made to prepare the handbook and also to update the Constitution and Bye-laws incorporating all the changes that have been approved to-date.

The proposed framework of the ARCASIA handbook as attached was sent to all by email before the meeting and presented by Ar. Pei Ing again in the meeting. The Handbook consists of 3 main sections. The Arcaisa Constitution, Bye-Laws are under Section B and Section C includes the General policies and procedures, checklist. Appendix etc and this was approved by the meeting. Ar. Pei Ing requested input from the various Committee Chairs on the respective sections, which includes the review of the various guidelines and check list in order to complete the handbook.

CK/IZT/AK/JK

Ar. Pei Ing highlighted that there is an ARCASIA hymn. It is only in lyric form but no music. Ar. Pei Ing suggested Ar. Sathirut to compose it into a song.

SNT

Ar. Pei Ing also intends to standardize the committee reports and as such, she has requested all the committee chairs before the meeting to review and revert on these to be included in the Handbook. She is also going to appoint a designer to look at the design of the ARCASIA Award gold Medal in a digital form based on the design in the check list and also the formatting of the ARCASIA logo (in terms of shape, proportion and colour). The resolutions made over the years will also need to be streamlined for easy reference. To date, she has managed to complete part of the Handbook and a lot more work will need to be done before the Handbook could be completed.

TPI/CK/IZT/AK/JK

Ar. Pei Ing has completed the draft of the ARCASIA Constitution and Bye-laws incorporating the changes as approved by Councils previously and these have been circulated to all the OBs and Committee Chairs for comments through emails before the meeting. However, she has not received any comments. The meeting confirmed that the proposed drafts are acceptable and to be adopted. Ar. Edric Marco will forward his comments on some minor typo errors to be incorporated.

EMF

Ar. Pei Ing also informed that the setting up of the permanent secretariat has been provided for in the original Constitution. Currently, the secretariat moves with the President because it is more effective but on a long term basis when the resources of ARCASIA grows big enough, a permanent secretariat should then be set up for more effective administration and continuity.

Ar. Pei Ing highlights that she has received several requests from members to review the bye-laws concerning the qualification and eligibility to run for the President's post. They are of the sentiment that since Arcasia is originally meant to be a Council of Presidents, only a president or past president of the member institute is eligible to be nominated to be the President of Arcasia.

Action By

After deliberation, the meeting concludes that it is good to prescribe qualification requirement but it should not limit to only President or Past President since some of them may not have any knowledge of the working of ARCASIA and there may also be a danger that ARCASIA will not be able to function if none of the President/Past President of the institute desires to be nominated. The criteria should include the requirement for the candidate to hold certain high position from the Member Institute he is from (i.e. Office Bearers or Executive Committee) and nominated by the institute and also commands adequate experience and knowledge of ARCASIA in order to lead ARCASIA effectively. Ar. Pei Ing will review this accordingly and revert on the revised amendment but the proposal is subjected to Council's approval.

TPI

3.3.2 Restructuring of ARCASIA Awards, exhibition and publication – Ar. Wan Sophia

Ar. Pei Ing informed that she has recruited the assistance of Ar. Wan Sophia to review the ARCASIA Awards, based on the mandate that was given to her during the last Council meeting in Bali

Ar. Wan Sophia was invited to the meeting and presented the proposed amendment of the ARCASIA Award for Architecture which is referred to as AAA (refer to attachment)

The proposed amendments were prepared after a few rounds of discussions with Ar. Pei Ing to achieve the following objectives :-

- To reduce the process duration for assessment and deliberation of AAA from 2 years to 1 year or less so that the time lapse between winning the award to presentation is condensed and the awarded project would not be outdated
- To improve the efficiency in administering the judging process taking advantage of the on line and new IT technology
- To increase awareness, participation amongst AAA members and widen the exposure of AAA
- To expand the promotion of AAA not only amongst ARCASIA members but also globally

Once the proposed amendment is adopted, the rules and regulations covering eligibility, submission materials and procedure will need to be revised accordingly.

It was highlighted that the proposed Timeline presented was based on the date of the next Forum in Nepal, which is in October. The duration of the cycle from nomination to judging has been condensed from 2 years to 5 months and the time line can be adjusted to suit. It was also highlighted that the members of the jury panel must have access to internet, as most of the judging will be done on line. A special issue on AAA will also be introduced to promote the Award winning projects.

As for the AAA process, Ar. Wan Sophia highlighted on the new proposal that the submissions do not limit to those submitted through the institutes but open to all the registered architects. Individual architects are allowed to submit directly to the Convener of AAA. A special declaration form will be introduced to check the eligibility.

Action By

Ar. Ashvin is of the opinion that the proposal to have the award annually is a good idea as it is better for ARCASIA to promote the members' works rather than having others to feature their works and the award will also lose its shine due to the long gap. He informed that ACGSA recommended for a special category to recognize sustainability to be included since last year. He clarified that although sustainability is also a criteria to be considered for the other categories, some sustainable developments may not be design orientated and as such, the recommendation is for a separate category.

Ar. Pei Ing clarified that once the framework of the proposed restructuring of the AAA is agreed upon, the guideline on ARCASIA Award including the categories, judging criteria etc will need to be reviewed as presented. She would also like to propose for a special category on Social Responsibility to be introduced.

Ar. Pei Ing informed that the restructuring of AAA to shorten the process was discussed and approved in the last Council meeting in Bali. The time gap from the selection of the winner to the presentation based on the current structure is too long and the Awards were watered down and not doing justice to the award winners. The award ceremony must also be done in a dignified manner to honour the winners, similar to the Oscar event. She also highlighted that based on the revised structure, it would mean more work for the hosting institutes for both the ACA and Forum as the judging and presentation will be within the same year. She is aware that SONA, when bided for the Forum, has not taken into consideration of the additional responsibility and budgeted for the cost for the award presentation. As such, she offered to work with SONA to secure sponsor to cover the additional cost for the award presentation and she has discussed this with SONA in Bali after the meeting. She reiterated that the responsibility for calling of nomination right up to judging is with the host institute for Forum and that has not been changed. She also highlighted that PAM, who will be hosting the ACA 16 in 2014, would also need to take up the additional responsibility on the judging process.

As to the proposed change in the administrative obligation to go mainly on line, she opined that this will be more cost effective and efficient and on line judging has already been implemented. There will only be need to have one meeting for all the juries to decide on the final judging and this will try to coincide with some other functions/events to minimise cost. Ar. George also confirmed that the last ARCASIA Award was already done on line.

As for the concerns raised by Ar. Sathirut on the time line, she and Ar. Sophia clarified that the time will be tight only for the first cycle due to the change but once the structure is implemented, the process of nomination and judging takes only 5 months. If the ACA or Forum are to be held at a earlier dates, the calling of nomination can be earlier.

Action By

Ar. Sathirut informed that for ASA, their award is held only once in two years and as such, the submission of the designs will need to be done by the members themselves for every other year. Ar. Tan Pei Ing clarified again that based on the revised structure, the submission for AAA does not limit to those submitted through the respective institutes and will be opened to as many registered architects as possible as the intention is to promote excellence in design within the region. There is a new requirement to submit an eligibility declaration by the architects as presented by Ar. Wan Sophia that they are registered architects of that country. The list of the names will also be forward to be respective institutes for verification.

Ar. Pei Ing also clarified that the change in structure only applies to AAA and not the students' competition and the duty of the host institutes for the Forum to conduct the Students competition has also not changed. Dr. Chalay has agreed to guide SONA on the student's competition.

Ar. Pei Ing informed Ar. Swarup that all the check list and guidelines on conducting Students competition, ARCASIA Award and hosting of Forum are available and she offered to send them to SONA for their easy reference.

TPI

Ar. Joseph suggested assigning someone experienced to guide SONA on AAA. Ar. Pei Ing informed that Ar. Sophia has agreed to assist on this. Ar. Ashvin proposed to put on record all the cost incurred by Ar. Sophia to assist SONA will be born by ARCASIA and not PAM.

Ar. Joseph Kwan also suggested that the special category for the AAA for Social Responsibility should be on accessibility, disaster related projects etc. A special category for Education on research should also be considered.

Ar. Pei Ing requested the Committee Chairs to revert on their proposed criteria of judging these new categories quickly so that these can be incorporated before calling for nomination.

CK/AK/JK

After all the deliberation, the proposed amendments to AAA and the framework were agreed upon by all.

When requested by Ar. Pei Ing, Ar. Saifuddin affirmed that PAM would have no problem in taking up the responsibility for the judging process under ACA 16.

3.3.2.1 **Appointment of Convenor under the proposed new structure**

SONA shall confirm the appointment of the Convenor, being the host of the next Forum.

SONA

3.3.3 **Correction and updating of History Book – Status report**

Ar. Pei Ing briefed that Ar. Akeel. Past Chairman of ARCASIA has graciously agreed to her request to correct and update the history book. Ar. Akeel has informed that the review is being done and should be completed in 3 months' time.

TPI

Action By**3.3.4 Rebranding of ARCASIA to improve visibility including revamping of new web site, QR quote, FB etc**

3.3.4.1 As part of the promotion of ARCASIA's awareness to wider audience. Ar. Pei Ing has arranged official ARCASIA name cards to be printed for all the OBs and Committee Chairs and the cards were distributed to all during the meeting. PI requested the cards to be given out by the respective individuals while representing ARCASIA. Ar. Pei Ing informed that she would also arrange for ARCASIA badges and pins to be given out

TPI

3.3.4.2 Presentation of the New web site design by Web Designer

Ar. Pei Ing informed that a new web-master has been appointed to redesign the web site in view of the problems encountered with the current web site and also as part of her vision to rejuvenate the web site.

Ar. Pei Ing invited the web-master, Patrick from Interplay to present the first draft of the new ARCASIA web site.

The new web site have the following features and improvement.

- It is in a new HTML 5 format so that all the new devices such as I-pads, tablets, i-phones can get access to the web site and the web site will appear the same as what is on the computer screen. For the old web site, some of the information will not appear on the phone.
- It is compatible with Window 7, 8, Internet Explorer 9, 10. The web page will not look distorted or out of alignment using the new computer system
- Search engine has been optimized and one can search the web site easily using key words and it is linked to Google and Yahoo search engines
- The menu system has been improved. In the old menu system, one cannot get access to the menu, as many of the links are broken.
- Software tracking system has been incorporated to monitor the website visits within a stipulated period and to generate website report to include the no of visits, which countries they are from, time of visit and the files they viewed.
- New links to Social Network such as Facebook and twitter have been incorporated
- The whole web site is designed based on a Content management system (CMS) so that all the items are maintained in a modular format and they can be easily added, deleted and replaced. As such, upgrading can be done easily.
- Video streaming has been incorporated.
The latest video of the Arcasia documentary has been uploaded on the home page.

Action By

- Picture gallery which is easier to access
In the old web site, it is very difficult to get access to the pictures. For the new web site, access is more direct, in either thumb nail or full screen and can be downloaded.
- Section on Corporate Sponsor has been introduced
- Feedback form has been introduced
- New Google map location
- Link to Architecture Asia E magazine has been introduced
- Instant backed update can be done at the backend.
- Direct link has been provided to the member institutes' web site.

The contract with Interplay includes one year of the service to update the web site. The one presented was a draft and incomplete and Interplay will need two more weeks to complete the design.

The following comments made by the various members after the presentation :-

- Ar. Marco congratulated for the good work done on the web site. Ar. Marco suggested to have the icon of the AA latest magazine on the homepage which links directly to the on line magazine instead of going under publication.
- Ar. Ishtiaque commented for the good work done and also on the update. He suggested having separate menu to be created for the committees rather than including them under events and this will be incorporated.

He also suggested for Images of the Arcasia Awards to be included to promote the projects

The logo taken from the old web site is incorrect and to be replaced with the right one (ie. the one which appears in the business card and minutes of the 6th OB meeting in Bali).

- Ar Chalay questioned whether the management of the updating of the architectural schools of education currently done through Google could be included in the web site. Ar. Pei Ing informed that once Ar. Chalay presented that under agenda item 5.1 and accepted, she would pass the documents to Interlay to see whether it can be linked/embedded. Patrick informed that it should not be a problem. Ar Pei Ing clarified that while Interplay is maintaining the web site, ARCASIA and the Committees are responsible to provide the materials and the updating to be uploaded. Ar. Chalay explained that currently, the password is given to each institute to gain access to update the information on the school of architecture. It is noted that all these are technical issues and the OBs and committees will have to decide before Interplay can advise.

Action By

- Ar. Ashvin, on behalf of also SIA congratulated a great job done

Ar. Joseph Kwan agreed that a separate menu to be created for the committees so that all the information, papers concerning the committees could be uploaded. He also suggested for the sponsorship form that has been approved by Council to be uploaded so that interested sponsors can go on line. The third item he brought up was to consider web site accessibility by introducing alternative format for the blind so that the web site can be converted into a format that enables the blinds to use a soft ware to read.

- Ar. Edric Marco requested to include a separate section for Institute and Zone activities.

The respective zone Vice Presidents are requested to forward all these information to the secretariat, which will then be given to Interplay to incorporate in the web site. Currently, what has been included in the new web site is based on the material available in the old web site.

- Ar. Joseph also suggested including a section on the history of Arcasia. Ar Pei Ing informed that currently, all these information are being updated and unfortunately, some of the information could not be traced and they are also not in the archives. Once the information is updated, they can be uploaded onto the web site.

- Patrick was requested to excuse himself for the following issues to be discussed:-

- ▶ Ar. Ashvin commented that what has been presented is great but the appointment of Interplay needs to be rectified by the meeting as it involves cost for good governance.

Ar. Pei Ing clarified that the appointment of the web master was done with consultation and with the consent of the OBs through emails. The cost of RM 10,000 (i.e around 3000 USD) for design with RM 400 per month site maintenance fees per month was approved by OBs. The charges are also at special discounted rates because of the relationship between Interplay and PAM and also as part contribution to promote ARCASIA. Interplay has not been paid as currently there is no access to Arcasia fund by the new team and Interplay has proceeded with the work based on relationship.

The second issue raised by Ar. Ashvin is continuity and what happens to the web site when the next President takes over. There should be a focus for the web site to be maintained on long term and continuity.

Ar. Pei Ing informed that continuity is always a concern. However, based on the new design, the web site can be easily transferred when the next President takes over.

Action By

Ar. Ashvin also commented that it will be difficult for this meeting to capture all the requirements and requested for all the Vice Presidents and committee chairs to revert on their list of items they wish to include so that the web designer can incorporate them. Ar. Pei Ing welcomed this suggestion as she is currently working on her own with the help from PAM to come out with the content. She reiterated that Arcasia is responsible on the content of the web site and the web designer only help to upload

ALL

Ar. Pei Ing informed that the original intention was to launch the new web site as soon as her term starts but was unable to do so due to delay in response and also festive season. She is also waiting for KIRA to revert on the information relating to the transfer of the original web site domain and password that are required before the new web site could be uploaded and launched. Ar. Pei Ing also informed that although some of the documents are still being reviewed and updated, the new web site would be launched as soon as it is ready and further improvement could be made even after the new web site is launched. She welcomes all the feed back from everyone to improve the web site further.

3.3.4.3 Ar. Pei Ing informed that previously, Ar. George has created a Facebook for Arcasia President and the management has been transferred to Ar. Pei Ing. However, she is of the opinion that it is better to have an official Arcasia Facebook that can be used perpetually instead of individual Facebook. As such, she will be working with Interlay to create a new Facebook just for Arcasia.

TPI

3.3.4.4 Ar. Pei Ing also highlighted that a QR code has been designed and incorporated in the name card and it will link directly to the ARCASIA web site.

3.3.5 Reformatting and rebranding of Architecture Asia Magazine

3.3.5.1 Progress update by AA Chief Editor – Ar. Lee Chor Wah

Ar. Lee Chor Wah, the chief editor of AA, was invited to brief the meeting on the status of the reformatting and rebranding of the Architecture Asia Magazine and the proposed award based on the mandate that was given by the council during the Bali Council meeting.

Ar. Chor Wah presented the proposal on the format and time line for the Architecture Asia Awards for Emerging Architecture as per the attached paper.

Ar. Joseph thinks that this is a great idea to feature the emerging architects in Asia. However, he raised the concern whether this will compete with the ARCASIA Award and how the 2 awards can be separated in terms of timing, theme etc

Action By

Ar. Pei Ing informed that the concern raised by A. Joseph was addressed during the last council meeting when PAM presented the proposal. This award through the magazine is to promote a younger group of architects which is a different target group from those for AAA to give them a platform and chance to promote their design talent and it is not in conflict with the ARCASIA Awards. The award is not limited to only built projects. Design ideas and unbuilt projects will also be considered for the award to encourage more participation. This is in line with her vision to promote design talents within the Asia region, to give them due recognition and to showcase their works as the future belongs to the younger architects.

Ar. Chor Wah also clarified that this award is open to all the architects in Asia; even they are not members of the Member Institutes but are registered architects in that country. This is to encourage more participation as the award. Ar. Pei Ing suggested that to encourage architects to be members of the institutes, a lower registration fee to be imposed as compared to those who are not. She is also of the opinion that if this award runs successfully, architects will be encouraged to become members of the institutes as they could see the benefit to become a member. She also reiterates that the main objective is to promote the design talents and excellence in design.

After deliberation, the meeting confirmed the proposed framework for implementation. Ar. Pei Ing proposed the date of the soft launch to be postponed to a more appropriate date instead of the date of this meeting.

There is also no objection towards the proposed list of Jury Panel.

PAM

3.3.5.2 Follow up on commitment by all institutes on link to e-magazine and advertisement

Ar. Chor Wah reiterated again that they are still having difficulty in getting the submission from each country and so far, only a few Member Institutes such as SIA, JIA, IAB and HKIA have been dutifully submitting the material. However, this is not representative enough and AA would like to have submissions from more countries to truly live up as an ARCASIA magazine. He urged again for this message to be passed to the respective Member Institutes to encourage more submissions. Anyone from ARCASIA could also identify the projects and forward to AA secretariat and the managing editor will follow up with the architect concerned to secure the material.

Ar. Chor Wah also reminded the commitment that has been given to AA to secure one advertisement per institute per 2 years cycle but so far, this has not materialised.

Ar. Pei Ing informed that during the last Council meeting in Bali, all the Member Institutes have again given their commitment to promote the magazine and encourage their members to access to the e-magazine and also to actively help with the advertisement. Ar. Pei Ing suggested to write a reminder to the Member Institute to revert on the status.

ALL

Action By

Ar. Chor Wah also suggested for AA to send a list of short listed projects that they intend to feature to the respective Member Institute in advance and the institute can assist in identifying the contractor, supplier and manufacturer to take up the advertisement for that issue.

ALL

Ar. Pei Ing also requested Ar. Zongwei’s assistance to encourage architects from China to submit their work to be featured in AA as there are so many developments in China

XZXX

3.3.6 ARCASIA Timeline Chart (ATC) – status report

Discussed under Item 5.1.1

3.3.7 ARCASIA Documentary – Presentation of the updated Version

Ar. Pei Ing informed that she has received the ARCASIA documentary video that was prepared by Ar. Kalim, which he has revised after considering the comments made by her after his first presentation during the last OB meeting. The revised documentary was played during the meeting. Ar. Pei Ing recognized the good work done by Ar. Kalim and due acknowledgement has to be given to him. However, she is of the opinion that the documentary still needs to be improved further and she is trying to identify a party who could help to do so. She finds it still too long and it is difficult to capture the audience’s attention.

However, before the revised version is prepared, she would still like to use this version and send a copy to all the Member Institutes and encourage them to play it during their events to promote ARCASIA to their members and public. Currently, the documentary has been uploaded onto the new web site.

Ar. Edric Marco also feels that the music is too solemn and makes one feel sleepy. Ar. Ashvin offered to coordinate on the background music. Ar. Chalay agrees that it is too long and suggested to have two versions, the brief and the full version for different occasions and Ar. Ashtique supports this. There is still too much repetition and could be condensed further. Ar. Ashvin and a few others also commented on the accuracy of the map and it was agreed that the map is not necessary as the documentary is promoting the institute and not the countries and only one map covering all the member countries to be included.

It is concluded that Ar. Pei Ing to be given the mandate to engage someone to prepare an improved version of the ARCASIA documentary.

TPI

3.3.8 ARCASIA Newsletter – future direction

Ar. George started the Arcasia Newsletter but it did not proceed further due to lack of response from the Member Institutes. Ar. Pei Ing informed that she would rather KIV the newsletter for the time being as there are many other more urgent and priority areas which she wants to concentrate on. In addition to that, she intends to make use of the new web site and Facebook as the main platforms for news of ARCASIA. She will look into ARCASIA newsletter only when needs arise.

Action By

- 3.3.9 Proposal for institutes/organization to identify a particular area which ARCASIA can help and what they can offer to others (to be coordinated and follow up by respective Vice Presidents)

Ar. Pei Ing also would like to have more activities in between meetings to make ARCASIA more relevant to members, rather than being taken as a social club.

She proposed to write to all the Member Institutes and request them to identify a specific area that ARCASIA can help, and also what they can share with other Member Institutes. For example, PAM has the knowledge and structure for CPD programs and these were shared with ALACE. The 3 Vice Presidents are tasked to actively coordinate and follow up on this.

SGK/EMF/XZW

- 3.3.10 Reach-out program – discussion

Ar. Pei Ing would like ARCASIA to be more relevant to members and requested to look at how to reach out to members especially including the Past Chairmen etc and get them involved in ARCASIA’s activities. Fellowship committee will undertake this responsibility.

SNT

- 3.3.11 ARCASIA master calendar of events

Ar. Pei Ing would like to prepare a master calendar for ARCASIA so that all the major events by all the Member Institutes are charted and hopefully coordinated with minimum clash. This will also enable ARCASIA to plan the activities to tie in with some of the events and also assist to promote the events to other Member Institute if required. The Vice Presidents were requested to follow up with their zone member institutes once the first mail is sent out by Ar. Pei Ing and to work with the Hon Secretary Ar Alvin on this.

TPI/SQK/EMF/XZW/AL

- 3.3.12 Reformatting of future Council Meeting (issues, policy and programs based)

Ar. Pei Ing proposed to reformat all future Council meeting so that the meeting is conducted more efficiently with more time allocated for discussion on issues, policy and programs that are more pertinent and require more deliberation. The meeting should take full advantage of the gathering of the top representatives of the Member Institutes at great time and cost to focus on matters that really affect the profession. Currently, she noted that more than ¾ of the time was spent on mundane administrative issues. The proposal was accepted unanimously by all.

TPI/AL

3.4 Financial Updates

- 3.4.1 Status of Internet banking of existing account with HSBC Hong Kong.

This has been covered under 1.3.2.1

- 3.4.2 Setting up of separate account for sponsorship money pledged by partners

Ar Pei Ing informed that based on the approval given by OBs as per the email communication, a separate account for ARCASIA opened through PAM will be set up for all the sponsored money pledged to Ar. Pei Ing's presidency for easier access and accounting. Ar. Pei Ing needs the account to be set up fast so that the sponsored money could be transferred for the programs

TPI/TKY/AL/PAM

Action By**4.0 Presentation from the Zonal Vice Presidents and Proposed Programs In Relation to ARCASIA Projects and Committee Programs**

PI has given due notice to all the three Zone Vice Presidents for them to plan the programs/activities for their respective zones for the next 2 years and to be presented at this meeting.

4.1 Zone-A, Ar. Swarup G. Koney

Ar. Swarup informed that he has not really worked on the detail program but he would like to concentrate on the issue on education in view of the problem they encountered with regard to the standard of college etc in Nepal.

Ar. Pei Ing commented that education is under the purview of ACAE. She suggested for Ar. Swarup to discuss with Ar. Chalay on how ACAE can assist SONA with the burning issue on education. Ar. Chalay informed that SONA has a representative in ACAE and the issue has been discussed in ACAE in Bali. A few other countries also encounter similar problem as Nepal.

Ar. Pei Ing also highlighted that Ar. Swarup, being the Vice President of zone A, will be responsible for coordinating the activities of Zone A. Ar. Swarup promised to revert on the proposed programs for the two years to be presented in the next meeting.

SGK

4.2 Zone-B, Ar. Edric Marco Florentino

Ar. Edric Marco presented the programs for Zone B as per the attached power point attachment.

It was brought to Ar. Edric Macro that there are 6 Member Institutes under Zone B instead of 5 and ALACE needs to be included.

Ar. Marco informed that the objective would be maximizing the involvement and participation of zone B Member Institutes in ARCASIA activities and endeavours and to get the other surrounding institutes to be a member of ARCASIA.

The proposed projects will focus on communications, commission base projects, participation and growth.

The slide on time line is currently blank as Ar. Edric Marco intends to communicate with the member institutes on this before he reverts on the details.

Ar. Pei Ing thanked Ar. Edric Marco on the proposed programs and requested on a regular update of the progress.

EMF

4.3 Zone-C, Ar. Xu Zongwei

Ar. Xu Zongwei requested his PA. Ms. Wu Pujung to read a report he has prepared as attached.

The following are the key issues raised :-

ARCASIA should lead the direction of the architectural profession.

To promote the academic exchange.

Ar. Pei Ing noted that the issues raised are pertinent and the various committees would address them. However, as Vice President of Zone C, Ar. Zongwei was also requested to revert on his proposed programs for the Zone C Member Institutes. Ar. Joseph offered to work with Ar. Zongwei on this. Ar. George informed that currently he is based in Beijing and he is also willing to render his assistance if required.

XZW/JK/GK

Action By

Ar. Zongwei also informed that ASC will be hosting the Weihai International Habitat festival in the second half of the year and offered to host the Arcasia OB meeting or Zone C meeting. Ar. Pei Ing thanked ASC for the kind offer and requested ASC to revert on the dates so that ARCASIA can help to promote the event to all the members. Ar. Pei Ing would also discuss with Ar. Zongwei further to firm up on the exact date for the possible OB meeting.

TPI/XZW

5.0 Presentation by Chairmen of ARCASIA Committees and Proposed Programs**5.1 ACAE – Ar. Chalay Kunawong**

Ar. Chalay informed that the overall programs are classified into three terms, short, mid and long terms

For short term, there are 5 proposed activities, architectural time line chart (ATC), Architectural school directory (ASD), Student Jamboree and Student Competition Manual, Arcasia/ACAE Research Journal (ARJ) and paperless ACAE meeting.

For midterm, there are 2 activities which are cross boarder internship program and student interactive web site.

Long term plan is the Arcasia virtual school of architecture.

5.1.1 ARCASIA Timeline Chart (ATC 1)

Ar. Chalay informed that the ATC first edition (ACT 1) was published in 2006 covering the history of architecture up to 2005. Although ATC 1 has already been converted to e format and forwarded to KIRA and uploaded in ARCASIA Website, the detail information cannot be accessed due to broken link. The information is with KIRA and need to follow up with KIRA to fix the link so that it can be accessed. ACAE is moving to the next stage of preparing ATC 2. Abu Sayeed of UAP is drafting the criteria for ATC 2 to extend time span and to provide more in depth information on existing and new ATC. Both Ar. Pei Ing and Ar. Chalay have written to Ar. Abu follow up on the status of the timeline updating before the meeting but there was no reply. Ar. Chalay will follow up with Ar. Abu on the status.

The criteria will be sent out for implementation as soon as possible. Discussion will be made with the new website designer regarding ATC 1 and 2 on user friendly standard format. The user manual will be attached with the criteria.

CK

5.1.2 Student Jamboree and Student Competition Manual:**5.1.2.1 Student Jamboree**

The Manual compiled by Prof. Akeel of IAP was emailed by Ar. Chalay to all and presented. This manual has been practiced and is working quite well in general. However, Ar. Chalay requested clarification regarding the difference between the status of Student Delegates and Student Observers that was brought up by the convener in Bali. Based on the current manual, there is a difference between the two. It was discussed and proposed that :

Action By

- The Member Institute is obliged to nominate and pay the traveling, lodging etc for at least 2 student delegates. The institute would nominate more but up to a maximum to 10 (unless allowed by the host country) and it is entirely up to the Institute whether the other nominated students pay on their own or paid by the Institute. The host country will provide local facilities up to a maximum of 10 persons.

There is no difference between the two groups on both status and level of participates. Ar. Pei Ing suggested that they should not be classified differently and adopt only one term ‘Student Delegates’. For clarity, the manual to be redrafted accordingly.

CK

5.1.2.2 Student Competition Manual

The Students Competition Manual was also circulated to all by Ar Chalay before the meeting. Everyone was requested to go through the documents and revert on their comments if any to Ar. Chalay.

ALL

Ar. Chalay highlighted the time line on the Students Competition, in relation to Forum, which will be organized by SONA. He highlighted SONA needs to make the announcement of the theme of the competition 6 months prior to the final submission at the Forum and there are also requirements to send reminders. SONA was requested to go through the manual and adhere to the time line.

SONA

Ar. Chalay agrees to consider Ar. Joseph’s request for a category for social responsibility to be included.

CK

5.1.3 Virtual School of Architecture in Asia (AVSA) and Accreditation

Ar. Chalay informed that the Concept Paper was drafted by Dr. Kemas of IAI and was presented during the last ACAE meeting in Bali. A copy ahs also been emailed to all.

There are 3 stages involved. The first step is to invite participants (students and architects) to attend a virtual collaborative workshop which will be implemented this year. This pilot virtual workshop will be led by Ar. Nuno of AAM. At the end of the workshop, the participants will receive a AVSA certificate which is not a degree. 4 modules are proposed covering creativity, innovative aspect, human aspect, technology and sustainability and virtual graphic communication.

Ar. Chalay suggested that eventually, this could be extended into a professional degree to create ARCASIA Architects who are internationally respected. At that stage, some form of accreditation system will also need to be put in place. At this moment, the proposal is to accept the schools recognized by each country. The curriculum would need to be standardized to be internationally acceptable, based on ARCASIA own system of accreditation or based on UIA, RIBA or AIA.

Ar. Pei Ing queried whether this is approved by ARCASIA Council. Ar. Chalay informed that this was reported in the Council meeting and this issue was raised a couple of years ago. Ar. Pei Ing suggested to check the past minutes on this and Ar. Chalay will also follow up and report on the status regularly.

CK

Action By

- 5.1.4 ARCASIA / ACAE Research Journal (ARJ) Concept Paper

The concept paper of ARJ has also been forward by Ar. Chalay to all prior to the meeting and everyone was requested to revert on their comments if any.

Ar. Chalay informed that ACAE has reviewed the concept paper and a panel led by John Fernandez of UAP will initiate ARJ. As a starting point, the panel will select and review papers presented in the past ARCASIA Forum and Congress. The selected papers will be published in the web site. According to the concept paper, the next step is to make it a real journal by adapting the journal objective, vision and establishes journal identity, forming working team, editorial board and scientific committee, selection of peer reviewers and language editors and setting up the panel schedule etc. Ar. Chalay will follow up with Ar. John and revert on the time frame.

CK

Ar. Pei Ing will also request PAM to look for records and papers in the archive in PAM.

PAM
- 5.1.5 ARCASIA Architecture School Directory (ASD)

This was initiated in 2010 and the following Google Doc format has been developed about architectural school so that all the schools of each member institute could input and update the information.

<https://docs.google.com/spreadsheet/pub?key=0AvsU5CyXbHKBdFRFZG V6T3RPc1hQTlpHY0lpMjhCbEE&output=html>

Currently, 506 schools have been included. Dr. Walaiporn of ASA manages the information in Google Doc. On the long term, the duty will be passed on to the web master and discussion will be held with the web master how this could be embedded into the Arcasia web site. ACAE will also encourage members to fill in the information because not all members have done so.

CK
- 5.1.6 ACAE Paperless Committee Report

Ar. Chalay presented the format of the ACAE committee report. ACAE has also decided to go paperless. The committee report is in a matrix format which includes the brief history and 11 issues. The brief history will stay quite constant. With the matrix format, the issues of the respective member institutes could be easily compared and updated. The papers will not be read and the meeting will only discussed on special issues raised.

CK
- 5.1.7 Cross Boarder Internship Program

Ar. Chalay informed that this was proposed since the meeting in Beijing in 2006 and the resolution was drafted and the MOU between he host and visiting countries was also agreed upon. However, to date, it has not been implemented and one of the problems relates to visa. The project is considered completed and no further action will be taken on this.

CK

Ar. Jospheh informed that HKIA did look at internship program with India and they have also encountered problem with the visa and it did not proceed. Ar. Pei Ing also briefed that under the Asean Architects Framework; this was also `proposed, launched and announced. However, the exchange has not been successful because of similar problem with visa
- 5.1.8 Student Interactive Web site.

Ar. Chalay will discuss with the web master how this is to be implemented

CK

Action By

5.2 ACPP – Ar. Ishtiaque Zahir Titas

5.2.1 Ar. Ishtiaque presented the proposed action plan for the next two years which was discussed during the last ACPP meeting in Bali (refer to attached power point presentation). The committee proposed to focus on the following three areas :-

- (i) To prepare Arcasia Practice Handbook to guide architect's practice.
- (ii) To adopt an Arcasia guideline on CPD for Asian perspective. It is noted that although UIA has developed a comprehensive CPD framework but it may not be applicable to a lot of the Asian region.
- (iii) To explore the possibilities of cross boarder internship, mobility of architects and practice, collaboration and partnership and MRAs. These items are also being discussed and being undertaken by the Practice Commission under UIA but not all are relevant in the Asian context and as such, only the relevant ones will be reviewed and adopted, while keeping the global standard.

Ar. Ishtiaque will revert on the proposed content of the handbook.

Ar. Pei Ing noted that the internship program is also covered by ACAE and suggested Ar. Ishtiaque to work with Ar. Chalay to avoid duplication of effort. She also suggested for Ar. Ishtiaque to look at the internship framework which has been developed and launched under the Asean Architect Framework.

IZT

5.2.2 ACPP Country Report Format

The proposed ACPP committee report as attached was presented taking into consideration which have been discussed over the last few years under ACPP, covering members, registration, CPD and other courses, fees/compensation, practice related publication & documentation, practice & education update and other issues. It is divided into 3 zones and ACPP will need the assistance of the 3 zone Vice Presidents to get the information. Password will also be given to the member institutes to get access for update.

IZT

5.3 ACGSA – Ar. Ashvinkumar Kantilal

Ar. Ashvin has forwarded the proposed programs as per attached to all. ACGSA has completed the first milestone, which is the survey on sustainability by design and all the 18 member institutes have responded. This initiative started 2 years ago and the proposal is to update the survey as and when they are changes

Ar. Ashvin also circulated the minutes of the ACGSA meeting held in Bali and requested the 3 Vice Presidents to communicate with their zone members and impress upon them to address the problem relating to continuity when nominating their representatives to attend the meeting so that new representatives do not come and go with no proper handing over and the meeting can be conducted more effectively

The other area that has been discussed by ACGSA is the possible paper on 11 attributes on sustainable built environment which was first drafted by SIA. Ar. Ashvin has made it clear that this is to be used as a reference as different countries may have different requirements.

ACGSA is also looking at the framework for the ARCASIA Award for sustainability which was already discussed earlier and Ar. Ashvin will revert on the criteria for judging within the next 2 weeks for comments.

Action By

Ar. Ashvin informed that the biggest concern ACGSA has is how the information can be shared and the collaboration as every institute has their own agenda and it is difficult for Member Institutes to attend each other's event. Since the Tri-Nation (PAM-SIA and ASA) meets regularly, there was suggestion for ACGSA to meet in a similar way. Ar. Ashvin will need to consult PAM and ASA on this. This arrangement could also be extended to the other committees. The condition will be everyone will have to bear their own cost.

Ar. Ashvin informed that the committee will be moving on to the midterm plan and the objective of ACGSA remains unchanged for the next 2 years.

AK

5.4 ACSR – Ar. Joseph Kwan

Ar. Joseph informed that the proposed programs have already been presented during the Council meeting in Bali. ACSR is currently looking at a proposed conference in Hong Kong but the timing may not be appropriate. He suggested to do a half day program which can be tied up with PAM's KL datum if possible, and also a half day or one day session in conjunction with ARCASIA Forum in Nepal on accessibility issue.

Ar. Joseph informed that currently, ACSR is in the midst of compiling all the presentation and reports in Bali for them to be uploaded onto the web site

JK

5.5 ARCASIA Fellowship – Ar. Sathirut Nui Tandanand

The concept paper as attached was presented by Ar.Sathirut during the meeting. 3 things have been considered by him, vision, improvement and friendship.

Ar. Sathirut briefed that the original objective of the Fellowship committee is to take advantage of the wealth and connections of Past Chairmen and fellowship members. He has discussed with Ar. Pei Ing and try to actively bring the Past Chairmen back into ARCASIA under the Reads out Initiative.

He promised that the Fellowship meeting will be conducted as per the ARCASIA guideline. Close door meeting would also be held to discuss on ARCASIA goals and to develop ARCASIA road map. He also proposed ARCASIA to be the centre of information for all the regional agreements.

He suggested for questionnaires to be sent out to the institute to understand their status and how they wish ARCASIA to help them to improve on professional practice, education, heritage, green and sustainable architecture and social responsibility. The information will be compiled and handed over to the respective committee chairs for further actions.

He would also work with the Hosting Institute on the open door session to coincide with the welcome reception. All the Past Chairmen will be invited to attend the reception which is like a networking session.

Ar. Sathirut will initiate the communication with the Past Chairmen and fellowship members. He requested for the list of the fellowship members but was informed by Ar. Marco that the list is not available and the previous Fellowship chair, Ar. Nela was trying to write to all the Institute to furnish the list. Ar. Pei Ing is of the opinion that the Institutes would not have the list as the registration did not go through the institute. She suggested Ar. Sathirut to contact Ar. Ronald Poon as he may have the record.

Ar. Edric Marco also informed that UAP has the directory but may not have the full list but it serves as a good base and he will follow up with UAP to secure a copy. Ar. Ishtiaque was also requested to help as Ar. Mubassar may have the list too.

SNT

Action By

Ar. Pei Ing raised concern on the possible duplication of works and requested Ar. Sathirut to work closely with the respective Committee Chairs. Ar. Sathirut informed that the main intention is to find out what the institutes require and convey that to the respective committees and he will not look into the detail works of the committee.

EMF/IZT

Ar. Pei Ing also highlighted that the proposed survey is already in her agenda as discussed earlier, which covers not only which area the member institute requires assistance but also what they can offer to help the other institute and the Vice Presidents have been tasked to follow up. Ar. Sathirut offered to assist on this.

Ar. Joseph commented that what has been proposed is more of the inter committee works and he suggested for Fellowship Committee Chair to be included as a member of the Inter Committee.

Ar. Ashvin Informed that he has no objection on the proposal to engage the Past Chairmen. However, care has to be taken to manage this properly and objectively if their comments and recommendation are not accepted or considered. Ar. Sathirut informed that he will make it clearly understood that not every proposal will be considered as it is up to the President and the Committee Chairs to decide depending on the agenda and focus.

SNT

Ar. Sathirut informed that he will discuss with Ar. Swarup on his ideas on the reception which will be held in Nepal.

SNT/SGK

6.0 Other Issues**6.1 Report by SONA on the ARCASIA Forum in Nepal**

Ar. Swarup requested Ar. Debesh Raj Bhattarai, the committee member of SONA to present the update on ARCASIA Forum in Nepal as attached. However it is noted that the dates need to be reviewed since only one day has been allowed for Council meeting and that cannot be accepted. Ar. Ishtiaque informed that he is arranging for a Zone A meeting and he will assist SONA and work out the revised time frame.

SONA/IZT

SONA also requested those present to recommend well known key note speaker and architects for the Forum.

SONA informed that committee has been set up and regular updates will be given. SONA was requested to involve speakers who are relevant to the proposed theme of the Forum.

Ar. Chalay requested SONA to identify the person in charged of the Students Competition so that Ar. Chalay can communicate directly with him on any assistance required. He also highlighted that the manual on this is available is also available and clear.

SONA

Ar. Ashvin also noted that the no of days of accommodation allowed by SONA is insufficient and this may cause problems.

Ar. Pei Ing commented that SONA may not be familiar with the requirement and requested SONA to refer to the guidelines on organising the Forum in the ARCASIA manual and manual on the Students Competition to ensure they understand their obligation. Ar. Pei Ing offered to extract the necessary guidelines and to be forwarded to Ar. Swarup for easy reference. She also offered to be in Nepal a few months before the event to run through the details and check the venue etc.

SONA

6.2 To rectify the decision by OB to accept B & I Magazine as the Supporting Publication of Arcasia

Action By

Ar. Pei Ing has with the consent of the OBs and in consultation with AA's chief editor, accepted the proposal by B&I Magazine to be the supporting magazine of ARCASIA based on the terms of reference as attached (refer to the handout on this) and the decision is again rectified in this meeting. This will help with the promotion of ARCASIA to a much broader audience and public which is in line with the president's vision. She emphasized that there will be no conflict with AA magazine which is ARCASIA's main publication and priority of publication of material will always be given to AA and this has been made known to B&I too. Mr. Eric Tan from B&I was invited to the meeting to be introduced to all and to say a few words. B&I has started their support by covering the handover and 1st OB meeting.

- 6.3 Decide the next OB meeting (Proposal received from ALACE to host the 2nd OB meeting on 11th and 12th April 2013) and frequency of meetings

Ar. Pei Ing informed that she has received offer from Mr. Sengkham verbally to host the second OB meeting in April in Luang Prabang. She has written to Ar. Sengkham recently to confirm the offer but there is no reply yet. Ar. Sathirut offered to follow up on this with ALACE. Ar. Edric Marco informed UAP has also offered to host the OB meeting to be held in conjunction with UAP's convention in April (17th to 20th). Ar. Pei Ing thanked UAP for the offer but priority will need to be given to ALACE as the offer was made first. However, in the event ALACE is unable to host, UAP's offer will be accepted.

TPI/SNT

ASC also kindly offer to host one OB meeting. Ar. Pei Ing and Ar. Zongwei will discuss and decide on a suitable date.

7.0 Other Matters Before the Meeting Conclusion

The following were raised before the meeting was concluded :-

- Ar. Ishtiaque felt that it was a good meeting as a lot of works have been done by Ar. Pei Ing and many tasks have also been set. He gave his commitment to ARCASIA programs and endeavor set under her term.
- Ar. Ashvin raised the concern that updating by individual institute on information on the web site may be difficult to control and manage. He suggested for the information to be forwarded to the 3 zone Vice Presidents to filter through before uploading.
- Ar. Saiffudin commented that the OB meeting was productive and successful and he apologies for any mishap arising from organising of the meeting.
- Ar. George informed that he will work very hard to support Ar. Pei Ing as Past President.
- Ar. Marco congratulates Ar. Pei Ing for a very well conducted meeting.

Ar. Pei Ing closed the meeting and thank PAM for hosting the meeting

Adjournment at 5.30pm followed by dinner at 7.00pm

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