



**2nd Office Bearers' Meeting
(Term 2011-2012)**

**Kuala Lumpur Convention Center
Kuala Lumpur, Malaysia
June 30, 2011**

MEETING MINUTES

ARCHITECTS REGIONAL COUNCIL OF ASIA

ARCASIA, ARCHITECTS REGIONAL COUNCIL OF ASIA

Kuala Lumpur Convention Center
Kuala Lumpur City Center, 5088 Kuala Lumpur, Malaysia

**Agenda :**

Session-1, 9:00 -10:00

- 1.0 Convening of the Office Bearers Meeting and Financial Updates
 - 1.1 Welcome Remarks and introduction of guests - ARCASIA President, Ar. George Kunihiro
 - 1.2 Welcome Remarks – PAM Past President and Immediate Past ARCASIA Zone B V.P. Ar Tan Pei Ing
 - 1.3 Acknowledgements - Hon. Secretary Ar. Marco Corbella
 - 1.4 Adoption of the Agenda - Hon. Secretary Ar. Marco Corbella
 - 1.5 Adoption of the Minutes of the 1st_OB_Meeting in Bali - Hon. Secretary Ar. Marco Corbella
 - 1.6 Financial Updates - Hon. Treasurer Ar. Junichi Ito
 - 1.7 Information about Auditing companies - Hon. Treasurer Ar. Junichi Ito

Session-2, 10:00 – 12:00

- 2.0 ARCASIA Affairs
 - 2.1 Progress about Bank Account change of signatures in Hong Kong - Hon. Treasurer Ar. Junichi Ito
 - 2.2 Nomination of person in charge for ARCASIA Bank Account communication by HKIA, Ar. A. Kwong
 - 2.3 New Format of Council Meeting Agenda - Ar. George Kunihiro
 - 2.4 ARCASIA President Agenda: progress of workgroups - ARCASIA President, Ar. George Kunihiro
 - 2.4.1 Workgroup on “10 yrs growth plan” – Ar. Tandanand, V.P. Zone B
 - 2.4.2 Workgroup on “Continuity” – Ar. K. Siddiqui, V.P. Zone A
 - 2.4.3 Workgroup on “Growth and New Membership” – Ar. A. Kwong, V.P. Zone C
 - 2.4.4 Workgroup on “Funding and sponsorship” – 3 Zonal V.P.
 - 2.4.5 Proposal and program of Social responsibility Committee – Ar. Yolanda Reyes (for Ar. Subijono), and Ar. Tandanand,
 - 2.5 MOU with Other Regional Organizations - ARCASIA President, Ar. George Kunihiro
 - 2.5.1 Proposed MOU with AUA,
 - 2.5.2 Progress Discussion with ACE, MASA
 - 2.5.3 Possibility of MOU with the RAI, RNZIA
 - 2.5.4 Status of relationship with UIA, AIA, CAA
 - 2.6 New Membership Application – Chinese Taipei, Cambodia, Laos (ALACE)
 - 2.7 ARCASIA Calendar of Activities
 - 2.8 Nominations for ARCASIA President 2013-2014
 - 2.9 Revision of ARCASIA ByLaws
 - 2.9.1 Proposal for a Hand Over Meeting - Ar. Mubasshar Hussain
 - 2.9.2 Proposal for Inter-Committee meeting - Ar. Tandanand
 - 2.9.3 Proposal for a Social Responsibility Committee - Ar. Tandanand

Lunch Break , 12:00 -13:00

Session-3, 13:00 – 14:30

- 3.0 ARCASIA Projects
 - 3.1 “Architecture Asia”: proposal for renewed format and concept for online version – Ar. Lee Chor Wah
 - 3.2 ARCASIA Timeline Chart (2nd Edition) – prof. Abu Sayeed and Ar. Nela De Zoysa
 - 3.3 ARCASIA Heritage book - Ar. Mubasshar Hussain
 - 3.4 Distribution of ARCASIA Books – Ar. Yolanda D. Reyes
 - 3.5 ARCASIA Website update and domain renewal - Hon. Secretary Ar. Marco Corbella
 - 3.6 Preparation of the ARCASIA Exhibition at the UIA 2011 Tokyo Congress –
Ar. Ashvin Kumar, Ar. George Kunihiro

Session-4, 14:30 – 16:00

4.0 Updates and Follow up Reports from the Zonal Vice Presidents

- 4.1 Zone-A, Ar. Kalim A. Siddiqui
- 4.2 Zone-B, Ar. Sathirut Tandanand
- 4.3 Zone-C, Ar. Anna Kwong Sum-ye

Tea Break, 16:00 – 16:15

Session-5, 16:15 – 18:00

5.0 Reports by the Chairmen of ARCASIA Committees

- 5.1 Provisional Inter-committee (ACPP, ACGSA, ACAE) meeting: joint report
- 5.2 Ar. Balbir Verma, Chairman ACPP
- 5.3 Ar. Ashvinkumar Kantilal, Chairman ACGSA
- 5.4 Ar. Abu Sayeed, Chairman ACAE
- 5.5 Fellowship Committee - Ar. Nela De Zoysa
- 5.6 Student design competition in ARCASIA Forum in Vietnam – Ar. Tan Pei Ing

6.0 Other Issues

- 6.1 ARCASIA President's Medallion
- 6.2 ARCASIA Award
- 6.3 Students' participation in the ARCASIA Council meetings
- 6.4 Discussion about Past Chairmen and Past Permanent Advisors

Adjournment

1.0	Convening of the Office Bearers Meeting and Financial Updates	Status
	<p>Meeting Attendees:</p> <p>President Ar. George Kunihiro Imm. Past President Ar. Mubasshar Hussain, Zone A Vice President Ar. Kalim A. Siddiqui, Zone B Vice President Ar. Sathirut Tandanand, Zone C Vice President Ar. Anna Kwong Sum-Yee, Hon. Secretary Ar. Marco Corbella, Hon. Treasurer Ar. Junichi Ito, Adviser Ar. Yolanda Reyes, Adviser Ar. Kun-Chang Yi, Chairman ACAE, Ar. Abu Sayeed, Chairman ACPP Ar. Balbir Verma, Chairman ACGSA Ar. Ashvinkumar Kantilal Chairman Fellowship Committee Ar. Nela De Zoysa PAM, AA editor, Ar. Lee Chor Wah PAM Past President and Host Ar. Tan Pei Ing</p>	
	<p>1.1</p> <p>Welcome Remarks - ARCASIA President, Ar. George Kunihiro ARCASIA President convenes the meeting by thanking The Pertubuhan Akitik Malaysia (PAM) and its Past President, Ar. Tan Pei Ing, for the hospitality. Every attendant introduces himself/herself.</p>	<p>closed</p>

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	1.2	<p>Welcome Remarks – Host and PAM Past President, Ar. Tan Pei Ing</p> <p>PAM Past President welcomes the participants to the ARCASIA OB meeting and announces housekeeping matters.</p>	
	1.3	<p>Acknowledgements - Hon. Secretary Ar. Marco Corbella</p> <p>Hon. Sec. acknowledges that the quorum is reached. Announces that, as per sustainable policy of PAM, all documents related to the OB mtg. are available only in electronic format on a USB flash memory kindly provided by PAM. The same documents are projected on a big screen for those without laptop.</p>	closed
	1.4	<p>Adoption of the Agenda - Hon. Secretary Ar. Marco Corbella</p> <p>The Agenda is read and given to the Office Bearers for adoption and it is approved by everyone. Chairman ACAE, Ar. Abu Sayeed, Chairman ACPP Ar. Balbir Verma, Chairman ACSGA Ar. Ashvinkumar Kantilal and Advisor Ar. Kun-Chang Yi leave the room to proceed with their provisional “Inter-Committee meeting”. They will join the OB mtg. in the afternoon to present their report.</p>	closed
	1.5	<p>Adoption of the Minutes of the 1st OB Meeting in Bali - Hon. Secretary Ar. Marco Corbella</p> <p>The Meeting Minutes of the previous OB mtg. in Bali, already circulated among the Office Bearers and approved, are put forth for adoption and are seconded by all present.</p>	closed
	1.6	<p>Financial Updates - Hon. Treasurer Ar. Junichi Ito</p> <p>Hon. Treas. announces that from the documents available, it is known only the total balance of Funds owned by ARCASIA and the amount already transferred to the Hong Kong Bank (see attachment). The difference between the two is in possession of KIRA and of IAB in an unknown proportion. The Treasurer asks KIRA and IAB to let him know the exact amount in their possession and then proceed with bank transfer to HSBC Bank in HK.</p> <p>IAB Ar. Mubasshar gives the Treasurer a handwritten memo with the amount owned by IAB and is asked by the President to follow up later by email with official and precise information. Same instructions are issued for KIRA. Hon. Sec to write them a reminder</p>	<p>pending action by: Imm. Past President, Advisor K.C., and Hon. Sec</p>

		<p>Ar. Mubasshar also says that a part of the money supposedly owned by IAB is in reality “suspended” between banks: Institutes affirming that they have wired it have submitted the bank transfer statements but the Bank in Bangladesh did not confirm to have receive it.</p> <p>ARCASIA President asks Ar. Mubasshar to identify the Institutes whose money has not been received. ARCASIA Hon. Sec. will then write them to recheck the transfer. At the same time IAB will have to check the bank account on their side.</p> <p>Treasurer announces that China and Nepal are in late with payments for:</p> <ul style="list-style-type: none"> - ARCASIA subscription fee for 2010, - postage of AA Magazine year 2009 - ARCASIA history book, 2009 <p>Hon. Treas. asks to have all payments and transfer of funds done by wire transfer, with Institutes to bear the transfer fees so not to impact on ARCASIA funds and to avoid handling cash whenever possible.</p> <p>Ar. Mubasshar explains that in several countries is easier to carry abroad even a lot of cash than to wire money, which sometimes is not allowed without a complicated clearance from the relevant Ministry.</p> <p>He also says that, for the payment of the subscription fees of the current year, the last day would be the day of the Council mtg, before the mtg. starts.</p> <p>Zone A VP, Ar. Siddiqui, proposes to inquire which Institutes have problems of wire transfer and he is seconded by ARCASIA President. Hon. Sec. to write to Institutes.</p> <p>The President check on internet and finds out that a branch of HSBC will open in Danang, Vietnam. HKIA Ar. Kwong is asked to facilitate Hon Treas. to check with HSBC the feasibility to wire the cash received from the Institutes at the Council mtg. in Vietnam to the ARCASIA bank account in HK through the branch of the same bank in Danang.</p> <p>It is decided that Hon. Sec. will send reminders to Institute in late with payments, that Hon. Treas. will send the relevant invoices, and that copy of those communication will be forwarded to the Zonal VPs for information and follow up with their Institutes.</p> <p>Same for vouchers of subscription fees for the current year.</p>	<p>pending action by: Imm. Past President,</p> <p>pending action by: Hon. Sec.</p> <p>pending action by: Ar. Kwong, Hon. Treas.</p> <p>pending action by: Hon. Sec., Hon. Treas.</p>
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	1.7	<p>Information about Auditing companies - Hon. Treasurer Ar. Junichi Ito</p> <p>OBs are informed that 3 Auditing Companies have been contacted by the Hon. Treas. and that the cost of auditing in Japan is from 3000 to 5000USD, much more expensive than the 300USD fee of Bangladesh Accounting firm.</p> <p>Possible solutions are discussed:</p> <ol style="list-style-type: none"> a) To make the accounting at an old certified accountant acquaintance of Ar. Kunihiro. b) To have the accounting done again in Bangladesh for about 500USD, or to another country where the fee is low. This requires a council proposal for a change of the Bylaws that actually impose that the accounting is done in the country of the President. c) To have the accounting done permanently in Hong Kong where the bank account of ARCASIA is located. Also this requires a change of the Bylaws. <p>It is decided that Zone C VP Ar. Kwong will inquire about accounting fee from a CPA Accountant in HK where ARCASIA has the account. The same is requested to Advisor Ar. Reyes in Philippines, because it is the country where ARCASIA is registered.</p> <p>Information should be submitted to Hon. Sec on before 2 weeks from today.</p> <p>A draft for the correction of the ByLaws will be prepared. The Council will be presented with two options: approve a correction of the Bylaws or appoint one of the 3 Japanese Accounting Firms for a higher fee.</p>	<p>pending action by: Ar. Kwong, Ar. Reyes</p> <p>pending action by: Hon. Sec., Hon. Treas.</p>
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2.0	ARCASIA Affairs	Status
	<p style="text-align: center;">2.1</p> <p>Progress about Bank Account change of signatures in Hong Kong - Hon. Treasurer Ar. Junichi Ito</p> <p>Hon. Treas. explains that the documents requested by Ar. Poon (see letter attached) for changing the signatures for the ARCASIA account have been prepared and sent to Ar. Kwong and Poon.</p> <p>Ar. Kwong said to have received only Kunihiro`s documents. Hon. Treas. replies that also documents of Hon. Sec. and Hon Treas. have been sent.</p> <p>Ar. Kwong to check again with Ronald Poon.</p>	<p>pending action by: Ar. Kwong</p>

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	2.2	<p>Nomination of person in charge for ARCASIA Bank Account communication - HKIA, Ar. A. Kwong</p> <p>Hon. Sec. has requested to know the person nominated by HKIA but received no reply. President ARCASIA asks Zone C VP that HKIA nominates somebody to be permanently in charge of handling communications from the HK Bank.</p> <p>Ar. Kwong suggests Ms. Rita, HKIA Secretariat Manager, as a candidate. Ar. Mubasshar says that the nomination should be official and in writing. The proposal is seconded and so the President will sign and send a formal request to which HKIA will reply with an official nomination.</p> <p>Adviser Ar. Reyes asks that an HKIA architect be a supervisor to the nominated person if the person is not a registered architect of HKIA. It is decided that whoever will be nominated by HKIA will have to be overseen by VP Zone C.</p>	<p>pending action by: President, Hon. Sec. and Ar. Kwong,</p> <p>closed</p>
	2.3	<p>New Format of Council Meeting Agenda – Ar. George Kunihiro</p> <p>Hon. Sec. shows the format received from Rita Soh. The draft format has been used to compile the Agenda for the next Council mtg. in Vietnam (both are attached). The main change is about the country reports that will be uploaded on the ARCASIA website. Institutes will focus on the topics related to the 3 committees: ACAE, ACPP and ACSGA.</p> <p>The Draft of the Council Agenda is reviewed by the OBs.</p> <p>It is decided that the discussion about new Committee and procedures will be put in the Council Agenda in the ARCASIA Affairs, before the voting on the Bylaws takes place.</p>	<p>closed</p> <p>pending action by: Hon. Sec.</p>
	2.4 2.4.1	<p>ARCASIA President Agenda: progress of workgroups - ARCASIA President, Ar. George Kunihiro</p> <p>President calls VP Zone B to report on the progress of workgroup for the “10 yrs growth plan” Ar. Tandanand reports (see attachment) on the following topics:</p> <ul style="list-style-type: none"> - New Membership; - Develop programs and guidelines to help strengthened our member institutes; - Cooperation with Other International Organizations - Propose Program for Social Responsibility Committee <p>About new membership Ar. Kwong insists on the naming of “Chinese Taipei” for the Taiwan Institute.</p>	

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		<p>The President notes that some of the countries named by Ar. Tandanand are possible candidates for membership, while others like Kazakstan do not actually belong to Asia. The demarcation line for Asian countries was drawn clearly and should be maintained. These other countries can be approached through an MOU.</p> <p>The President thanks VP Zone B and asks him to come up with an implementation plan for the proposed activities, especially for the Social Responsibility Committee.</p> <p>VP Zone B replies that instead of making up something new we should look as what ASEAN and APEC architects already have as guidelines and help our member countries to work within those guidelines. President agrees but stresses the need to identify what must be practically done for the proposed items.</p> <p>Ar. Reyes proposes to make a road map which shows what must be achieved with what timing and how, so we will know for each term (for example in 2 years steps) where ARCASIA will be.</p> <p>The proposal is seconded and VP Zone B will prepare such a road map to submit asap to the OBs for comments and then to the next Council in Danang for approval.</p> <p>2.4.2 Workgroup on “Continuity”: Ar. K. Siddiqui, V.P. Zone A, says continuity under his chairmanship is mainly about scholarship and ACAE. Those topics are still being discussed and cannot fully report at the moment. Ar. Siddiqui asks also the President to provide more guidelines on the work he should do on this topic.</p> <p>The President explains that ARCASIA should be committed as much as possible to its members and the people, be relevant and important for the Institute’s members. Continuity does not mean exclusivity. ARCASIA should not be an exclusive club. A lot of committees have been doing a lot but it all depends on the chairman. We should have a system in place that encourage new participation, new membership so that all activities can flow and continue to new members while the old ones pass on to the Fellowship and relax. This is why ARCASIA does not have permanent advisors anymore: to avoid exclusivity and to promote change and innovation.</p> <p>Ar. Siddiqui says that the individual Institutes have the same problem of being perceived as exclusive clubs. So the Institute should have a system inside, a policy that binds them more to ARCASIA.</p>

Closed

pending
action by:
VP Zone B

		<p>President says that a key issue is also funding: highly needed if we want to bring people inside and make activities for them. Ar. Siddiqui agrees and says that is important that ARCASIA has some project to offer to prospective members.</p> <p>The President says that CPD could be the mechanism that binds together the Institute members, and the Institutes and ARCASIA. If ARCASIA has a CPD program as the UIA and the AIA then it will become relevant. With a CPD program a member could attend events all over Asia and gain continued training and experience and points to renew his/her license no matter what Institutes he belongs to.</p> <p>Ar. Reyes notes the importance of international exposure of ARCASIA's activities. We already have established some actions: we have first of all be noted and recognized as important by the members of each Institute and by the students. For example the ARCASIA Heritage book might improve our image and also be used as a text for bar examination.</p> <p>The President thanks for all these inputs and asks to continue to work to develop these ideas into projects and programs.</p> <p>2.4.3 Workgroup on “Growth and New Membership”: Ar. A. Kwong, V.P. Zone C, affirms the importance of a good PR for ARCASIA and proposes to start with a small project workable during the current OB duty period.</p> <p>Regarding CPD, HK is making mandatory now 40hours every year for membership renewal, more or less like China (80hrs every 2 years). So the first step would be to go back to our Institutes and inform them more of the importance of ARCASIA.</p> <p>The President says that he talked with the person in charge of CPD at UIA and that they recorded in their minutes that they want to work with ARCASIA. He adds that maybe ARCASIA does not need to create any system but be a facilitator for the use of CPD gained in several countries and also ARCASIA can tap into the UIA CPD program so that if one goes to a UIA country he can gain credit.</p> <p>The President asks the VPs to continue in working on this CPD issue.</p>	<p>pending action by: VP Zone A</p> <p>pending action by: VP Zone C, Zonal VPs</p>
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Ar. Kwong says that the same is for APEC which is attaching a lot of importance to CPD program, Not all ARCASIA countries are ASEAN members and not all ARCASIA members are APEC architects, so we need to work with both institutions.

Ar. Reyes proposes to have a promotion video about ARCASIA and to present it at National Convention of the 17 member Institutes, so we educate every member.

Ar. Siddiqui says that IAP made a 15 min. film about ARCASIA for the students to see. He will be presenting the ACA-14 video in Vietnam.

OBs reply that the video to be shown at the Council meeting should be max 7 min. and that the video for presenting ARCASIA could be 5 mins.

Ar. Kwong asks about the feasibility of making the CPD program a requirement for ARCASIA membership, i.e. Institutes which do not have the CPD program cannot become members.

The President replies that ARCASIA is not in a position to dictate but only to encourage. We already have information about which ARCASIA countries have a CPD program.

Ar. Tandanand adds that just getting together and sharing ideas is a good PR action. The Tri-nations meeting is a platform that has greatly helped to know where PAM and ASA are going.

We could begin to increase the sharing of information on a Zone level. Also when the Office Bearers travel around they already are doing PR, and they increase the ARCASIA international presence.

Ar. Pei Ing proposes that members of ARCASIA should share information of their activities so that it does not have to re-invent the same things but can reuse existing knowledge.

The President agrees with the idea of sharing and says that the Tri-Nation is an excellent case study that needs further attention.

2.4.4

Workgroup on “Funding and sponsorship”: since the VPs have not discussed this in detail yet, the President explains again his idea.

ARCASIA has about 63,000USD in its bank account, which is very small compared to the budget of the single member Institutes, but it's trying to expand and create activities so it needs an additional source of funding.

pending
action by:
Zonal VPs

Ar. De Zoysa and Tandanand propose to establish a category of “partners or sponsor”, so that each time there is a Forum or a Congress they will be there and get exposure in exchange for funding.

Ar. Siddiqui and Reyes note that this approach might generate problems of influence on elections.

Ar. Tandanand replies that UIA has corporate sponsors (big cement companies, companies related to architectural products or energy related companies). ARCASIA could just as well be selective of its partners.

Ar. Reyes says that corporate funding could be allowed but it should be limited to special projects and not extended to the funding of the whole ARCASIA organization.

The President says that with the actual level of money ARCASIA is not able to do much new but just to maintain the status quo, and that he does not want to exhaust ARCASIA coffers.

The Office Bearers tell the President that the important is how the money is spent and that as long as the money is spent for the good of ARCASIA the President has the right to do so.

The President thanks but notes that the existing fund may be ok for individual, limited projects, while ARCASIA needs a more long-term funding solution for the 10 year growth plan.

It is decided that the 3 Zonal Vice Presidents will discuss this issue and come up with some proposals.

2.4.5

Proposal and program of Social responsibility Committee:

Ar. Tandanand explains what ASA has done.

The thing that ASA did to make the Institute relevant to government organization in the country was to help on the social side.

ASA created a model, a mockup showing the general public what it takes to design for people with disabilities.

This showed that it did not take much to design for a universal type of user.

Another experience was for conservation of historic buildings, through vernacular documentation: students document buildings and this work is published on newspapers and then buildings are recognized as valuable and preserved.

Also work on community improvement is very successful because politicians recognize that there is a constituency,

pending
action by:
Zonal VPs

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		<p>so they approach architects because they recognize that architects have the knowledge on how to improve people's lives. Works like these can elevate ARCASIA.</p> <p>Ar. Reyes thanks Zone B VP for the laudable works and says that it is worth to have these topics for discussion in a conference during a Forum or Congress. All Institutes could come up with ideas on these issues so that we create a think tank, a knowledge base from which to start. The conference could be sponsored by the host Institute and maybe helped with partial co-sponsorship by ARCASIA.</p> <p>The President agrees to have the Institute hosting ACA to organize and pay for also this conference. For example HKIA could do that at the next ACA.</p> <p>Ar. Kwong replies that HKIA has changed its mind and decided to drop its bidding for the 2013 Forum and bid for the ACA in 2014.</p> <p>The minutes of the Lahore Council are read and it is confirmed that at that time HKIA offered to host the 2013 Forum with the Council approval.</p> <p>It is decided that there will be another call of interest at the Council in Danang for the 2013 Forum, in substitution of HKIA.</p> <p>Ar. Tandanand proposes that the issue of Social Responsibility will be addressed at least in the Country Report of each member Institute, so to share information.</p> <p>The proposal is seconded. The President asks VP Zone B to draft a text on this issue to forward to member Institutes.</p>	<p>closed</p> <p>pending action by: Zone B VP</p>
	<p>2.5</p> <p>2.5.1</p>	<p>MOU with Other Regional Organizations – ARCASIA President, Ar. George Kunihiro</p> <p>Proposed MOU with AUA The President explains that ARCASIA could have its own horizontal network with UIA countries. It is also important that ARCASIA expands its network of relations with other regional organizations. Australia and New Zealand have not been accepted as ARCASIA members but we should discuss what kind of relationship we can have with them. We can have MOU with different international organization but we have to discuss what kind of relations ARCASIA can have with other non-ARCASIA Architectural Institutes.</p>	

The President personally would like to see established some relations with Australia and New Zealand's Institutes because they are country where a lot of architects of ARCASIA went to school.

If ARCASIA had an MOU we could have extended more help to New Zealand when it was hit by an earthquake. Instead we did not even send a letter of condolences.

The President shows to the OBs a draft of the first MOU that hopefully will be signed with African Union of Architects AUA (here attached).

He explains that there can be 3 levels of MOUs:

- a very general type;
- a more specific agreement, project oriented;
- detailed agreement on several issues

The MOU proposed by Ar. Seif, AUA President, is of the first type: a general agreement to start the relationship.

If this kind of MOU is approved at the next Council Mtg. then the MOU can be finalized and then signed at the next UIA Council in Tokyo.

The OBs note that the MOU should be corrected by adding that "ARCASIA represents ASIA through its member Institutes/Associations".

The MOU will be corrected accordingly.

Past President Ar. Mubasshar says that the MOU can be approved by the OBs, then signed by the President and then later approved by the Council.

The President says similar agreements could be signed with ACA and MASA and that he wants to invite the people of these organizations to ARCASIA Forum, and from now on, if the agreement is signed, they will always have to be invited to ACA and Forums so it is going to be an additional burden on the host. Maybe it should be put to the Council approval if the host has to pay for these additional Institutes/Organizations.

Also Ar. Cox of UIA and people of AIA should be invited because there are MOU agreements with these 2 organizations.

Ar. Reyes replies that ARCASIA is not obliged to invite them but they can of course be invited.

The President explains that if ARCASIA wants to be internationally relevant it has to share with these organizations and invite them every time.

pending
action by:
President.

		<p>Ar. Mubasshar says that Sri Lanka invited UIA and AIA and the host paid for the expenses, not ARCASIA. In 2003 Bangladesh invited CAA and provided all accommodations.</p> <p>To close the issue of New Zealand and Australia, the OBs decide that ARCASIA can only have relationships with them through an MOU. And Countries with which ARCASIA has an MOU will never become members.</p> <p>Ar. Reyes notes that if the guests are not speakers, then in theory it will be ARCASIA and not the host to pay for observers. But the President could try to request the host to kindly provide (if possible) hospitality at their cost, and if the host replies that it can't then ARCASIA will have to pay. Eventually it could be proposed that those with whom ARCASIA has an MOU can always be invited as observers.</p> <p>Ar. Siddiqui notes that observers are, above all, future members and therefore we should differentiate them from simple guests which can be countries with an MOU but not prospective members.</p> <p>The President agrees and says that observers are invited to share with and learn from them with the aim of being invited later at their own conventions so that the 2 organizations can become closer and closer in time. ARCASIA doesn't have to be specific on the procedure, but can just invite them to observe.</p> <p>The OBs caution that countries invited as observers might have expectations, so ARCASIA should be very clear on the terminology of the invitation so to not raise false expectations of future membership status.</p> <p>Ar. Reyes says that some guest might be invited to conventions but not to Council mtgs. The President replies that we gain international relevance by sharing, not by hiding.</p> <p>Ar. Mubasshar shares the President's opinion and adds that South Africa, after observing one ARCASIA Council Meeting, sent a letter of appreciation to all members.</p> <p>Ar. Kwong says that future Council may have a different idea. The President replies that procedure is a different issue but the spirit of ARCASIA as a transparent and open organization should be always maintained.</p> <p>At the end it is decided that countries which are prospective members of ARCASIA can be called "observers" while countries or organizations with MOUs (non prospective members) will be called "guests".</p>	<p style="text-align: center;">Closed</p> <p style="text-align: center;">Closed</p>
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		<p>It is also decided that an MOU signatory should be allowed to stay as it wants at Council meetings, Forums and Congresses but ARCASIA reserves the right to close some sessions.</p> <p>Ar. Tandanand proposes that ARCASIA should have a special session for actually talking with the organization with which we signed an MOU, to discuss what we can do together instead of just let them sit and observe the Council.</p> <p>The proposal is seconded and it is decided to have an International Forum (as a part of the ARCASIA Forum), like the AIA International Forum, for this kind of discussion to be put in day 2 of the Council Mtg.</p>	<p>Closed</p> <p>Closed</p>
	<p>2.5.2 Progress Discussion with ACE, MASA</p>	<p>The President says that a similar agreement could be signed with ACE, since they are interested, and with the MASA of former soviet countries. He will prepare similar drafts, based also on the MOU with AIA and UIA, and send them out and begin to establish relationship with these organizations.</p>	<p>pending action by: President.</p>
	<p>2.5.3 Possibility of MOU with the RAIA, RNZIA</p>	<p>Same thing as above for MOU with RAIA and RNZIA.</p>	<p>pending action by: President.</p>
	<p>2.5.4 Status of relationship with UIA, AIA, CAA</p>	<p>The President asks to receive the copy of the MOUs signed with UIA and AIA and to be shown the originals. On this regards PAM archives will be inspected later. The President intends to have someone nominated as responsible archivist in charge of preservations of these important documents.</p> <p>Since the MOU with CAA is not signed yet, the President will approach them too.</p>	<p>pending action by: President.</p>

2.6 New Membership Application: Chinese Taipei, Cambodia, Laos (ALACE)

The Hon. Secretary thanks all the people who facilitate the approach to these 3 prospective members.

Laos ALACE already replied by sending the formal membership application (here attached).

Cambodia replied that they will be discussing internally the membership issue and let us know, but no final answer has been received yet.

The Hon. Secretary has not contacted Chinese Taipei on request of Ar. Kwong who wanted to do some checks first.

Ar. Kwong says that she got the letter written by Mr. Chou to Ar. Mubasshar (which he did not receive) in which Chinese Taipei applied for membership.

The letter was not written on a letterhead and there was no indication of the capacity in which Mr. Chou was signing it. It was discovered that at that time Mr. Chou was President of the National Association of Architects in Taiwan but right after he stepped down.

Ar. Kwong says that she wrote and called several times to the actual President, Mr. Lin, without receiving any reply, so apparently the membership issue was not followed up by the new council, even if Ar. Kwong says that she contacted the new council last year in December.

Ar. Kwong says that she also confirmed with China ASC that if the name is "Chinese Taipei" they will have no objection to the membership application, and this is the same naming used with APEC architects.

The President contacted Zhang Baiping of ASC and he was supposed to write a letter, but the letter has not been received yet.

The President says that he will write directly as ARCASIA to Chinese Taipei to solicit their reply on the membership.

Ar. Kwong says that there are a number of architectural organizations in Taiwan. This one is a national organization but there are other local organizations too.

The President replies that ARCASIA deals only with National organizations, not local chapters.

Ar. Tandanand says that Laos really wants to enter ARCASIA. He had a meeting with them and they are backed by the government who wants architects and engineers together. He proposes that every time a representative of ALACE comes to ARCASIA that person should be an architect and he is seconded by Ar. Siddiqui.

pending
action by:
President.

The actual president of ALACE is both an architect and an engineer, but this is not sure for the future presidents.

Ar. Reyes says that ByLaws require that only architects can join ARCASIA.

The President raises the issue of whether ALACE can create an internal section only for architects.

Ar. Mubasshar says that he had a meeting with them and stated that ARCASIA has no objection in having a mixed architects & Engineer Institute as a member as long as they create a separate section only for Architects so that no engineer will happen to sit at the table with ARCASIA architects. Ar. Mubasshar said that they agreed to it.

Ar. Pei Ing says that representatives of Laos are present at DATUM so we can meet them to discuss this issue.

Ar. Reyes proposes to have an agreement with them so that their representative to ARCASIA will always be the highest ranking architect in their Institute.

The President notes that the Council is made by the Institutes' Presidents, no matter what they are; but even if ALACE President is for example an electrical engineer he could bring an architect with him to liaise at the Council meetings.

Ar. Kwong proposes that one of the Institute Office Bearers shall be an architect.

Ar. Reyes replies that the Council is made of Presidents that are also all architects and this is a fact that we cannot violate. But we can leave them a door open, by allowing them to be a member with the provision that their President is an architect or sends a representative who is an architect.

Ar. Mubasshar and Ar. Kwong say that it's them that have to change in order to join ARCASIA, not ARCASIA who has to change rules to let them in.

The President agrees on the necessity on the provision, but says that since UIA accepted them there is little reason for ARCASIA to reject them.

Hon. Secretary make a technical comment by clarifying that in the ARCASIA ByLaws is written that "any National Institute of Architects can be represented in the Council" but later there is also written that "that Institute must be representative of the majority of the architects of that country" and that can be interpreted in a way that, even if

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		<p>the Institute includes also engineers, if that Institute represents the majority of architects of the country it could become an ARCASIA member.</p> <p>Ar. Reyes notes that there might be the case where an Institute has 1 million engineers and only 50 architects, but still represents the majority of architects in its country.</p> <p>The President proposes to give the possibility to ALACE to join ARCASIA as long as their representative will promote all issues related to architecture, CPDs, cross border practice and so on...as decided in ARCASIA Council and OB meetings. Failure to implement such decisions could always lead to ARCASIA expelling the Institute.</p> <p>Ar. Reyes says that ARCASIA wants to bring them in but if they can not or want not to change then we can just allow them to stay on as observers.</p> <p>Ar. Mubasshar confirms that this was the process they already agreed to. To stay as observers until they set up, with ARCASIA support, a separate sister division for architects only.</p> <p>Ar. Kwong also adds that engineers in HK are adopting very aggressive policies in education offering courses of architecture inside engineering degrees, so ARCASIA should be careful and protect its interest as an association of architects.</p> <p>At the end all OBs agrees that ARCASIA is open to ALACE membership as long as they will set up a division for architects and, in order to protect the interest of architects, they will have to sign a provision/agreement stating that their representatives to ARCASIA shall always be the highest ranking architect in their Institute and acting as a deputy President or acting President.</p> <p>The President will talk with Laos representative now in KL.</p>	<p>closed</p> <p>pending action by: President.</p>
	<p>2.7</p>	<p>ARCASIA Calendar of Activities – Hon. Secretary</p> <p>Ar. Corbella reports that an ARCASIA Calendar of Activity, with the main events of each member Institute, has been compiled and distributed to all Designated Contact Persons.</p> <p>The President proposes a procedure to collect this information in October of each year so to have 2 months to finalize the Calendar and release it in January on line on the ARCASIA website. This will play to the Institutes' advantage because it will be a promotion of their activities. Hon. Sec. will start soliciting information in October this year.</p>	<p>pending action by: Hon. Sec.</p>

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		<p>Hon. Sec. also suggests putting web links on the Calendar so that a visitor can find detailed information on the Institutes' own website.</p> <p>The 2 proposals above are seconded by everybody.</p>	closed
	<p>2.8</p>	<p>Nominations for ARCASIA President 2013-2014 Hon. Secretary</p> <p>Hon. Sec. reports to have solicited candidatures for ARCASIA Presidency for the term 2013-2014 and to have received two applications by the deadline of middle June:</p> <p>Ar. Tan Pei Ing, Past President PAM Ar. Lalith De Silva, Past President SLIA</p> <p>Application documents (here attached) are shown to the OBs. The same documents will be submitted to the Council in Danang for voting.</p> <p>There will be no nomination on the floor, at the Council mtg.</p>	closed
	<p>2.9</p> <p>2.9.1</p> <p>2.9.2</p> <p>2.9.3</p>	<p>Revision of ARCASIA ByLaws</p> <p>Hon. Secretary explains that it is necessary to make a draft of the modifications of ByLaws so to allow permanently the Hand-Over meeting, the Inter-Committee meeting and the Social Responsibility Committee.</p> <p>The draft is a homework assigned by the President to the Imm. Past President, Ar. Mubasshar, and to Zone B VP, Ar. Tandanand, to be done in time for submission to the Council mtg.</p> <p>Hon. Sec. shows the format that was signed last time by Ar. Mubasshar and Ar. Kunihiro, and the draft of the format that could be used from now on (see attachments).</p> <p>The President asks that the 3 chairmen of the committees will come up with a paper explaining the goals and merits of having an inter-committee mtg.</p> <p>Zone B VP, Ar. Tandanand, is requested to prepare a draft of the modification of the ByLaws which outlines scope and procedures for the new committees that the President has in his agenda: the Social Responsibility Committee and the procedure for the Inter-Committee meeting.</p> <p>Past President, Ar. Mubasshar, is requested to do the same for the Hand Over Meeting and Ceremony.</p>	<p>pending action by: 3 Zonal VPs</p> <p>pending action by: Zone B VP.</p> <p>pending action by: Imm. Past Presid.,</p>

3.0 ARCASIA
PROJECTS

3.1

“Architecture Asia”: proposal for renewed format and concept for online version – Ar. Lee Chor Wah

As decided at the last OB mtg. in Bali, Ar. Lee Chor Wah presents his proposal for an online version of AA magazine, and introduce to the OBs Ms. Angelina Cheong CEO of WIN World Group and Ar. Tan Loke Mun of PAM.

Ms. Cheong shows the OBs an example of what the online magazine could be.

It will be hosted on an internet site in Flash format so that it can be flipped as a paper magazine but with interactive content such as:

- multiple photos in each frame;
- audio and video tracks, including 3D CG presentation;
- possibility to view online or to download the flash version for offline view;
- possibility to download a pdf version that can be printed;

It will work on any browser allowing Flash applications.

This does not include at the moment iPads, until future iOS will include support for Flash.

Ar. Lee confirms that editing will be taken care of by PAM through the WIN Firm.

Ar. Tan explains that there will probably be subscribers to the paper version up to this year or next year so the paper based magazine can be gradually phased out and substituted by a subscription fee that will save on postage cost which sometimes is more expensive than the magazine itself. At the moment PAM will produce both versions.

Ar. Lee also explains that there are several possible business models to pay for the magazine:

- yearly subscription fee;
- banner ads in the subscription emails, whose advertisement revenues could pay for the cost of the magazine;
- free magazine for a limited period of time, expired which there will be a subscription fee;
- free magazine with registration only requirement;
- etc...

If the subscription model is chosen then subscribers will receive a password to access the magazine site, otherwise it will could be completely open and public.

		<p>The President congratulates PAM and Ar. Lee for the excellent idea and says that this solution could become a very useful tool for PR for ARCASIA.</p> <p>Asked by Ar. Kwong about possible conflict with internet policy of China, Ms Cheong replies that ASC is already subscribing to the paper version of AA and that eventually a CD containing the files could be sent to China in substitution of internet access.</p> <p>Ar. Reyes proposes to inquire to each member Institute about internet accessibility and preference for a web link over a physical CD with files. The proposal is seconded by everyone.</p> <p>The OBs ask Ar. Lee to produce a sample interactive AA issue (eventually converting material from a previous printed issue) to be presented to the Council for evaluation and approval and then later to the UIA Congress. The President will send PAM some video files and eventually also the editor could have an introduction speech on the magazine. If this will cost something, ARCASIA can cover part or all the expenses.</p> <p>The President confirms that Ar. Lee is now allowed to put on AA also works by non-ARCASIA members as long as they are relevant to Asia.</p> <p>Ar. Tan also explains that this is a sustainable solution that will save on precious storage space in PAM archives.</p> <p>The President confirms to the OB that this new solution will not cost ARCASIA anything, but ARCASIA should also be looking for ways to use this tool as PR for new funding. He also suggests that ARCASIA Timeline chart be done in this format.</p> <p>Ar. De Zoysa notes that there is another architectural online magazine worth of attention. The President requires her to give the address to Ar. Lee so that a comparison can be done and the fee eventually lowered.</p> <p>Ar. Tan invites the OBs to his newly built house which was awarded the Platinum level of Green Building Index.</p> <p>The OBs thanks for their great work Ms. Cheong and Ar. Tan who then leave the room.</p> <p>Ar. Lee proceeds by reading the report on the AA magazine status, here attached.</p>	<p>pending action by: PAM</p> <p>pending action by: President, Ar. Lee Chor Wah.</p> <p>pending action by: Ar. De Zoysa</p> <p>closed</p>
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		<p>Despite an offer of a big percentage in commissions on advertisement, none of the ARCASIA Institutes except PAM could get advertisements.</p>	
	<p>3.2</p>	<p>ARCASIA Timeline Chart (2nd Edition) prof. Abu Sayeed and Ar. Nela De Zoysa</p> <p>Prof. Sayeed explains that at the last Lahore Council mtg. it was decided to make a revised edition of the Timeline Chart, and that at ACAE mtg. Ar. De Zoysa was nominated as coordinator of this project.</p> <p>Ar. de Zoysa explains that in 2006 in Beijing the first edition was published in 2000 copies that were all distributed and sold. Ar. De Zoysa reads proposals 1 and 2 here attached.</p> <p>She informs the OBs that the publisher who supported proposal 1 (and wanted to control editorial, typesetting and color, and to make money by selling it throughout Asia) pulled out of the deal just 3 days ago, without even a phone call. Another publisher was contacted but gave an estimation of 45,000 USD for 3000 copies, which is too high. Another simpler proposal is to just update the former Timeline chart.</p> <p>Ar. De Zoysa asks about advice on what to do: if to make an electronic only copy, for example or not.</p> <p>The President asks about Macau, since they offered to publish ARCASIA Awards last time.</p> <p>Ar. De Zoysa replies that she wrote to Rui Leao but received no reply on this issue yet.</p> <p>Ar. Reyes suggests to use the Timeline chart that is on the Heritage book for each country and which is supposed to be the most updated one, but Ar. De Zoysa replies that that timeline is not the most updated for every country. For example for SLIA is not the updated one.</p> <p>Ar. Reyes suggests to take time to collect the missing material officially approved by each Institute for the Timeline chart, then when the material is all collected we can think to talk about publishing a second edition.</p> <p>Ar. Mubasshar adds that it will take 6-8 months to contact all the Institutes and collect the latest information, then the publication can be done at the end of this term or on the next presidential term. For example the Heritage book was published under A. Mubasshar term but it was initiated under Ar. Reyes term.</p>	

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		<p>Prof. Sayeed and Ar. Reyes add that is extremely important to have all the material collected and officially endorsed and approved by each member Institute before starting searching for funds and contact publishers. This in order to avoid complaints in the future.</p> <p>The OBs agree to proceed to collect updated information. The appointment of any editor will be postponed after the phase of collecting information.</p> <p>Once all information is compiled then the OBs will decide what to do next.</p> <p>Ar. Siddiqui suggests that an online version of the Timeline chart will be also effective in receiving a faster feedback from the Institutes for corrections.</p> <p>The President says that having already the Heritage Book printed, it should be enough to complete the Timeline project in electronic format only. The proposal is endorsed by everybody.</p> <p>The Council will be informed that Ar. De Zoysa will be working on this project and that the next edition of the Timeline Chart will be in electronic format. Ar. De Zoysa will follow prof. Sayeed's procedure and contact all Institutes (through the Designated Contact Persons) before the next Council mtg. to ask if the information already collected is up to date or not.</p> <p style="text-align: right;">pending action by: Ar. De Zoysa</p> <p style="text-align: right;">pending action by: Ar. De Zoysa</p>
	<p>3.3</p>	<p>ARCASIA Heritage book - Ar. Mubasshar Hussain</p> <p>The Immediate Past President hands over to ARCASIA President and to ARCASIA Past President, Ar. Reyes (the person who initiated the Heritage Book project) a copy of the 2 volumes of the Heritage Book, newly printed.</p> <p>Photos of the event are taken.</p> <p>Ar. Mubasshar announces 480 books have been published. In Lahore, when the book material was presented to the Institutes for review, no complaint was received but when the final version was printed Ar. Balbir noted a problem with the Kashmir issue, so IAB had to spend about 4,000 USD to correct the problem and reprint some pages.</p> <p>IAB will have the official launching of the book with an exhibition in Dhaka with the Foreign Minister. The Foreign Minister already saw it and was amazed of the quality and amplitude of the work and ordered 60 books.</p>

Ar. Mubasshar suggests that each of the 17 member countries could have the same exhibition and the official launching of the book of ARCASIA Heritage. IAB will support this by providing all the files for printing the panels. IAB will send invitation letters to all Institutes for the launch in Dhaka and, although it will not be able to extend hospitality, it will be happy to have the Institutes's delegates attend.

Ar. Mubasshar also announces that IAB already started shipping the books to Malaysia, Singapore and Macau.

The President, Ar. Reyes and all the OBs thank Ar. Mubasshar and prof. Sayeed and congratulate them for the splendid work done.

Ar. Siddiqui also congratulates the hard work of prof. Sayeed and Mubasshar, but notes that ARCASIA ByLaws prescribe that the UN geographical definitions and map of countries should be followed while the map in the Heritage book is instead different.

Ar. Mubasshar replies that the UN definitions have been followed and he explains that initially the whole Kashmir was kept completely separated, and later the occupied Kashmir was put with India on their request.

Ar. Siddiqui replies that he will have to answer to his Institute about this issue because the draft that IAP had, and to which IAP raised no objection, was different from this final print which does not have the naming "disputed territory" as it is in the UN map. Instead of following the ByLaws, the book has been reprinted with an extra expense due to a change requested by India.

IAI Ar. Balbir clarifies that also the earlier version did not have any naming but was just a blank area between India and Pakistan.

Ar. Siddiqui replies that the wording "disputed" should have been placed as it is on the UN map and at least the amended version, as requested by India, should have been circulated to Pakistan too for review. Now IAP might not be able to distribute the book in Pakistan.

Prof. Sayeed says that the consulted Encyclopedia showed a "line of control" not the wording "disputed territory".

The President confirms that the UN definitions and map should have been followed for political reference.

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		<p>Ar. Balbir says that IAP should have requested that wording when the first draft was circulated but it didn't so prof. Sayeed could safely assume that it was not necessary.</p> <p>The President says that it is very unfortunate that Ar. Mubasshar had to spend extra time and money and that this issue comes out only at this moment.</p> <p>The OBs agree that Ar. Siddiqui and Ar. Mubasshar will meet separately and sort out a mutually agreeable solution for this issue.</p>	<p>pending action by: Imm. Past President, VP Zone A</p>
	<p>3.4</p>	<p>Distribution of ARCASIA books - Ar. Yolanda D. Reyes</p> <p>There are countries that have received the 20 books, and Ar. Reyes has researched the shipping cost per country, which should be paid by them by August in Danang.</p> <p>Ar. Reyes will send to the Hon. Treasurer the list of shipping costs of ARCASIA Book. The Hon Treasurer will emit a separate invoice for this cost to each Institute.</p> <p>Some Institute already paid the shipping cost. The list of Ar. Reyes will report this.</p>	<p>pending action by: Ar. Reyes, Hon. Treas.</p>
	<p>3.5</p>	<p>ARCASIA Website update and domain renewal Hon. Secretary Ar. Marco Corbella</p> <p>Hon. Sec. reports that ARCASIA website had some links to the member Institutes' websites that were wrong or not working. Correct URL addresses of the Institutes have been collected for the Designated Contact Persons chart and passed on to KIRA that promptly corrected the links.</p> <p>Hon. Sec. also reports to have received an email requesting for the ARCASIA domain name renewal. SIA has been maintaining the website long ago until 2004 when HKIA took charge and then later KIRA took up the website maintenance responsibility. Attached are the emails exchanged between SIA and KIRA. According to SIA, KIRA renewed the domain twice already.</p> <p>There is still confusion on who is responsible for the renewal: HKIA or KIRA.</p> <p>Hon. Sec. asks KIRA if it can renew again the domain registration and emit invoice to Hon. Treas.</p>	

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		<p>Ar. Kun-Chang Yi replies that KIRA is maintaining the website but it is not responsible for domain name renewal. The domain name registration will expire in September but KIRA has not formal right to extend it. According to KIRA, SIA has those rights but when contacted SIA replied that HKIA has now the rights.</p> <p>Ar. Kantilal explains that a lady in HK is the official registrant and that SIA paid the previous registration fees.</p> <p>The President asks Ar. Kwong to check at HKIA and Ar. Yi to check at KIRA. KIRA will continue to be in charge of website maintenance, in the person of Ar. Yi.</p>	<p>pending action by: Ar. K.C. Yi, VP Zone C</p>
	<p>3.6</p>	<p>Preparation of the ARCASIA Exhibition at the UIA 2011 Tokyo Congress – Ar. Ashvin Kumar, Ar. George Kunihiro</p> <p>The President explains that SIA solicited contribution from the Institutes to the ARCASIA exhibition booth at UIA 2011 Tokyo Congress on the theme Sustainability, but only few members (ASA, JIA, ASC, SIA and PAM) have replied so far. He asks for more cooperation on this issue.</p> <p>Ar. Kantilal explains that at Lahore a copy of CD was passed with all relevant information to the Institutes Presidents, and that later several emails were sent to remind about the submission.</p> <p>The President says that this shows how ARCASIA is not so much considered in Institutes. This miscommunication, this lack of relevance and cooperation are very important issues that must be solved as soon as possible.</p> <p>Ar. Tandanand explains that maybe some Institute saw SIA examples and maybe thought they did not have very high tech kind of sustainable projects but this should not discourage Institutes because having also more low tech energy projects will give variety to the exhibition.</p> <p>The President stresses that the coordinator is in charge to decide if a submission is in line with the theme or not, but the important is the submission itself. If there is no submission there is no exhibition. The same happens often for the AA magazine: there are many projects from the same Institute because other Institutes don't submit. We should have respect for the very quick and hard work of people like Ar. Kantilal, and also Institutes don't realize that the space inside the Tokyo International Forum is really precious and scarce. International organizations and UIA member states are fighting to reserve spaces there and we are lucky to have a space for ARCASIA (a plan is here attached).</p>	

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		<p>Ar. Balbir says that maybe there was not enough clarification on the costs implicated in the submission and exhibition. This might have kept Institutes from participating.</p> <p>Ar. Kantilal says that the budget was from 10,000 to 15,000 USD.</p> <p>The President says that this is an ARCASIA common project and proposes that ARCASIA fund be used to sponsor the booth during the 3 days of the Council. The proposal is accepted.</p> <p>Ar. Yi proposes that a blank panel be printed for the Institutes that don't submit material and Ar. Kantilal replies that it would be embarrassing not only to the single country but to ARCASIA as a whole.</p> <p>It is decided that Ar. Kantilal will solicit again all Institutes' for submission to be received on before July 11th, clarifying that there will be no cost to them. The email will be attached to these Minutes for record.</p> <p>It is also decided that the Zonal VP will be responsible for making sure that their Institutes submit the material.</p>	<p>closed</p> <p>pending action by: Ar. Kantilal</p> <p>pending action by: Zonal VPs</p>
4.0	<p>UPDATES FROM ZONAL VPs</p> <p>4.1</p>	<p>Zone-A - Ar. Kalim A. Siddiqui Ar. Siddiqui congratulates Ar. Kunihiro for the Presidential Award of AIA. He reports to the OBs while showing a slideshow, here attached. He reports to have attended the national convention and International Forum of ASA. He thanks all the Institutes for the flood relief of Pakistan: Thailand donated 2000 USD, SLIA 1000 USD, Ar. Bashir from Bangladesh donated 50% of his office money (607 USD) into the relief fund and Louise Cox donated privately 1400 USD. Other activities include:</p> <ul style="list-style-type: none"> - workshops of IAB - an exhibition planned by IAB on ARCASIA Heritage - seminars by IIA on green architecture - inauguration of "green eye" movement in Cochin - young architects festival at Idore and the future one in Chandigarh this October 2011 - IAPEX 2011 by IAP in Karachi, Lahore and Islamabad - SLIA national convention attended by IAP 	

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	<p>4.2</p> <p>4.3</p>	<p>Zone-B - Ar. Sathirut Tandanand Ar. Tandanand reports that there has been a Zone B meeting at the ASA national convention in February (see minutes attached). Many of the issues discussed have been implemented while others are in progress. ASA met with ADPC and is intentioned in progressing further on coordination between ARCASIA and ADPC regarding Disaster Prevention. He will give a more comprehensive report in Vietnam.</p> <p>Zone-C - Ar. Anna Kwong Sum-yee Ar. Kwong reports to have received country reports only from HKIA, Macau, ASC and JIA. Nothing yet from Mongolia and KIRA but she supposes that they will upload their report on the website.</p>	
5.0	<p>COMMITTEES REPORT</p> <p>5.1</p>	<p>Provisional Inter-committee meeting (ACPP, ACGSA, ACAE): joint report Ar. Balbir reads a joint communiqué, here attached, of the 3 committee chairmen:</p> <p>A common program, in addition to the individual agenda of three respective committees, is proposed with the name of SEARCH: Students- Education-Architects for Respect to Community & Humanity.</p> <p>The role of three Vice presidents will be important. A detailed note on issues to be dealt by each committee will be prepared in consultation amongst three chairmen and will be circulated to the presidents and three Vice presidents for their comments and remarks by the end of third week of July, so that the comments that are received can be taken up by three committees at their meeting in Da Nang.</p> <p>Since each member country's report will focus on issues of professional practice-education and green & sustainable architecture, it is recommended that the copy of these reports as and when received should be forwarded to the chairmen of three committees, so as to help them in deciding the agendas for their committee meeting in Da Nang.</p> <p>A series of recommendations are presented for adoption by the office bearers so as to facilitate effective working and role of three committees:</p>	

- 1) Duration of meeting time at Congress/Forum to be minimum for a half day.
- 2) Each member country should be asked to formally nominate members for three committees with an alternate to maintain continuity. For the meetings during ARCASIA congress and Forum it is expected that minimum one member from each country should attend in the committee meeting and the host should offer complimentary registration to the members of ACPP and ACGSA as the member of ACAE is already provided for with registration and hospitality.
- 3) At the time of OB meeting, if possible each or any of these committee should plan to conduct workshops to have wider consultation sessions even if sometimes the participation is from the zone members
- 4) A procedure of formal format for recording and documentation of committees work needs to be put in place, and also the minutes of the council meetings should specifically record the accepted recommendations of each committee's report as resolutions.
- 5) Inform the three chairmen about the fund allocated for working of the committee as decided in Lahore Council. "

The President thanks for the preliminary work.

Ar. K. C. Yi, who followed the whole meeting, says that actually the ACAE committee has 2 deputies and a secretary. In order to maintain continuity and strengthen the committees' work on sustainable architecture and professional practice, he recommends ARCASIA should give them a secretary or an adviser to each one of the ACPP and ACGSA committees.

Ar. Balbir explains that ACAE could do without a deputy for the Professional practice aspect of the Education because now there is a Professional Practice Committee in place. So maybe ACAE could just have 1 deputy and the other 2 committees can be staffed with 1 deputy each.

He also suggests that the 3 committees meet for half day before the Council Meeting and ask to be informed of a feasible budget for the 3 committees' work which very often has been done at private offices because Institutes have not enough secretarial staff.

He also asks to know who will communicate with the Institutes for sending formal nominations for this meeting.

Ar. Rita Soh, observer at the OB mtg, offers her comments and says that it is important that ARCASIA recognizes officially the nominations of the Institutes to the committees. She also says that it would be better to have not only a meeting of the 3 committees half day before the Council but to have a full meeting between 2 Council mtgs.

The Hon. Sec. explains that this was already the original intention: in the last OB mtg. in Bali it was decided to have the inter-committee meetings every 6 months in between Council mtgs.

Ar. Balbir says that the meeting in between Council mtgs. can be just with the 3 chairmen who decide on something while during the Council mtgs. the chairmen can sit with the delegates from the Institutes for the committees. For example the committees can meet half day on the second half of the first day or the first half of the second day.

The President says that committees are given the tasks by the President and OBs and they should discuss them and come to a conclusion. The committees do not assign the tasks.

Regarding the budget, whatever activity the committee is doing it is the committee that should come out with a proposed budget for the year, then the Council discuss it and eventually approve it.

About the meetings, the President says that each committee should meet according its needs, say twice a year, but before calling a meeting the committee chairmen should send an agenda to the OBs who review it and decide if a meeting is necessary or not. Each committee should prepare a relevant agenda to present to the OBs 6 months before the proposed meeting.

About the deputies, the President agrees that a deputy is like a "chairman elect" and since this system works positively towards continuity the committees deputies should be invited by the host. But secretaries not, otherwise it would be too much a burden on the host.

Ar. Balbir clarifies that if ACAE uses only 1 deputy and the other 2 committees use 1 each, we are increasing the staff only by 1.

The President and the OBs decide that each of the 3 committees will have 1 deputy chairman who will be given invitation to participate to meetings but not offered hospitality. It is also decided that together with the election of the committee chairman there will be an election for the deputy chairman which will be an official position for the successive term so that continuity is guaranteed

The President says that these are procedural issues but he wanted to have inputs about issues of CPD, Education, cross-border practice etc...

Closed

Ar. Balbir explains that talking about the SEARCH, the 3 chairmen talked about Education, professionals and what they do. The Practice Committee should give inputs to the Education Committee on what the curriculum should be regarding prof. practice. And the Sustainable arch. Committee should also give its inputs to the Education committee about what to expect from education on this issue. The Education Committee in each Institute should have an interaction with the Prof. Practice and Sust. Committee of the same Institute.

It is not that every country should have a CPD program from tomorrow but every Institute should be alerted on the importance of it.

He asks that someone takes the initiative to send a note and ask each Institute to nominate a member and a replacement for each of the 3 committees.

The 3 Zonal VP will have to make sure that the Institutes in their zone understand the importance of the cooperation on this issue.

The President thanks for the inputs and decides that the 3 Chairmen come up on before July 15th with an agenda of the issues to be discussed in Danang and the expected results of the meeting. That agenda will be attached to the request of the nominations to be sent to the Institutes.

The chairmen will have to convince the Institutes of the criticality and importance of the work that the committees are doing.

VP Zone B offers to write to Institutes of Zone B and ask what are the issues there are having about CPDs.

The President does not agree on the utility of a questionnaire because it will not be answered.

The idea of a questionnaire might be good to find out what they are thinking but that has to be separated from what we want in the next weeks.

Also the same information should be in the country report. In the AIA before the meetings a questionnaire is circulated to ask about eventual issues to be considered for discussion.

Ar. Balbir says that now we are not asking the Institutes to send new representatives to Danang but only to nominate 2 members (1 member and 1 replacement) for each committee.

The President again requests that the 3 chairmen prepare 1 page of Agenda on before July 15th for each committee to be attached to a request for nomination of committee members and invitation to Danang (without hospitality).

pending
action by:
3 committee
chairmen

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		<p>He also proposes that the Institutes' Presidents be requested to come up at the Council meeting with a written summary of issues they are interested into and if they don't have it they should be completing it as a homework and submit it before the end of the Council meeting.</p> <p>Ar. Balbir notes that this is exactly what is being already asked to the Institute's Presidents for the item 7 of the draft of the Council mtg. Agenda: focusing on issues of Education, Professional Practice and Sustainable Architecture.</p> <p>The President notes the comment and agrees. VAA will be asked to provide time and space for half a day inter-committee meeting.</p>	<p>pending action by: Hon. Sec.</p>
	<p>5.2</p>	<p>ACPP - Ar. Balbir Verma, Chairman</p> <p>He will upload his report later in time for Danang Council.</p>	<p>pending action by: A. Balbir.</p>
	<p>5.3</p>	<p>ACGSA – Ar. A. Kantilal, Chairman The OBs scroll through the report (here attached).</p> <p>Ar. Kantilal stresses that sustainability is becoming a common trend both in professional practice and education and should be pushed accordingly. The replies from several Institutes to a UIA sustainability survey – that Ar. Cox was passing out in Lahore - are attached to the report. This survey gives us a framework on how we should approach this issue.</p> <p>SIA has already its own Roundtable since 2009 for about 3 years on the issue and ARCASIA should capitalize on a platform that is already existing and functioning. The Roundtable is for sharing of knowledge and understanding.</p> <p>The last issue is the booth of ARCASIA for UIA 2011 Tokyo Congress which has been already discussed previously.</p>	
	<p>5.4</p>	<p>ACAE – Ar. Abu Sayeed, Chairman Ar. Sayeed reads his reports on the ongoing activities of ACAE (here attached):</p> <ol style="list-style-type: none"> 1) Handbook of Asian Architectural Schools Japan, India, Nepal, Singapore, China and Mongolia did not submit data. Hon sec will send out requests for submissions. 2) Country report in Matrix format 3) Cross Border Internship program among member institutes. Ar. Sayeed requests the OBs assistance in 	<p>pending action by: Hon. Sec.</p>

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		<p>selecting 5 firms that offer internships.</p> <p>4) Virtual Asian School of Architecture 5) Publishing of the 2nd Edition of Time Line Chart 6) ARCASIA Student Competition</p> <p>New proposals:</p> <p>7) To Promote students interaction within ARCASIA region 8) Introducing ARCASIA award for research category 9) Publication of ARCASIA Awards book 10) Organizing Students idea competition</p>
	<p>5.5</p>	<p>Fellowship Committee - Ar. Nela De Zoysa</p> <p>Ar. De Zoysa reads the report, here attached, and says that the first objective is to try to extend the membership.</p> <p>The President asks if this involves modifying the ByLaws and Ar. Balbir replies that there is no formal appointment of members because they do not represent their Institutes but they only come in their personal capacity.</p> <p>Ar. De Zoysa explains that in the past the Fellowship has been a dinner but she would like to make it a bit more proactive and she was thinking of having a formal part and an informal part: for the former she proposes of using the President's vision as a base for a roundtable discussion. For the latter, the idea is to have an inter-zonal quiz on the History book and get Ms. Geetha (IIA) to come and manage it, to create interaction among the 3 zones.</p> <p>The President comments that there is no need for senior people to question his Agenda. Presidential Agenda is not a matter for the Fellowship members to debate.</p> <p>Ar. Balbir agrees and adds that what can be done is eventually to have the members discuss in general the "future" of ARCASIA. Those ideas can be reported to the Council and eventually picked up by the President.</p> <p>Asking for more specific directions, Ar. De Zoysa is given by the OBs several inputs:</p> <ul style="list-style-type: none"> - future of ARCASIA - how they see ARCASIA 10yrs from now <p>Whatever they come up with it might be eventually useful for the work of Ar. Tandanand.</p> <p>Ar. Balbir clarifies that the Fellowship was created to give a Forum to former ARCASIA people and to have a pool of suggestion for the future of ARCASIA.</p> <p>The President also makes a comparison with the former US Presidents that sometimes are sent in mission as the wise old diplomats, and says that Fellowship members</p>

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		<p>could also be used sometime in a similar way instead of being just asked about the future of ARCASIA.</p> <p>Ar. Reyes replies that they would not maybe like to do it, and Ar. Balbir again makes clear that fellowship members are not supposed to be given specific tasks but to participate to a party and to a forum for suggestions to eventually be considered by the executive board.</p> <p>The President comments that instead we could find a better use of them to be more relevant.</p> <p>Ar. Reyes replies that the Fellowship is already relevant as it is because it gives a chance to use already experienced people.</p> <p>All OBs then agree that the Fellowship is to be used to as a “think tank” for the good of ARCASIA. As for former US Presidents, Fellowship members can be relied upon for general opinions or for specific issues.</p> <p>Issues will have to be found and submitted by the Fellowship Chairman. If issues can’t be found then the Fellowship meeting will be only a dinner party. The morning of Aug. 15th the Fellowship will meet and the results will be reported to the Council.</p> <p>Ar. De Zoysa asks about funding and she is answered to make herself a budget and submit it to the President who will think with the Hon. Treas. how to fund it, with the Fellowship fund. The Fellowship meeting will last about 2 hours.</p>	<p>closed</p> <p>pending action by: Fellowship Chairman</p> <p>pending action by: Fellowship Chairman</p>
	<p>5.6</p>	<p>Student design competition in ARCASIA Forum in Vietnam – Ar. Tan Pei Ing</p> <p>PAM President, Ar. CW Boon, has sent to Hon. Sec. an email which reports that: “ARCASIA President had, in consultation with a number of ARCASIA Council Members present in a meeting hosted by the ASA on 11 February 2011, decided to defer the proposed 'Students Forum' by ACAE to the next ARCASIA Forum in 2013 at Hong Kong. With this decision, PAM will not be required to organize the Students Competition that PAM has offered to organize.”</p> <p>ARCASIA President says he remembers that this was actually decided in Lahore.</p>	

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		<p>Ar. Reyes says that this is probably a misunderstanding and remembers that the minutes of the Lahore Council mtg. record PAM offering to organize the student competition.</p> <p>Hon. Sec. reads the Bali OB mtg. minutes and confirms that in Bali Ar. Lee said that the Student competition was organized by ACAE and PAM and that Ar. Mubasshar informed him that the name of ARCASIA for a competition could not be used without informing both the Council and the OBs.</p> <p>In Bali Jalal said that there was only one line on this issue in the ACAE report but probably the Council was not informed about it.</p> <p>ARCASIA President in Bali decided that it would not be fair for those who already submitted their works to cancel or postpone the competition and therefore PAM had to finish the competition as quietly as possible, to judge the works and to rename the competition as “ARCASIA sponsored competition”.</p> <p>Ar. Tan Pei Ing will check this issue again inside PAM and report to the OBs asap.</p>	<p>pending action by: Ar. Tan Pei Ing</p>
6.0	OTHER ISSUES		
	6.1	<p>ARCASIA President’s Medallion</p> <p>Hon. Sec. announces that the idea, presented at last OB mtg. in Bali, to have a student competition for the design of the Presidential medallion has been replaced by the offer from Ar. Batjav of Mongolia to design it.</p> <p>Hon. Sec. informs the OBs that he asked Mongolia for the design to be presented at today’s mtg. but did not receive a reply yet.</p> <p>The President explains that instead of the actual thorny thing, a very simple round medallion could be done each time a new President is installed.</p> <p>Probably Ar. Batjav will bring it to the next Council mtg.</p>	<p>pending action by: Ar. Batjav</p>
	6.2	<p>ARCASIA Award</p> <p>The President announces that in March he went to Vietnam and met the chairman of the Award, Dr. Phe, who is very experienced and organized all those international competitions involving people like Renzo Piano, Norman Foster etc...</p> <p>It was decided to have an electronic adjudication for economical reason in July and that on August 13-14 Award committee members will meet in person in Da Nang to deliberate on the final winners. On August 14th the Chair will announce the winner to the jury and to the Council.</p>	<p>closed</p>

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	<p>6.3 Students' participation in the ARCASIA Council meetings</p>	<p>The Hon. Sec. announces that, as decided at last OB mtg. in Bali, ACAE Chairman has been informed that representatives of the Student Delegation will be able to participate to the Council mtgs. as observers when ACAE and Jamboree reports are presented. ACAE Chairman has been asked to inform the students' delegation of this issue.</p> <p>Prof. Sayeed says that when the ACAE chairman reports on the Jamboree their presence will not be a problem but the presentation of the Jamboree in the Forum is problematic. The students will likely not be at the Forum because the students will only come at the Congress during the Jamboree. The representation of the students is very difficult because the Institutes should to pay money so it will not be realistic.</p> <p>The only thing possible is to have them as observers to the Council mtgs. during the Congress.</p> <p>All OBs clarify and finalize that students will be welcome to observe the Council mtgs. as guests when there is a Jamboree, so only when Congresses are held and not Forums.</p>
	<p>6.4 Discussion about Past Chairmen and Past Permanent Advisors</p>	<p>The President notes that in the past the exiting Presidents somehow thanked or issued a Certificate of Appreciation to collaborators including former Permanent Advisors. This means that they have already received confirmation of appreciation by ARCASIA so many times that it is not necessary to do this again especially now that they are not Permanent Advisors anymore.</p> <p>The President proposes that only Past Presidents may get Certificates of Appreciation, eventually in some special occasion like Fellowship or a similar event. The proposal is seconded by everyone.</p>
	<p>6.5 Others</p>	<p>The President informs the OBs of a communication from IAI President, Ar. Subijono about postponing the ACA-15 to the period October 29th - November 2nd 2012, after considering weather conditions and other factors and based on discussion with Bali government and Bali local IAI chapter.</p> <p>Ar. Subijono is requesting the OBs approval on this issue and on the theme of "21st century as the Asian Century". All OBs approve.</p> <p>The President will write to IAI President accordingly.</p>

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	<p>Ar. Kwong announces that HKIA is working on a task force of a College of Fellows and will send information to Ar. De Zoysa for reference.</p> <p>The President clarifies once again that Institutes' Fellows and ARCASIA Fellows are two completely different things. The ARCASIA Fellowship is about friendship more than formal commitment. Members of ARCASIA Fellowship cannot call themselves Fellows, this is a title inexistent and not allowed, and those who abuse this title will be reported by the Fellowship Chairman to the Council for disciplinary action.</p> <p>Ar. Mubassar notes that it was decided in a previous Council that all members use Ar. as a prefix for their names but Sri Lanka is still not complying.</p> <p>The President asks SLIA to instruct its members to use the correct prefix.</p> <p>The President informs the OBs that the company of the Hon. Secretary, Ishimoto Architectural & Engineering Firm, Inc., has officially agreed to consider the time and efforts dedicated by him to the services of ARCASIA as part of his work duties.</p> <p>Ar. Reyes proposes to send an official letter to thank his company for the dedication to ARCASIA and the proposal is seconded.</p>	<p>closed</p> <p>pending action by: SLIA</p>
	<p>Adjournment Having all the issues been discussed, the President thanks all the participants of the O.B. meeting for their contribution, thanks PAM for its kind hospitality and adjourns the meeting.</p>	<p>closed</p>