

2.0 ARCASIA AFFAIRS

2.1 Progress of HK Bank Account signatures change

XXX Company Limited (The “Company”) (Sample Only)

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE COMPANY

HELD AT _____

ON _____

PRESENT :

_____ (Chairman)

(1) Chairman

_____ was elected Chairman of the Meeting.

(2) Quorum

It was noted that the necessary quorum was present.

(3) It Was Resolved As Follows:

_____ bearing passport No. XXXXXXXXXXXX is appointed as new authorised signor of the company. The quoted person is authorised to sign and operate the bank account singly without limit. (This is an example only, so please write down different signing instruction depends on your company's internal decision)

(4) End of Meeting

There being no further business, the meeting was declared closed.

Chairman

2.2 HKIA Nomination x Bank Communication



ARCHITECTS REGIONAL COUNCIL ASIA

SECRETARIAT : JIA, JIA-Kan 2-3-18, Jinu-mae, Shibuya-ku, Tokyo 150-0001, Japan
Tel : +81-3-3408-7125 Fax : +81-3-3408-7129 Email : arcasia@jia.or.jp contact@jia.or.jp

July 15th, 2011

to: Ar. Anna Kwong, Vice President Zone C

Subject: **Nomination of person in charge of
ARCASIA bank documents**

Dear Ar. Anna Kwong,

As decided at the last Office Bearers Meeting in Kuala Lumpur, HKIA is requested to officially nominate one person of its staff to be permanently responsible to handle and conserve all communications related to the ARCASIA bank account at HSBC bank in Hong Kong.

Communications and official documents (periodical account statements, notices, contracts etc...) from the bank in electronic format will have to be forwarded to Arcasia Hon. Treasurer.

The originals will be periodically passed by hand to the Hon. Treasurer or to PAM for archiving purposes, at Council meetings.

The Vice President of Zone C will be responsible for overseeing the person nominated by HKIA.

Best regards,

Ar. George Kunihiro, FAIA
President, ARCASIA (2011-2012)

OFFICERS 2011-2012

President
Ar. George Kunihiro
Japan

Vice-President (Zone A)
Ar. Kalim Siddiqui
Pakistan

Vice-President (Zone B)
Ar. Sathirut Tandanand
Thailand

Vice-President (Zone C)
Ar. Anna Kwong
Hong Kong

Honorary Secretary
Ar. Marco Corbella
Japan

Honorary Treasurer
Ar. Junichi Ito
Japan

Immediate Past Chairman
Mubasshar Hussain
Bangladesh

Advisers
Ar. Yolanda Reyes
Philippines
2011

Ar. Kun Chang Yi
South Korea
2012

MEMBER INSTITUTES : • Institute of Architects **Bangladesh** • The Architectural Society of **China** • The **Hong Kong** Institute of Architects • Ikatan Arsitek **Indonesia** • The **Indian** Institute of Architects • **Japan** Institute of Architects • **Korea** Institute of Registered Architects • The Union of **Mongolian** Architects • Architects Association of **Macau** • Pertubuhan Akitek **Malaysia** • The Society **Nepalese** Architects • United Architects of the **Philippines** • The Institute of Architects **Pakistan** • **Sri Lanka** Institute of Architects • **Singapore** Institute of Architects • The Association of **Siamese** Architects • **Vietnam** Association of Architects

JIA

送信者: "hkiassec" <hkiassec@hkia.org.hk>
宛先: "arcasia" <arcasia@jia.or.jp>; "Arcasia HKIA AnnaKwong" <asykwong@hkia.net>; "Arcasia HKIA Fiona Kam" <hkiassec@hkia.org.hk>
Cc: "JOBPR-Junichi ITO" <junji@zd5.so-net.ne.jp>; "JOBPR-KUNIHIRO George" <kunihiro@kokushikan.ac.jp>; "Ronald Poon" <rpcl@netvigator.com>; <thomas@ckal.com.hk>
送信日時: 2011年7月21日 19:12
件名: RE: ARCASIA: pending issues for HKIA

Dear Ar. Marco,

Please kindly be advised that Mrs. Rita Cheung (email: hkiassec@hkia.org.hk), Registrar of HKIA, is being nominated as the designated person for bank communication.

Regarding the change of signatories, the bank requires the extract of Council minutes to be signed by a Director of ARCASIA. We are approaching Mr. Barry Will to sign it.

Should there be any progress on the captioned, you would be kept updated.

Thank you.

Best Regards,

Fiona Kam

HKIA Secretariat
The Hong Kong Institute of Architects
19/F, One Hysan Avenue
Causewaybay, Hong Kong
Tel: 2805 7096
Fax: 2519 6011
Email: hkiassec@hkia.org.hk / fiona@hkia.net
Website: www.hkia.net

From: arcasia [mailto:arcasia@jia.or.jp]
Sent: Thursday, July 21, 2011 1:09 PM
To: Arcasia HKIA AnnaKwong; Arcasia HKIA Fiona Kam
Cc: JOBPR-Junichi ITO; JOBPR-KUNIHIRO George
Subject: ARCASIA: pending issues for HKIA

Dear Anna,

George did not yet receive the official nomination by HKIA of the Designated person for bank communications, as he requested by letter some time ago.

Ito-san also needs to have your confirmation that the HK bank has received all the documents for the change of the signatories, and that the procedure is completed successfully.

Please kindly let ARCASIA President have your feedback asap on these 2 issues above.

Best regards,

Marco

Ar. Marco Corbella
Honorary Secretary ARCASIA 2011-2012 (Architects Regional Council Asia)
arcasia@jia.or.jp

2.3 President Report

ARCASIA President Report

Ar. George Kunihiro, FAIA

August 7, 2011

At the First OB Meeting in Bali in January, I put forth my agenda for the Presidential term 2011-2012.

They are as follows:

Presidential Agenda: “4C +C=G”

(Communication, Contribution, Connection, Change plus Continuity equals ARCASIA “Growth”)

A. Goal for the OB Term 2011-2012:

In order for the ARCASIA to make a greater contribution to the Asian society representing architectural institutes of the Region, I propose that the goal for the term 2011-2012 is to establish ARCASIA as a truly visible organization representing the architects and the architectural institutes of the Asia Region. For this goal, I propose the following objectives:

1. Activating and fully utilize the ARCASIA organization’s potential
2. Actively disseminate information on the ARCASIA’s continuing activities
3. Initiate establishment of a network of regional professional organizations.

B. The ARCASIA Presidential Agenda:

1. Communication

- Reorganization of the ARACASIA communication network

Establish a network of ARCASIA institute contact persons to assure that the information flows smoothly and to all members of the 17-member institutes.

- Redesign the ARCASIA Website to better communicate the many activities of the ARCASIA, and to attract new visitors to the site and

- Reconsideration of the format of the “ARCHITECTURE ASIA (AA)” to become “issue-oriented”
 - Direction for the “new” reformatted AA to include “Non-ARCASIA member’s” projects.
 - Newspaper-format (e.g. “Blueprint”)
 - Shift to the paperless format i.e. Web-magazine
- Launching of the commercially-based website “ARCHITECTURE ASIA”
- Web newsletter
- Twitter “Architecture ASIA” “ARCASIA_Prez”
- Facebook “Architecture ASIA”

2. Contribution

- Monthly

3. Connection

- Initiating a network of regional architectural organizations.
 - President to contact the heads of the regional organizations i.e. AUA, IUA, ACE, FAPA, CAA

4. Change

- Organizing a work group on “the 10-year growth plan”
 - Membership consists of Zone B VP, ACAE, ACGSA, ACP

5. Continuity

- Organizing a work group on the “Continuity”
 - Members consist of OB Zone A VP, FC, ACAE

6. Growth

- New membership
 - Initiate the invitation to the non-member institutes ⇨ Zone C VP
- Funding
 - Organizing a work group on the “Strategy for Securing Sponsors”
 - Zone A, B, C VP’s

Since January, the Office Bearers began to work on the specific items on the agenda to accomplish these goals set by the agenda.

C. President's Activities

1. ARCASIA OB Meeting, Bali
January 9, 10, 2011
 - Handover Ceremony
 - Accepted all documents for the term 2009-2010, from Immediate Past Chairman Ar. Mubasshar Hussein.
 - First OB Meeting 2011-2012
 - Presided over the Meeting.
 - Attended the Welcome Dinner at the office of Popo Danes.
2. UIA Council Meeting, Beirut
January 19-21, 2011
 - Attended the UIA Council Meeting and reported the activities of ARCASIA in 2010.
3. ASA Annual Convention, Bangkok
February 9-11, 2011
 - Attended the Annual Convention of the ASA.
 - Attended the Zone B Meeting.
4. Attended the Annual General Assembly of the KIRA, Seoul
February 9-11, 2011
 - Met with Ar. Choi Young Jip, President of KIRA and his Officers
 - Received Honorary Membership to KIRA, along with Batjav Batkhuyag, Immediate Past President of UMA and Past Deputy Chairman Zone C and Ar. Ar. Khurelbaatar Erdenesaikhan, President of UMA.
5. Visit to the ARCASIA Forum 16 Venue in Danang, Vietnam by the invitation of the Ar. Nguyen Tan Van, President of the VAA.
 - To meet and consult with the President of the VAA and other organizers of the Forum 16.
 - Visited the proposed venue of the Forum 16.
6. AIA National Convention, New Orleans
May 12-14, 2011
 - International Presidential Forum (IPF)
 - Participated in the IPF to report on the status of the ARACASIA as the

regional organization working of the various issues relevant to the discussion at the IPF. (See attached statement)

-Met with the AIA President Ar. Clark Manus, FAIA, the Incoming President Ar. Jeffry Potter, FAIA, Ar. Louise Cox, the UIA President and other leaders of the AIA and the international organizations.

- Met with Ar. Selma Harrington President of the Architects Council Europe, to discuss the possibility of signing a MOU between the two organizations.
- Received the Presidential Medal from the AIA.

7. UIA Council Meeting, Singapore

June 4-6, 2011

- Attended the UIA Council Meeting and reported the activities of ARCASIA in the first half of the year 2011.
- Met with Ar. Andrey Bokov, President of MASA, to discuss the possibility of signing a MOU between the two organizations.
- Met with Ar. Seif Al Naga, President of AUA, to receive a proposal for the MOU between the two organizations.

8. ARCASIA OB Meeting, Kuala Lumpur

June 30-July 2, 2011

- Attended the DATUM 2011 and the National Convention of the PAM.
- Presided over the 2nd ARCASIA OB Meeting.

9. ARCASIA Award Adjudication via the Internet

July 2011

- Participated in the Initial session of the ARCASIA Awards Adjudication on the web.

International Presidents' Forum
2011 AIA National Convention, New Orleans
Ar. George Kunihiro, FAIA
President, ARCASIA

May 11, 2011

Discussion

By 2030, sixty percent of the world's population will live in towns and cities. During this conference in New Orleans, we are discussing the resulting social and environmental challenges—air and water quality, transportation, affordable housing—all regional in scope, all demanding regional solutions.

Please respond to the following questions during your presentation:

1. What key issues do you see in your country related to regionalism? How is the architect's role changing with respect to these issues? Do you have any knowledge to share with other countries about successful projects/programs that you have done?

ARCASIA is a regional organization consisting of 17 professional Institutes of Asia.

The Asia region is the center of global economic activities with China, Japan, India, Korea and Indonesia representing a major share of world's economy.

International firms have landed in Asia and has designed and built some of the world's most newsworthy projects.

In the age of globalism, the term "glocal" emphasizes the importance of local culture and heritage. There needs to be an awareness of the local culture and the understanding, which can be a collaborative effort by the professional and his client.

I have participated in a project to masterplan a community of 85,000 in Western China..

2. How is your organization addressing the increasingly important issues of disaster preparedness, mitigation, and resiliency?

In the Asia Region, there had been a numerous natural disasters causing much damage across the region. Floods in Pakistan and in Bagladesh, earthquakes and tsunami in China, Indnesia, Sri Lanka, Thailand and Japan have caused a great damage to the cities and the environment and the economic consequences are grave. ARCASIA, through the Association of Siamese Architects (ASA), a member institute, has begun to create a network for disaster relief and post-disaster reconstruction efforts with such organization as the Asian Disaster Preparedness Center in Bangkok

3. In the international arena, what are the most important goals toward which our respective national professional societies and organizations could work in common to address opportunities and challenges in the application of sustainable design?

Exchange of knowledge in the gbbal community since the climatic conditions are varied throughout the regions of the world

Assistance to the professional organizations in the developing countries in the areas of dissemination of information to the general public related to the sustainable architecture.

2.3.1 Ten years Growth Plan

In order for ARCASIA to move forward and grow in the next 10 years. We must consider the following:

Objectives

- **GROWTH IN SIZE**
- **GROWTH IN QUALITY**
- **GROWTH IN IMPORTANCE**
- **GROWTH IN FINANCE**

1.0 GROWTH IN SIZE: ARCASIA Membership

- | | | |
|-----|-------------------------------|--|
| 1.1 | Current situation: | ARCASIA currently has 17 member Associations. |
| 1.2 | New Membership: | ALACE (Association of Laos Architects and Civil Engineers) |
| 1.3 | Future Membership: | Cambodia and Chinese Taipei are in the process of submitting letters of application. |
| 1.4 | Potential New Members: | Myanmar, Brunei, Bhutan, Maldives, and others. |
| | How to Increase: | ARCASIA member countries can contact potential new member associations to gauge their readiness and apply for membership. |
| 1.5 | MOU Signing: | To cooperate with other architectural organizations through MOU signing and create joint activities and programs. |
| | Current situation: | President George Kunihiro is in the process of signing MOU with AUA and in the process of discussion with ACE and MASA

Further discussion with the Council need to be conducted regarding the MOU with RAIA, RNZIA. |
| | Future plans: | ARCASIA will organize future programs to deepen the relationship with our MOU Counterparts |

2.0 GROWTH IN QUALITY:

- | | | |
|-----|---------------------------|--|
| | Goal: | To elevate the standard of Professional Practice for each member institute. |
| 2.1 | Current situation: | ARCASIA has initiated excellent programs such as: <ul style="list-style-type: none"> - ARCASIA Award for Design Excellence - ARCASIA Committee on Professional Practice (ACPP) - ARCASIA Committee on Green and Sustainable Architecture (ACGSA) - ARCASIA Committee on Architectural Education (ACAE) |

How to Improve:

Encourage more in depth and frequent discussions during Zonal meetings held throughout the year. The meeting should emphasize issues facing each institute and how best to help each other solve these issues.

2.2 New Programs

ARCASIA should also encourage member institutes to promote Social Responsibility activities within their respective countries. It is important that we take on the leadership role to improve the lives everyone in our society. Activities such as:

- Handicapped accessibility
- Historic Conservation
 - Conservation and Preservation Exhibitions
 - Vernacular Documentation Exhibitions
- Social Improvement
 - Community Improvement projects
 - Schools and Orphanages for underprivileged
 - Affordable Housing
- Humanitarian
 - Disaster Preparedness and Relief Efforts

Member Institutes should incorporate these activities as part of their Annual Convention in the form of exhibitions and seminars. Experts from other Member Institutes and other International Organizations can participate as speakers and lecturers.

2.3 International Licensing and Cross Border Practices

The next 10 years will see drastic change in Cross Border Professional Practice.

International licenses such as

- ASEAN ARCHITECTS
- APEC ARCHITECTS
- Others

How: ARCASIA must keep abreast of International licensing around our region. Through the ACPP committee, informed Member Institutes of the rules and regulation guidelines of these international licensing programs. Institutes that are not members of ASEAN or APEC Architects can also be aware.

3.0 GROWTH IN IMPORTANCE:

Goal: To be respected in the world stage.

How: ARCASIA should associate with other organizations when conducting exhibitions and seminars. In doing so, ARCASIA will be more relevant in the "World Stage".
Examples of cooperation with: Habitat for Humanities, Asia Disaster Preparedness Center, UN Habitat, UNESCO, UIA, etc.
ARCASIA website can be linked to these organizations to help promote joint activities with our counterparts as well.

4.0 GROWTH IN FINANCE: Sponsorship and Fund Raising

Goal: ARCASIA must be financially stable and strong in order to initiate various programs, exhibitions and seminars for our members..

How: ARCASIA can seek financing from corporate sponsorship as ARCASIA partners. The sponsorship can be categorize into Platinum, gold, and silver packages with benefits to have advertising spaces in back drop of ARCASIA events, logos in ARCASIA Magazines (Architecture Asia) and or ARCASIA websites etc.

5.0 ARCASIA Permanent Secretariat

To be presented by KIRA

2.3.3 Growth & New Membeship

GROWTH AND NEW MEMBERSHIP

Presented by

Ar. A. Kwong V.P Zone C

ARCASIA 32nd Council Meeting

Da Nang City, Vietnam

Aug15-Aug17, 2011

NEW MEMBERSHIP

- Cambodia
- Chinese Taipei
- Laos

LONG TERM PLANNING

Potential architectural institutes:

- Afghanistan
- Bhutan
- Brunei
- Burmar
- Maldives

"LOU" SIGNING

- RALIA Australia
 - RNLIA New Zealand
- (may/may not invite them to attend as Observers)

"MOU" SIGNING

- ACE

- AUA

- CAA

- MASA

- UIA

INTEREST ON ARCASIA

"Information Clearhouse"

- Advocacy
- Best Practice Guideline
- Code of Practice
- CPD programme
- Fellowship Activity
- Networking Opportunity

ADVOCACY

- creativity / Biennale
- green / sustainability
- heritage / conservation
- housing / land policy
- urban / rural planning

CPD PROGRAMME

Conference/Forum/StudyTour/Workshop

- as Speaker
- as delegate
- as attendee



more members from each institutes

- attending the Conference & Forum
- attending the post conference tour
- attending the Student Jamboree

Propose Official Guests at ARCA SIA Conferences & Forum

- mayor/minister/consulate of member countries

NEW BLOOD FOR ARCSIA

- Young members participation
- "young members" roundtable
- "happy hour" gathering
- virtual / e-games

Fellowship & Networking Opportunity (In between ARCASIA conferences)

PROPOSED ACTIVITIES

- sports (intra/inter zonal) e.g. Football
- games (intra/inter zonal) e.g. Bridge
- study tour
(green/heritage/conservation/technology)
arranged via courtesy of member institutes

-End-

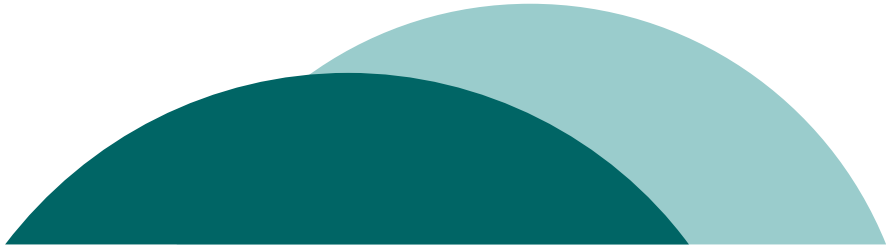
2.3.4 Funding & sponsorship



Sponsorship package

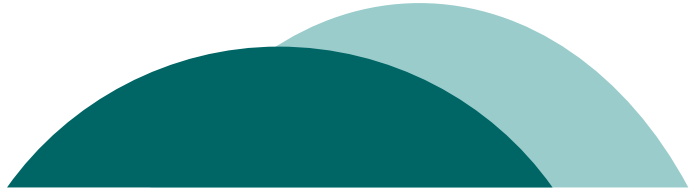
Presented By

WHO IS ARCASIA ?



Objectives

-
○





Sponsorship Benefits For Arcasia Partners

- Exclusive sponsor for Arcasia Events
- Logo Exposure to Arcasia Event Backdrop, Banners, Websites and Arcasia Magazines
- Advertising page on Arcasia Websites & Magazines
- Exclusive interview
- VIP Guest to Arcasia Events



Sponsorship Benefits For Arcasia Partners

- Rights for visitor registration database
- Rights for using official logo “”
- Rights for PR via Website
- VIP Guest of press conference ie.



Sponsorship conditions For Arcasia Partners

- Cash support : 50,000.00 USD.
(Fifty Thousand US. Dollars)

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2.3.5 Social Responsibility.doc

Proposal for Social Responsibility Committee

Arcasia should establish a committee to promote Social Responsibility Activities within their respective countries. It is important that member Institutes take on the leadership role to improve the lives of all sectors of our society.

Arcasia Committee on Social Responsibility (ACSR) can encourage and promote activities such as:

- Handicapped Accessibility
- Historic Conservation
 - o Conservation and Preservation
 - o Vernacular Documentation
- Social Improvement
 - o Community Improvement
 - o Buildings for the Underprivileged
 - o Affordable Housing
- Humanitarian
 - o Disaster Preparedness and Relief Efforts

Member Institutes should incorporate these activities as part of their Annual Convention in the form of exhibitions and Seminars. It is also encouraged that Member Institutes and Arcasia collaborate with International Organizations when holding these exhibitions and seminars. Experts from the field can contribute to the lecture and seminars. Compilation of the discussions can then be published into manuals to be used as design guidelines and reference.

2.4 Proposed MOU

**MEMORANDUM OF UNDERSTANDING
(M.O.U.)**

BETWEEN



**THE ARCHITECTS REGIONAL COUNCIL ASIA
(Hereafter *ARCASIA*)**

AND



**THE AFRICA UNION OF ARCHITECTS
(Hereafter *AUA*)**

**SIGNED AT DA NANG, VIETNAM
ON 6 JUNE 2011**

MEMORANDUM OF UNDERSTANDING **(MOU)**

BETWEEN

THE ARCHITECTS REGIONAL COUNCIL ASIA (ARCASIA)

and

THE AFRICA UNION OF ARCHITECTS (AUA)

- WHEREAS The Africa Union of Architects, hereinafter called **AUA**, and the Architects Regional Council Asia, hereinafter called **ARCASIA**, having regard to the long standing cooperation that exists between them and to the expressed intention to reinforce this cooperation where and by all means possible;
- WHEREAS **AUA** and **ARCASIA** recognize the need to organize a closer cooperation between them, in search of more coherence and rationalization of resources;
- WHEREAS **AUA** is the Body that represents the architectural profession in **AFRICA**;
- WHEREAS **ARCASIA** is the Body that represents the architectural profession in **ASIA** through its member Institutes/Associations;
- WHEREAS both Organizations enjoy their own statutes, bylaws, procedures and also their full independence;
- WHEREAS both Organizations are operating on similar issues from different perspectives and with different legal frameworks;
- NOW THEREFORE, convinced that the reinforced cooperation described in this Memorandum of Understanding will help consolidate actions and efforts in addressing mutual concerns and interests pertaining to architecture, architecture education, research, professional development and professional practice among others;
- LIKEWISE, confident that this cooperation will also help to promote harmonious coordination between the **AUA** and the **ARCASIA**, in relation to their respective decisions and actions and;
- FURTHER MORE having already identified several work areas in which such a rationalization can be sought, in principle, and being aware of the mutual benefit that can result for each of the two Organizations in adopting an approach that allows for the search for more complementarities and synergies to be effectively pursued;

THE TWO ORGANIZATIONS NOW AGREED THE FOLLOWING;

- 1) To rationalize the resources of the Parties in pertinent activities at all levels;
 - 2) To reinforce the capacity for action of the Parties towards third parties; To explore opportunities for joint positions and / or joint actions of the Parties towards third parties;
 - 3) To cooperate in lobbying activities, if and when appropriate.
 - 4) To ensure reciprocal representation at their respective working bodies
 - 5) To share information of mutual interest
- AND THAT FINALLY the Parties undertake to establish a closer cooperation between them at political, technical and working levels and that both will strike out details of this cooperation.

Signed by:

Ar. Tokumbo OMISORE
President AUA

George KUNIHIRO
President ARCASIA

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Witnessed by:

AUA (office bearer)

ARCASIA (office bearer)

.....

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16 August 2011
Da Nang, Vietnam

MEMORANDUM OF UNDERSTANDING (M.O.U.)

BETWEEN



**THE ARCHITECTS REGIONAL COUNCIL ASIA
(Hereafter *ARCASIA*)**

AND



**ARCHITECTS' COUNCIL OF EUROPE
(Hereafter *ACE*)**

**SIGNED AT DA NANG, VIETNAM
ON 6 JUNE 2011**

MEMORANDUM OF UNDERSTANDING **(MOU)**

BETWEEN

THE ARCHITECTS REGIONAL COUNCIL ASIA (ARCASIA)

and

ARCHITECTS' COUNCIL OF EUROPE (ACE)

- WHEREAS the Architects' Council of Europe, hereinafter called **ACE**, and the Architects Regional Council Asia, hereinafter called **ARCASIA**, having regard to the long standing cooperation that exists between them and to the expressed intention to reinforce this cooperation where and by all means possible;
- WHEREAS **ACE** and **ARCASIA** recognize the need to organize a closer cooperation between them, in search of more coherence and rationalization of resources;
- WHEREAS **ACE** is the Body that represents the architectural profession in **EUROPE**;
- WHEREAS **ARCASIA** is the Body that represents the architectural profession in **ASIA** through its member Institutes/Associations;
- WHEREAS both Organizations enjoy their own statutes, bylaws, procedures and also their full independence;
- WHEREAS both Organizations are operating on similar issues from different perspectives and with different legal frameworks;
- NOW THEREFORE, convinced that the reinforced cooperation described in this Memorandum of Understanding will help consolidate actions and efforts in addressing mutual concerns and interests pertaining to architecture, architecture education, research, professional development and professional practice among others;
- LIKEWISE, confident that this cooperation will also help to promote harmonious coordination between the **ACE** and the **ARCASIA**, in relation to their respective decisions and actions and;
- FURTHER MORE having already identified several work areas in which such a rationalization can be sought, in principle, and being aware of the mutual benefit that can result for each of the two Organizations in adopting an approach that allows for the search for more complementarities and synergies to be effectively pursued;

THE TWO ORGANIZATIONS NOW AGREED THE FOLLOWING;

- 1) To rationalize the resources of the Parties in pertinent activities at all levels;
 - 2) To reinforce the capacity for action of the Parties towards third parties; To explore opportunities for joint positions and / or joint actions of the Parties towards third parties;
 - 3) To cooperate in lobbying activities, if and when appropriate.
 - 4) To ensure reciprocal representation at their respective working bodies
 - 5) To share information of mutual interest
- AND THAT FINALLY the Parties undertake to establish a closer cooperation between them at political, technical and working levels and that both will strike out details of this cooperation.

Signed by:

Ar. Selma HARRINGTON
President ACE

George KUNIHIRO
President ARCASIA

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Witnessed by:

ACE (office bearer)

ARCASIA (office bearer)

.....

.....

16 August 2011
Da Nang, Vietnam

**MEMORANDUM OF UNDERSTANDING
(M.O.U.)**

BETWEEN



**THE ARCHITECTS REGIONAL COUNCIL ASIA
(Hereafter ARCASIA)**

AND

CAA Commonwealth Association of Architects
**COMMONWEALTH ASSOCIATION OF ARCHITECTS
(Hereafter CAA)**

**SIGNED AT DA NANG, VIETNAM
ON 6 JUNE 2011**

MEMORANDUM OF UNDERSTANDING **(MOU)**

BETWEEN

THE ARCHITECTS REGIONAL COUNCIL ASIA (ARCASIA)

and

COMMONWEALTH ASSOCIATION OF ARCHITECTS (CAA)

- WHEREAS the Commonwealth Association of Architects, hereinafter called **CAA**, and the Architects Regional Council Asia, hereinafter called **ARCASIA**, having regard to the long standing cooperation that exists between them and to the expressed intention to reinforce this cooperation where and by all means possible;
- WHEREAS **CAA** and **ARCASIA** recognize the need to organize a closer cooperation between them, in search of more coherence and rationalization of resources;
- WHEREAS **CAA** is the Body that represents the architectural profession in the **COMMONWEALTH**;
- WHEREAS **ARCASIA** is the Body that represents the architectural profession in **ASIA** through its member Institutes/Associations;
- WHEREAS both Organizations enjoy their own statutes, bylaws, procedures and also their full independence;
- WHEREAS both Organizations are operating on similar issues from different perspectives and with different legal frameworks;
- NOW THEREFORE, convinced that the reinforced cooperation described in this Memorandum of Understanding will help consolidate actions and efforts in addressing mutual concerns and interests pertaining to architecture, architecture education, research, professional development and professional practice among others;
- LIKEWISE, confident that this cooperation will also help to promote harmonious coordination between the **CAA** and the **ARCASIA**, in relation to their respective decisions and actions and;
- FURTHER MORE having already identified several work areas in which such a rationalization can be sought, in principle, and being aware of the mutual benefit that can result for each of the two Organizations in adopting an approach that allows for the search for more complementarities and synergies to be effectively pursued;

THE TWO ORGANIZATIONS NOW AGREED THE FOLLOWING;

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 - 4) To ensure reciprocal representation at their respective working bodies
 - 5) To share information of mutual interest
- AND THAT FINALLY the Parties undertake to establish a closer cooperation between them at political, technical and working levels and that both will strike out details of this cooperation.

Signed by:

Ar. Mubasshar HUSSAIN
President CAA

George KUNIHIRO
President ARCASIA

.....

.....

Witnessed by:

CAA (office bearer)

ARCASIA (office bearer)

.....

.....

16 August 2011
Da Nang, Vietnam

**MEMORANDUM OF UNDERSTANDING
(M.O.U.)**

BETWEEN



**THE ARCHITECTS REGIONAL COUNCIL ASIA
(*Hereafter ARCASIA*)**

AND

**THE INTERNATIONAL ASSOCIATION OF UNIONS
OF EURASIAN ARCHITECTS
(*Hereafter MASA*)**

**SIGNED AT DA NANG, VIETNAM
ON 6 JUNE 2011**

MEMORANDUM OF UNDERSTANDING **(MOU)**

BETWEEN

THE ARCHITECTS REGIONAL COUNCIL ASIA (ARCASIA)

and

**THE INTERNATIONAL ASSOCIATION OF UNIONS
OF EURASIAN ARCHITECTS (MASA)**

- WHEREAS The International Association of Unions of Eurasian Architects, hereinafter called **MASA**, and the Architects Regional Council Asia, hereinafter called **ARCASIA**, having regard to the long standing cooperation that exists between them and to the expressed intention to reinforce this cooperation where and by all means possible;
- WHEREAS **MASA** and **ARCASIA** recognize the need to organize a closer cooperation between them, in search of more coherence and rationalization of resources;
- WHEREAS **MASA** is the Body that represents the architectural profession in **EURASIA**;
- WHEREAS **ARCASIA** is the Body that represents the architectural profession in **ASIA** through its member Institutes/Associations;
- WHEREAS both Organizations enjoy their own statutes, bylaws, procedures and also their full independence;
- WHEREAS both Organizations are operating on similar issues from different perspectives and with different legal frameworks;
- NOW THEREFORE, convinced that the reinforced cooperation described in this Memorandum of Understanding will help consolidate actions and efforts in addressing mutual concerns and interests pertaining to architecture, architecture education, research, professional development and professional practice among others;
- LIKEWISE, confident that this cooperation will also help to promote harmonious coordination between the **MASA** and the **ARCASIA**, in relation to their respective decisions and actions and;
- FURTHER MORE having already identified several work areas in which such a rationalization can be sought, in principle, and being aware of the mutual benefit that can result for each of the two Organizations in adopting an approach that allows for the search for more complementarities and synergies to be effectively pursued;

THE TWO ORGANIZATIONS NOW AGREED THE FOLLOWING;

- 1) To rationalize the resources of the Parties in pertinent activities at all levels;
 - 2) To reinforce the capacity for action of the Parties towards third parties; To explore opportunities for joint positions and / or joint actions of the Parties towards third parties;
 - 3) To cooperate in lobbying activities, if and when appropriate.
 - 4) To ensure reciprocal representation at their respective working bodies
 - 5) To share information of mutual interest
- AND THAT FINALLY the Parties undertake to establish a closer cooperation between them at political, technical and working levels and that both will strike out details of this cooperation.

Signed by:

Ar. Andrey V. BOKOV
President MASA

George KUNIHIRO
President ARCASIA

.....

.....

Witnessed by:

MASA (office bearer)

ARCASIA (office bearer)

.....

.....

16 August 2011
Da Nang, Vietnam

**MEMORANDUM OF UNDERSTANDING
(M.O.U.)**

BETWEEN



**THE ARCHITECTS REGIONAL COUNCIL ASIA
(Hereafter *ARCASIA*)**

AND



**ROYAL AUSTRALIAN INSTITUTE OF ARCHITECTS
(Hereafter *RAIA*)**

**SIGNED AT DA NANG, VIETNAM
ON 6 JUNE 2011**

MEMORANDUM OF UNDERSTANDING **(MOU)**

BETWEEN

THE ARCHITECTS REGIONAL COUNCIL ASIA (ARCASIA)

and

ROYAL AUSTRALIAN INSTITUTE OF ARCHITECTS (RAIA)

- WHEREAS The Royal Australian Institute of Architects, hereinafter called **RAIA**, and the Architects Regional Council Asia, hereinafter called **ARCASIA**, having regard to the long standing cooperation that exists between them and to the expressed intention to reinforce this cooperation where and by all means possible;
- WHEREAS **RAIA** and **ARCASIA** recognize the need to organize a closer cooperation between them, in search of more coherence and rationalization of resources;
- WHEREAS **RAIA** is the Body that represents the architectural profession at the global level;
- WHEREAS **ARCASIA** is the Body that represents the architectural profession in **ASIA** through its member Institutes/Associations;
- WHEREAS both Organizations enjoy their own statutes, bylaws, procedures and also their full independence;
- WHEREAS both Organizations are operating on similar issues from different perspectives and with different legal frameworks;
- NOW THEREFORE, convinced that the reinforced cooperation described in this Memorandum of Understanding will help consolidate actions and efforts in addressing mutual concerns and interests pertaining to architecture, architecture education, research, professional development and professional practice among others;
- LIKEWISE, confident that this cooperation will also help to promote harmonious coordination between the **RAIA** and the **ARCASIA**, in relation to their respective decisions and actions and;
- FURTHER MORE having already identified several work areas in which such a rationalization can be sought, in principle, and being aware of the mutual benefit that can result for each of the two Organizations in adopting an approach that allows for the search for more complementarities and synergies to be effectively pursued;

THE TWO ORGANIZATIONS NOW AGREED THE FOLLOWING;

- 1) To rationalize the resources of the Parties in pertinent activities at all levels;
 - 2) To reinforce the capacity for action of the Parties towards third parties; To explore opportunities for joint positions and / or joint actions of the Parties towards third parties;
 - 3) To cooperate in lobbying activities, if and when appropriate.
 - 4) To ensure reciprocal representation at their respective working bodies
 - 5) To share information of mutual interest
- AND THAT FINALLY the Parties undertake to establish a closer cooperation between them at political, technical and working levels and that both will strike out details of this cooperation.

Signed by:

Ar. Mr Brian ZULAIKHA
FRAIA, President RAIA

George KUNIHIRO
President ARCASIA

.....

.....

Witnessed by:

RAIA (office bearer)

ARCASIA (office bearer)

.....

.....

16 August 2011
Da Nang, Vietnam

**MEMORANDUM OF UNDERSTANDING
(M.O.U.)**

BETWEEN



**THE ARCHITECTS REGIONAL COUNCIL ASIA
(Hereafter *ARCASIA*)**

AND



**NEW ZEALAND INSTITUTE OF ARCHITECTS
INCORPORATED
(Hereafter *NZIA*)**

**SIGNED AT DA NANG, VIETNAM
on 16 June 2011**

MEMORANDUM OF UNDERSTANDING
(MOU)

BETWEEN

THE ARCHITECTS REGIONAL COUNCIL ASIA (ARCASIA)

and

NEW ZEALAND INSTITUTE OF ARCHITECTS INCORPORATED (NZIA)

- WHEREAS The New Zealand Institute of Architects Inc., hereinafter called **NZIA**, and the Architects Regional Council Asia, hereinafter called **ARCASIA**, having regard to the long standing cooperation that exists between them and to the expressed intention to reinforce this cooperation where and by all means possible;
- WHEREAS **NZIA** and **ARCASIA** recognize the need to organize a closer cooperation between them, in search of more coherence and rationalization of resources;
- WHEREAS **NZIA** is the Body that represents the architectural profession in New Zealand;
- WHEREAS **ARCASIA** is the Body that represents the architectural profession in **ASIA** through its member Institutes/Associations;
- WHEREAS both Organizations enjoy their own statutes, bylaws, procedures and also their full independence;
- WHEREAS both Organizations are operating on similar issues from different perspectives and with different legal frameworks;
- NOW THEREFORE, convinced that the reinforced cooperation described in this Memorandum of Understanding will help consolidate actions and efforts in addressing mutual concerns and interests pertaining to architecture, architecture education, research, professional development and professional practice among others;
- LIKEWISE, confident that this cooperation will also help to promote harmonious coordination between the **NZIA** and the **ARCASIA**, in relation to their respective decisions and actions and;
- FURTHER MORE having already identified several work areas in which such a rationalization can be sought, in principle, and being aware of the mutual benefit that can result for each of the two Organizations in adopting an approach that allows for the search for more complementarities and synergies to be effectively pursued;

THE TWO ORGANIZATIONS NOW AGREED THE FOLLOWING;

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 - 2) To reinforce the capacity for action of the Parties towards third parties; To explore opportunities for joint positions and / or joint actions of the Parties towards third parties;
 - 3) To cooperate in lobbying activities, if and when appropriate.
 - 4) To ensure reciprocal representation at their respective working bodies
 - 5) To share information of mutual interest
- AND THAT FINALLY the Parties undertake to establish a closer cooperation between them at political, technical and working levels and that both will strike out details of this cooperation.

Signed by:

Ar. Patrick CLIFFORD
President NZIA

George KUNIHIRO
President ARCASIA

.....

.....

Witnessed by:

NZIA (office bearer)

ARCASIA (office bearer)

.....

.....

16 August 2011
Da Nang, Vietnam

MEMORANDUM OF UNDERSTANDING (M.O.U.)

BETWEEN



**THE ARCHITECTS REGIONAL COUNCIL ASIA
(*Hereafter ARCASIA*)**

AND



**THE INTERNATIONAL UNION OF ARCHITECTS
(*Hereafter UIA*)**

**SIGNED AT DA NANG, VIETNAM
ON 6 JUNE 2011**

MEMORANDUM OF UNDERSTANDING **(MOU)**

BETWEEN

THE ARCHITECTS REGIONAL COUNCIL ASIA (ARCASIA)

and

THE INTERNATIONAL UNION OF ARCHITECTS (UIA)

- WHEREAS The International Union of Architects, hereinafter called **UIA**, and the Architects Regional Council Asia, hereinafter called **ARCASIA**, having regard to the long standing cooperation that exists between them and to the expressed intention to reinforce this cooperation where and by all means possible;
- WHEREAS **UIA** and **ARCASIA** recognize the need to organize a closer cooperation between them, in search of more coherence and rationalization of resources;
- WHEREAS **UIA** is the Body that represents the architectural profession at the global level;
- WHEREAS **ARCASIA** is the Body that represents the architectural profession in **ASIA** through its member Institutes/Associations;
- WHEREAS both Organizations enjoy their own statutes, bylaws, procedures and also their full independence;
- WHEREAS both Organizations are operating on similar issues from different perspectives and with different legal frameworks;
- NOW THEREFORE, convinced that the reinforced cooperation described in this Memorandum of Understanding will help consolidate actions and efforts in addressing mutual concerns and interests pertaining to architecture, architecture education, research, professional development and professional practice among others;
- LIKEWISE, confident that this cooperation will also help to promote harmonious coordination between the **UIA** and the **ARCASIA**, in relation to their respective decisions and actions and;
- FURTHER MORE having already identified several work areas in which such a rationalization can be sought, in principle, and being aware of the mutual benefit that can result for each of the two Organizations in adopting an approach that allows for the search for more complementarities and synergies to be effectively pursued;

THE TWO ORGANIZATIONS NOW AGREED THE FOLLOWING;

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 - 3) To cooperate in lobbying activities, if and when appropriate.
 - 4) To ensure reciprocal representation at their respective working bodies
 - 5) To share information of mutual interest
- AND THAT FINALLY the Parties undertake to establish a closer cooperation between them at political, technical and working levels and that both will strike out details of this cooperation.

Signed by:

Ar. Louise COX
President UIA

George KUNIHIO
President ARCASIA

.....

.....

Witnessed by:

UIA (office bearer)

ARCASIA (office bearer)

.....

.....

16 August 2011
Da Nang, Vietnam

2.5 New Membership Applications

$\frac{1}{2} \cdot \frac{3}{4} = \frac{3}{8}$

Association of Lao Architects and Civil Engineers



7, Phonthan Road, Saysettha District, Vientiane Capital LAO PDR

Tel: (856-21) 416056 Fax: (856-21) 414568 P.O.Box: 8806 Website: www.alace.org.la E-mail: info@alace.org.la

Document 1

Mr. Marco Corbella
Honorary Secretary ARCASIA 2011-2012
E-mail : arcasia@jia.or.jp

Subject: Submission of Application for Membership of ARCASIA

Dear Mr. Marco Corbella,

On behalf of the Association of Lao Architects and Civil Engineers (ALACE), I would like to officially submit our Application for Membership of ARCASIA.

By this letter, I confirm that our country (Lao People's Democratic Republic-Lao PDR) is not yet represented in ARCASIA and ALACE is the sole professional organization representing the majority of qualified architects of Lao PDR.

We also confirm that the number of Lao Architects is 251 persons (as of May 31, 2011) and the number of registered architects is 150 persons. We declare that we will follow the spirit and accept the Constitution and By-Laws of ARCASIA and the payment of membership fees of ARCASIA as well.

We attach herewith various documents required for membership of ARCASIA as specified in the ARCASIA handbook & Checklist (Appendix H).

WE would appreciate very much if you could submit our Application for Membership to the consideration of the next ARCASIA Council so as to admit our Association as the new country member of ARCASIA.

Yours Sincerely,

Sengkham PHINITH
Alace President (2009-2012)

**RESOLUTION OF THE EXECUTIVE
COMMITTEE OF ALACE**

ໂຄສະນາ

With reference to the decision unanimously taken at Executive Committee held in Vientiane on June 17, 2011 to re-submit an Application for Membership of ARCASIA.

The Executive Committee of ALACE authorizes Mr. Sengkham PHINITH, President of ALACE, to prepare and submit an official letter to the Honorary Secretary ARCASIA requesting for Membership of ARCASIA for ALACE with necessary documents in accordance with the Rules and Regulations of ARCASIA.

This resolution is made on June 8, 2011 in Vientiane (Lao PDR)

Executive Committee of ALACE (2009-2012)

Standing Committee :

President : Mr. Sengkham Phinith (Arch/Eng):.....

1st Vice-President Mr. Seune Phetsanghane (Eng):.....

2nd Vice-President Mr. Keophilavanh Aphaylath (Arch):.....

General Secretary Mr. Khamthavy Thayphachanh (Eng):.....


Committees of ALACE :
Ethical Committee

Dr. Somphone Deth-Oudom (Arch):.....

Training Committee Prof. Dr. Boualinh Soysouvan (Eng):.....

Mass communication Dr. Aphixayadeth Insixiengmay (Arch):.....

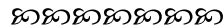
Mr. Desaparamy Abhay (Eng):.....

Finance Committee Mrs. Phanomvan Chitpanya (Eng):.....

Mr. Phonexay Southiphong (Arch):.....

Mr. Kotsada Soukbandith (Eng):.....

BRIEF HISTORY OF ALACE



The Official Decree authorizing the founding of the Association of Lao Architects and Civil Engineers with its abbreviation as “ALACE” was issued on July 23, 2004 by the President of Science, Technology and Environment Committee (STEC) of the Prime Minister Office . ALACE was placed under the patronage of the Ministry of Communication, Transport, Post and Construction (MCTPC) of Lao People’s Democratic Republic (Lao PDR). ALACE was also admitted as an affiliated member of the “Lao Union of Science and Engineering Associations- LUSEA”.

After the STEC Decree has been issued, a provisional committee composed of 12 persons from public institutions and private sector was appointed by the MCTPC for drafting the rules and regulations of ALACE, selecting potential Architects to be the founding members in view to organize the General Assembly for electing the first Executive Committee. But, due many reasons, the General Assembly could not take place in 2004 and had to be postponed to August 2005.

But, since 1997 and although ALACE was not yet founded, a small group of Lao Architects was formed under the guidance of the Department of Housing and Urban Planning (DHUP) relevant to the MCTPC and authorized to represent Lao Architects community for dealing with various Associations of Architects or Architecture and Civil Engineering Faculties/Universities in neighboring countries.

Finally, on August 29, 2005, the first General Assembly of ALACE funding members was officially held and the first Executive Committee elected composed of 11 members for a mandate of 3 years (2006-2009). The Rules and Regulations of ALACE were also approved by the General Assembly and later on confirmed by the Minister of Communication, Transport, Post and Construction who was also the Honorary President of ALACE.

The Executive Committee is the highest authority of “ALACE” with the responsibility to plan, implement and supervise all activities of the Association and to ensure that these activities should comply with its regulations and the resolutions of the General Assembly. The Executive Assembly comprises of 11 members, of which 7 were elected by the General Assembly and 4 directly designated by the elected President.

The second General Assembly of ALACE was held in March 2009 in Vientiane and elected its new Executive Committee for another mandate of 3 years (2009-2012).

(Translation from the original Text in Lao Language)

Lao People's Democratic Republic
Peace Independence Democracy Unity and Prosperity

-----0000-----

MINISTRY OF PUBLIC WORKS AND TRANSPORTS

STATUS OF THE ASSOCIATION OF LAO ARCHITECTS AND CIVIL ENGINEERS

**Revised and Approved by the
General Assembly of Alace on March 14, 2009**

STATUS OF THE ASSOCIATION OF LAO ARCHITECTS AND CIVIL ENGINEERS

- Pursuant to Section III, Article 31 and 32 of the Constitution of Lao People's Democratic Republic (Lao PDR),
- Pursuant to the new policy of the Lao's People Revolutionary Party Central Committee related to the mass organization No. 05/PBCC dated February 10, 1993,
- Pursuant to the Prime Minister's Decree related to the organization and management of the Ministry of Public Works and Transports,

PART I

GENERAL

Article 01 : Name of the Association :

The name of the Association is : "Association of Lao Architects and Civil Engineers", with the abbreviation "ALACE"

Article 02 : Form of the Association and Activities of ALACE :

ALACE is a professional organization under the patronage of the Ministry of Public Works and Transports and deploys its activities on the basis of voluntary of its members and in compliance with the status, laws of the Lao PDR, its own regulations with high efficiency and great usefulness.

PART II

OBJECTIVES AND TASKS OF ALACE

Article 03 : Objectives of "Alace" :

The objectives of "Alace" are to consolidate solidarity and strength of human resources, intellects and professional experience of proactive Architects and Civil Engineers, for mutual assistance so as to serve public interest and to participate in the development of the country in line with the policy framework of the Party and the Government.

Article 04 : Tasks of "Alace" :

"Alace" has the following tasks:

- to diffuse and actively contribute to the successful implementation of the Party policy, laws, regulations and the state socio-economic development policy as regularly promulgated and set up.
- to assist its members to observe a fair and right conduct with the Code of Ethical and the Standards of Professional Practice.
- to assist its members to achieve and develop their professional activities with success and to ensure that its members should, at no time, act in a manner detrimental to best interest of the profession.

- to protect legitimate rights and interests of its members in compliance with the policy framework of the Party and the regulations of the Government.
- to study, research for preservation, promote and diffuse the national heritage in the field of architecture that reflects national architecture combined with the most advanced architectural designs in the world.
- to diffuse and develop the use of advanced science, technique and modern construction technology, to organize workshops, seminars so as to permit its members to exchange lesson and experience and to gradually upgrade their skills and technical capability .
- to strengthen solidarity and unity between Architects and Civil Engineers under the leadership of the Party, to develop cooperation between “Alace” and other party-government institutions, similar professional organizations and international agencies in the region and in the world.

PART III

ALACE MEMBERS

Article 05 : Category of Members:

The members of “Alace” comprise of 3 categories: active members, supporting members and honorary members. Each category of member should comply with the following conditions:

5.1 Active members:

- Active member must be a Lao citizen or a foreigner who has taken up permanent residence in Lao PDR, holding at least a bachelor degree of Architecture and civil engineering, practicing architectural and civil engineering professions; willing voluntarily and actively participate in the “Alace” activities and in the development of the country.

5.2 Supporting members :

- Supporting member may be any person (Lao or foreigner) who is practicing professional activities in the fields of architecture and civil engineering in compliance with the law and regulations of the Lao PDR; voluntarily willing to participate in the activities of the “Alace” or to provide any support and assistance to the Association.

5.3 Honorary members :

- Honorary member may be any person (Lao or foreigner) who has contributed to a great extent to the development of the Lao PDR ; has proven in the past his technical capability or solid experience and professional skill in the fields of architecture and civil engineering ; has voluntarily accepted to assist and develop the activities of “Alace”.
- Honorary member may be any person who provide exceptional assistance to “Alace” or to architectural and civil engineering profession. Such person will be invited by “Alace” to be its honorary member.

Article 06 : General Conditions and Qualifications of Alace member:

All three categories of member should meet the following requirements :

- to take up permanent residence in LaoPDR.
- to have a revolutionary discipline and to be a good citizen.
- to attend a training with company or organization dealing with architectural and civil engineering activities, showing good result and experience of at least 2 years.
- to prove skill and technical capability, to show willingness for defending and honoring the profession, and to voluntarily devote his intelligence, creativity and sincerity for the development of Alace activities .
- to accept compliance with all regulations of “Alace” , including the payment of membership fees (exception for the honorary members who will not pay any membership fees)

Article 07 : Conditions to be admitted as Alace member :

7.1 Application for membership

Any person who meets the requirement as set out in Articles 05 and 06 above and desirous to be admitted as a member of “Alace” must personally submit an application to the Executive Board of “Alace” with the following documents:

- Application form
- Curriculum Vitae
- Certificate of training
- List of experience in the past years
- Copy of diploma (for active member) or copy of business license and business registration (for supporting member)
- Membership fees.

7.2 Examination of Application

- Application for membership will be examined by the Executive Board which will accept or refuse the application.
- Applicants who are accepted by the Executive Board and have already paid appropriate fees in accordance with the regulations will be admitted as member of the Association. The certificate of membership will be issued to the new member. (for the honorary member, a certificate of honorary member will be issued after the Executive Board had sent the invitation and received the confirmation from the interested person to accept the invitation)

Article 08 : Termination of Membership :

Member of all categories cease to be a member of “Alace” in the following cases:

- Death of the member, stop business operations (for supporting members) or resignation for some reasons.
- Delay of payment of annual supporting fees for more than 2 consecutive years.

- Non observance of the regulations of professional misconduct that seriously affect the honor and reputation of “Alace”.
- Involvement in juridical affair with the decision of the court to stop exercising the profession.

In case of decision to suspend the professional activities of a member, if the latter has corrected his fault and misconduct to the satisfaction of the Executive Board, and if he submitted an application to be admitted once again, after three years, the Executive Board might consider returning the suspended membership.

PART IV

RIGHTS AND DUTIES OF ALACE MEMBER

Article 09 : Rights of Members :

Members of three (3) categories will have the following rights :

- to participate, discuss, formulate advices and opinions and to vote, decide on the activities of “Alace” at every meeting, to join socio-economic and cultural activities organized by “Alace”
- to carry out business in the survey-design and construction of housing and civil engineering works in compliance with the law and regulations of the country.
- to be protected, assisted and promoted in the exercise of architectural and civil engineering professions; to receive information, technical documents, newsletters, magazines from “Alace” as appropriate and as the Association can afford to provide.
- to submit request-claim through “Alace” for protecting legitimate rights and interests based on the laws, if it is proven that their rights are unfairly treated.
- to vote and to stand for a candidacy in any management level of “Alace” in compliance with election regulations of the General Assembly (exception for the honorary members who do not have these rights).
- to receive assistance and support from “Alace” as appropriate in case of physical failure that prevents a member from practicing his profession.

Article 10 : Duties of Members :

Members will have the following duties :

- to assume the duty and responsibility that a good Lao citizen should act, to observe and vigorously implement the policy of the Party, Laws and regulations of the Government.
- to execute actively and voluntarily all regulations, instructions, decisions and tasks of “Alace” with sincerity and high responsibility.
- to support, cooperate, promote and carry out all activities of “Alace” in accordance with its objectives and targets.
- to protect the honor and reputation and interest of “Alace” against all attempts from any person or organization to discredit or create harmful situation to the detriment of the Association.
- to actively study, carry out researches, upgrade qualification and professional skills, observe and protect professional ethics of architects and civil engineers

as set out by the Executive Board so as to preserve the honor and reputation of “Alace”.

- to assist in the expansion of members, keep contact and good relationship, help each other so as to maintain friendship and unity between members so as to strengthen and develop the activities of “Alace”.
- to participate to meetings, general assembly and to regularly pay annual supporting fees in accordance with the regulations.

PART V

ORGANIZATIONAL STRUCTURE AND MANAGEMENT OF ALACE

Article 11 : Organizational structure of “Alace” :

The organizational structure of “Alace” is as follows:

- Honorary President
- Advisory Board
- Central Executive Board
- Provincial Alace Branch

11.1 Honorary President

- The Ministry of Public Works and Transports will be automatically the Honorary President of “Alace”.
- In the provinces, the Director of the Public Works and Transports Provincial Department will be the Honorary President of Alace’s Provincial Branch.

11.2 Advisory Board

Each Executive Board of “Alace” might have its own advisory board after the approval and official nomination by the Honorary President. The advisors will be invited and selected among well-known professionals, former managers from public or private sector, such as :

- Ministries and equivalent Organizations
- Education, cultural and environment institutions
- Business sector-private or state (architects, consultants, engineers, construction companies).

11.3 Central Executive Board of “Alace”

- The Executive Board of “Alace” will comprise of the Central Executive Board and the chiefs of all “Alace” provincial branches.
- The Central Executive Board will comprise of 11 members, of which 7 (seven) will be elected by members through secret voting at the General Assembly and 4 (four) will be directly appointed by the President.
- The mandate of each Executive Board is 3 (three) years, but the President of “Alace” could not be elected for more than 2 successive mandates.

- For any reason, if the number of the Executive Board members has to be modified before the end of the mandate, the President of “Alace” may appoint active members for temporary replacement until the next General Assembly.

11.4 Provincial Executive Board

- The Executive Board of “Alace” Provincial Branches will comprise of 5 (five) members, of which 3 will be elected through secret voting at the General Assembly of the “Alace” Branch, and 2 (two) will be directly appointed by the Chief of the “Alace” Provincial Branch.
- The mandate of the Executive Board is 3 (three) years, but the Chief of “Alace” Branch could not be elected for more than 2 successive mandates.
- For any reason, if the number of the Provincial Executive Board members has to be modified before the end of the mandate, the Chief of the “Alace” Branch may appoint active members for temporary replacement until the next General Assembly of the Branch.

Article 12 : Responsibilities and Rights of the Honorary President :

12.1 Responsibilities of Honorary President

The Honorary President is responsible for giving directives and policy to the Executive Board of “Alace” to ensure that all actions undertaken will be in line with the policy of the Party, laws and regulations and socio-economic planning of the Government.

12.2 Rights of the Honorary President

The Honorary President has the rights :

- to reconsider and propose to higher instance for the founding of “Alace” or its liquidation.
- to authorize and make effective the use of regulations, to ratify the election of the Executive Board as well as the operation planning of “Alace” after the decision of the General Assembly.
- to authorize the appointment of temporary members for replacement of vacant positions in the Executive Board and the appointment of Advisors based on the proposal made by the Executive Board.
- to award or take sanctions against faulty members which include the suspension of membership and the dismissal of the Executive Board members.

Article 13 : Responsibilities and Rights of the Executive Board :

13.1 Responsibilities of the Executive Board

The Executive Board will have following responsibilities:

- Report to the Ministry of Public Works and Transports about the progress of the implementation of “Alace” plans, objectives and regulations.
- Management of “Alace” between 2 General Assemblies, implementation of Party policies, instructions, laws and regulations of the Government.

- To provide information, political and technical training to members so as to help them become more professionals, respecting the law and ethical codes, being more aware of their roles, duties and responsibilities toward the society and the country.
- To improve and develop “Alace” by strengthening its organization and roles and to participate in the development of the country, ensuring a good reputation of the Association not only inside the country but also abroad.
- To approve the application for membership, to follow and monitor the works performed by members, to propose the classification of seniority for members, to propose the reward to those who got a better achievement or the sanctions against those whose actions caused prejudice to the honor and reputation of “Alace”.
- To give advice and recommendations to members in the preparation, implementation of their works, including the survey-design of architectural and civil engineering projects.
- To provide assistance as appropriate to members who are facing difficulties, or not able to exercise the profession because of illness or in case of dead.
- To improve the organization of “Alace”, maintain and strengthen unity, friendship and cooperation among “Alace” members, between the Executive Board and the Ministry of Public Works and Transports, Party, Government and foreign organizations.

13.2 Rights of the Executive Board

The Executive Board will have the following rights:

- To issue instructions, recommendations which deem necessary to assist the Executive Board and its members in the management of the “Alace” activities so as to meet the targets.
- To liaise, coordinate, cooperate and request assistance with various organizations inside and outside the country, particularly with similar professional associations in neighboring countries and progressive international associations so as to achieve the target and objectives of “Alace”.
- To claim and protect the legitimate interests of “Alace” and members based on the laws, if it is found that the rights and reputation of “Alace” are attacked.
- To propose the nomination of advisors, to issue the certificate of membership, to reward or take sanctions against “Alace” members, except the rights of the Honorary President.
- To appoint members at each position of the “Alace” organizational structure or to nominate representatives for participating in conference, seminar or other important events held inside the country or abroad.

Article 14 : The Organization of the Executive Board :

14.1 The Management

- The Executive Board of “Alace” should be managed based on the principle of democracy. Any member should be individually responsible for the

execution of works entrusted to him by the Executive Board after the decision was made.

- In case the President is absent or not able to perform his role, one of the Vice-Presidents will be in charge temporarily of the presidency. But in case the President and both Vice-Presidents are not able to exercise their roles, the Executive Board will appoint a member of the Board to temporarily replace them, but the replacement period should not exceed 2 months. Beyond this period, an extraordinary General Assembly should be called for electing a new Executive Board.

14.2 The Executive Board Office

- The Executive Board will be assisted by a team of personnel as follows: the chief of the office, staff for general administration and secretaries as appropriate.
- The office is responsible to carry out the day-to-day activities, liaise and cooperate with all concerned organizations for executing the Alace work plans, prepare the meeting of the Executive Board, the printing of magazine and technical documents, monitor the accounting and filing.

14.3 Organization of Meetings

- The meeting of Executive board for the whole (central and provincial) will be held every 6 months. The chief of the office will be responsible for inviting and organizing the meeting with the approval from the President. The meeting is aiming at summarizing the activities performed in the past 6 months and presenting the plan for the next 6 months.
- The Central and Provincial Executive Board of each province will organize a meeting every 3 (three) months aiming at summarizing the activities performed during the past 3 months and compared to the plan, follow, monitor and rectify the “Alace” works.
- The minutes of each meeting should be prepared as rapidly as possible and sent to the members of the Executive Board and the Honorary President within 15 days.
- Any future activity of “Alace” in the future should be referred to the decisions made at the meetings.

Article 15 : Annual Ordinary Assembly of “Alace”

The Annual Ordinary Assembly of “Alace” is a meeting held annually and open to all members, but the Executive Board has to make advertisement via newspapers one month in advance prior to the opening of the Assembly.

The objectives of the Annual Ordinary Assembly are :

- To summarize, assess the activities of “Alace” during the past year and to present for approval the planning of activities for the coming year.
- To present the financial report
- To discuss about the ways to resolve all issues related to the regulations and activities of “Alace”.

Article 16 : Extraordinary meeting of the Executive Board :

- If it is necessary to urgently resolve some special issues, the extraordinary meeting of the Executive Board at any level (central or provincial) could be called.
- The extraordinary meeting would be held if the concerned Executive Board found the necessity to do so and an announcement of the agenda should be made at least 15 days prior to the meeting.

Article 17 : General Assembly of “Alace”

- The General Assembly of “Alace” is the highest Assembly to be held every 3 (three) years. If it is found necessary, the General Assembly could be held ahead or behind schedule, but announcement for members should be made one month prior to the meeting.
- Each General Assembly of “Alace” could be held if the number of members attending the Assembly was higher than 2/3 of the number agreed in advance by the Executive Board.
- The objectives of the General Assembly are to :
 - Discuss, refuse or accept the report on the activities of “Alace” in the past submitted by the Executive Board and discuss the planning of activities for the years to come.
 - Discuss, revise, amend and approve the status of “Alace”
 - Vote for electing the new Executive Board
 - Submit financial report.

PART VI

REWARD AND SANCTION

Article 18 : Reward :

Any “Alace” member whose activities are in accordance with the Party policy, law and regulations of the Government, and had achieved a good performance is entitled to receive a reward from “Alace”. The reward might be made in the form of :

- Giving materials or certificate of good performance
- Upgrading professional skill, technique and technology

Article 19 : Sanctions :

Sanction might be taken against any member of “Alace”, including the members of the Executive Board if a fault was found. The level of sanction will depend on the gravity of the fault :

- Professional fault or non-observance of the status of “Alace”
- Non payment of membership fees
- Wrong conduct in the exercise of the profession causing prejudice to the reputation of “Alace”.
- Imprisonment pronounced by the court following a lawsuit
- Bad reputation regarding financial situation and important unpaid debts due to “Alace” beyond allowable limit.

4 forms of sanctions will be applied :

- Education or first warning (verbal)
- Second warning with written report on the warning
- Suspension of activities during one year for active members or dismissal for a member of Executive Board.
- Suspension of membership (removal of the name automatically from the list of members), with notice to the concerned authority for not issuing business license .

Article 20 : Process of taking sanctions :

- In case a claim is made against a member for professional fault, the Executive Board will appoint a special committee for investigating the claim and preparing a report on the real fact to the Executive Board.
- Upon receipt of the report, the Executive Board will call a meeting to discuss the case with impartiality and decide whether a sanction should be pronounced or not against the member in question.
- If the Executive Board decides to dismiss the faulty member, the decision should be submitted to the Honorary President for final approval and making it effective. Except this case only, the Executive Board will have the right to take sanctions, but should inform the Honorary President each time a sanction is pronounced.

PART VII

FINANCIAL MANAGEMENT

Article 21 : Financial Resources :

- Financial resources of Alace will come from the membership fees, supporting fees, contribution or grants from state and private organizations, and income or fees from particular lucrative actions of Alace.
- The amount of membership and annual supporting fees from active and supporting members will be fixed by the Executive Board from time to time.

Article 22 : Financial Management Monitoring :

- All money of Alace should be deposited at a bank or a well-established and officially recognized financial institution as agreed by the Executive Board; but in order to facilitate the operations of Alace, a petty cash will be allowed with an amount of Kip 10,000,000 (Ten millions Kip). The accountant will be in charge of keeping this petty cash. The balance sheet must be certified by an auditor.
- All assets of Alace will be under the management of the General Secretary and balance sheet must be submitted to members for information and comments at least twice per year.
- Saving money is the prime policy of Alace. All expenses should be made with reasons and justifications. Regulations for monitoring expenses will be issued by the Executive Board from time to time as appropriate.

- If it is found that the income of Alace is not sufficient to cover all necessary expenses for normal operations of Alace , the Executive Board will be entitled to call meetings aiming at discussing the way how to raise additional contribution.

PART VIII

PROVISIONS FOR LIQUIDATION

Article 23 : Liquidation of Alace :

- Alace will be liquidated if its actions are against the policy of the Party, constitution, law of the Lao PDR, and against the status of ALACE itself, or in case of the decision made by more than 2/3 of the total member attending the General Assembly to liquidate the Association.
- The liquidation of Alace could take place only if there was an order from the concerned higher authority based upon the request made by the Honorary member.
- The liquidation of Alace assets will be carried out in accordance with the law. The remaining assets after paying all debts, will be granted to organization having the objectives to promote architectural and civil engineering activities and with the approval of the General Assembly.

PART IX

FINAL PROVISIONS

Article 24 : Stamp and Sign :

“Alace” has its own stamp for official use with standard format as imposed by the concerned authorities and its particular sign symbolizing or representing its own organization.

Article 25 : implementation of Alace Status :

- This status will become effective after it has been approved by the General Assembly and endorsed by the Honorary President of Alace.
- This status of part of it could be revised, amended only by the General Assembly of Alace.

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1. LEGAL STATUS OF THE ASSOCIATION OF LAO ARCHITECTS AND CIVIL ENGINEERS (ALACE)

The original “Decree” issued by the Science, Technology, Environment Council was in Lao language. The following is the informal translation of the said Decree.

LAO PEOPLE’S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity Prosperity

PRIME MINISTER OFFICE
Science and Technology Council

No.340/04/ STE
Vientiane Capital, July 23, 2004

AUTHORIZATION FOR FOUNDING THE ASSOCIATION

- With reference to the Prime Minister Decree No.04/PM dated January 28, 2002 related to the activities of the National Council of Science and Technology,
- With reference to the recommendations made by the Committee in charge of the re-organization of the government structure No. 53/GSRC, dated May 2, 2002 related to the founding of the National Council of Science and Technology,
- Based on the proposal made by the “Lao Union of Science and Engineering Associations”, No 321/04/STE, dated July 13 2004,
- Based on the proposal made by the Ministry of Communication, Transport, Post and Construction related to the founding of the Association of Lao Architects and Civil Engineers, No 357/AAE, dated 26 September 2003,

The Minister to the Prime Minister Office, President of the National Council of Science and Technology authorizes:

THE FOUNDING OF THE ASSOCIATION OF LAO ARCHITECTS AND CIVIL ENGINEERS.

This authorization is valid for 5 years (and can be extended), starting from the date of its signature.

Minister to the Prime Minister Office
President of National Council
of Science and Technology

Prof. Dr. Bountiem PHISSAMAY



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ

ສັນຕິພາບ ເອກະລາດ ປະຊາທິປະໄຕ ເອກະພາບ ວັດທະນະຖາວອນ

ສຳນັກງານນາຍົກລັດຖະມົນຕີ
ສະພາວິທະຍາສາດແຫ່ງຊາດ

ເລກທີ 357/04/ສວຊ
ນະຄອນຫຼວງວຽງຈັນ, ວັນທີ 13 ກໍລະກົດ 2004

ໃບອະນຸຍາດ ສ້າງຕັ້ງສະມາຄົມ

- ອີງຕາມດຳລັດຂອງນາຍົກລັດຖະມົນຕີ ສະບັບເລກທີ 04/ນຍ ລົງວັນທີ 28 ມັງກອນ 2002 ວ່າດ້ວຍ ການຈັດຕັ້ງ ແລະ ການເຄື່ອນໄຫວຂອງ ສະພາວິທະຍາສາດແຫ່ງຊາດ.
- ອີງຕາມແຈ້ງການຂອງຄະນະປັບປຸງກົງຈັກລັດຖະບານ ສະບັບເລກທີ 53/ຄປກລ, ລົງວັນທີ 3 ພຶດສະພາ 2002, ວ່າດ້ວຍການສ້າງຕັ້ງ ສະຫະສະມາຄົມວິທະຍາສາດ ແລະ ວິສະວະກຳສາດ ແຫ່ງຊາດລາວ.
- ອີງຕາມການສະເໜີຂອງ ສະຫະສະມາຄົມວິທະຍາສາດ ແລະ ວິສະວະກຳສາດ ແຫ່ງຊາດລາວ ສະບັບເລກທີ 321/04/ສວຊ, ລົງວັນທີ 13 ກໍລະກົດ 2004.
- ອີງຕາມການສະເໜີຂອງ ສະມາຄົມ ສະຖາປະນິກ ແລະ ວິສະວະກອນກໍ່ສ້າງ, ສະບັບເລກທີ 357/ສສວ, ລົງວັນທີ 26 ກັນຍາ 2003.

ລັດຖະມົນຕີ ປະຈຳສຳນັກງານນາຍົກລັດຖະມົນຕີ, ປະທານສະພາວິທະຍາສາດ ແຫ່ງຊາດ

ອະນຸຍາດສ້າງຕັ້ງ ສະມາຄົມ ສະຖາປະນິກ ແລະ ວິສະວະກອນກໍ່ສ້າງ

ໃບອະນຸຍາດນີ້ມີອາຍຸ ໃຊ້ໄດ້ 5 ປີ (ສາມາດຕໍ່ໄດ້) ນັບແຕ່ມີລົງລາຍເຊັນເປັນຕົ້ນໄປ.

ລັດຖະມົນຕີ ປະຈຳສຳນັກງານນາຍົກລັດຖະມົນຕີ
ປະທານສະພາວິທະຍາສາດ ແຫ່ງຊາດ



ບຸນຄຽມ ພິດສະໄໝ

1. INTERNATIONAL AFFILIATION : NO

2. Number of MOU signed with International Institutes :

- (i) MOU with ASA : May 4,2006
- (ii) MOU with VAA : November 13, 2006
- (iii) MOU with VFCEA (Vietnam Federation of Civil Engineering Associations)-
December 14, 2007
- (iv) MOU with PAM : July 1, 2010
- (v) MOU with KIRA : August 20, 2010
- (vi) MOU with SIA : June 15, 2011

3. Member of UIA : October 2009

Document No7 and No8

1. Number of Architects in Lao PDR : 398 persons
 2. Number of Registered Architects, member of ALACE : 251 persons
 4. Number of Civil Engineers, members of ALACE : 644 persons
-

LIST OF CURRENT OFFICE BEARERS (2009-2012)

No	Name of Bearers	Position	Address	Tel/Email address
1	Mr. Sengkham Phinith (Arch/Eng)	President	7, Phonthan Road, Saysetha District P.O. Box 8806	Tel : + 856-21-413896, 416014-416056 Fax : +856-21-414568 Mob: +856-20-55515600 Email : skconst@loxinfo.co.th Email : info@alace.org.la www.alace.org.la
2	Mr. Seune Phetsanghane (Eng)	1 st Vice- President	--ditto--	Mob: +856-20-55511002
3	Mr. Keophilavanh Aphaylath (Arch)	2 nd Vice- President	--ditto--	Mob: +856-20-55520422
4	Mr.Khamthavy Thayphachan (Arch/Eng)	General Secretary	--ditto--	Mob: +856-20-55676353
5	Dr. Somphone Deth- Oudom (Arch)	Ethical Committee	--ditto--	Mob: +856-20-55512315
6	Prof. Dr. Boualin Sousouvan (Eng)	Training Committee	--ditto--	Mob: +856-20-55507321
7	Dr. Aphixayadeth Insixiengmay (Arch)	Public relation Committee	--ditto--	Mob: +856-20-55409959
8	Mr. Dejaparamy Abhay (Eng)	--ditto--	--ditto--	Mob: +856-20-55512829
9	Mrs. Phanomvan Chitpaya (Eng)	Finance Committee	--ditto--	Mob: +856-20-55528520
10	Mr. Phonexay Southiphong (Arch)	--ditto--	--ditto--	Mob: +856-20-55514324
11	Mr. Kotsada Soukbandith (Eng)	--ditto--	--ditto--	Mob: +856-20-55502749

OFFICIAL ADDRESS OF ALACE

ສາສາສາສາສາສາສາສາສາສາ

1. Address : 7, Phonthan Road- Saysetha District-Vientiane Capital.
2. PO. BOX : No 8806
3. Telephone : +856-21-413896-416014-416056
Mobile : +856-20-55515600
4. Fax : +856-21-414568
5. Email : info@alace.org.la
: skconst@loxinfo.co.th
6. website : www.alace.org.la/



ສະມາຄົມສະຖາປະນິກ ແລະ ວິສະວະກອນກໍ່ສ້າງລາວ
Association of Lao Architects and Civil Engineers



7, Phonthan Road, Saysettha District, Vientiane Capital LAO PDR

Tel: (856-21) 416056 Fax: (856-21) 414568 P.O.Box: 8806 Website: www.alace.org.la E-mail: info@alace.org.la

Mr. Marco Corbella (Ar)
Honorary Secretary ARCASIA
arcasia@jia.or.jp

Subject : Commitment of the Association of Lao Architects and Civil Engineers
(ALACE)

Dear Sir,

Following the discussion held in the KLCC (Kuala Lumpur) on 2 July 2011 between myself and Mr. George Kunihiro (President of ARCASIA), Mr. Ashvinkumar (President of SIA), Mr. Sathirut Tandanand (Vice President of ASA) and Mr. Kalim A. Siddiqui (Vice President Zone A-ARCASIA) regarding the Pre-condition to accept the application for membership of ARCASIA submitted by ALACE,

On behalf of the Association of Lao Architects and Civil Engineers (ALACE), I confirm that the President of ALACE or its Vice-President or any person designated by ALACE to be its representative for dealing with ARCASIA, once ALACE has become the member of ARCASIA, will be an Architect.

Made in Vientiane on 8 July 2011

For ALACE

Sengkham PHINITH (Ar/Eng)
President

CC:

Mr. Ashvinkumar (President of SIA)
Mr. Sathirut Tandanand (Vice-President of ASA)
Mr. Kalim A. Siddiqui (Vice President ARCASIA- Zone A)
Mr. Nguyen Tan Van (President of VAA)

2.6 Calendar of Activities

ARCASIA Member Institutes Event Calendar 2011

No.	Date	Event Topic	Institute	Event Category
Jan				
Feb				
1	8th-13th	ASA National Convention and International Forum 2011	ASA	International/Educational
2	23th-26th	SLIA National Convention/Trade Exhibition/Conference	SLIA	
Mar				
1	3rd-4th	Practice Convention 2011 "Embrancing the New Frontiers"	SIA	
Apr				
1		UAP National Convention CONEX	UAP	
2	5th	"21 Chairs Exhibition" by Institute of Architects, Pakistan Karachi Chapter	IAP	
3	22nd-24th	IAPEX 2011 - Building Material Exhibition & Forum (Rawalpindi / Islamabad Chapter)	IAP	National
4	22nd -23rd	Celebration" Architecture day of Vietnam" including with a seminar, Architecture exhibition and National Architecture Award	VAA	National
May				
1	10th to 12th	IAPEX 2011 - Building Material Exhibition & Forum (Karachi Chapter)	IAP	National
June				
1	3rd to 6th	IAPEX 2011 - Building Material Exhibition & Forum (lahore Chapter)	IAP	National
2	June 30th -July 3rd	PAM Convention/ Archidex and Datum KL	PAM	International
Jul				
Aug				
1	15th-20th	ARCASIA Forum 16, Danang, Vietnam	ARCASIA	International
Sep.				
1	25th-1st Oct.	UIA 2011 Tokyo, Japan	UIA	International
Oct.				
1		ArchiFest' 11	SIA	Design
14		SAARCH DAY(SOUTH ASIAN ARCHITECTS DAY)	Zone A	anniversary
Nov.				
1	5th	HKIA 55th Anniversary Conference (Theme & Details to be confirmed)	HKIA	International
2	25th-26th	IAI National Convention	IAI	
Dec.				

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http://www.arcasia.org/meet/meet_11_2.asp

ファイル(E) 編集(E) 表示(V) お気に入り(A) ツール(T) ヘルプ(H) X 変換 選択

お気に入り Access Map PLM solutions, 3D CAD on... PLM solutions, 3D CAD on...


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 **arcasia**

ARCASIA Council

- Introduction
- Meeting
- Country Reports
- Zone Reports
- ACAE
- ACPP
- ACCSA





 **Architects Regional Council ASIA**

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ARCASIA Council ■ Meeting

☞ Title ☞ Writer [SEARCH](#)

NUM	Title	Writer	Date	Click
6	ARCASIA Event Calendar 31.03.11 	Hon Sec	11.03.12	0
5	summary_of_decisions_31st_Council_Mtg_final_revision 	Hon Sec	11.03.12	0
4	Minutes_31st_Council_Meeting_final_revision 	Hon Sec	11.03.12	0
3	32nd Council mtg agenda, DaNang 2011-08-16 	Hon. Sec. Marco Corbella (JIA)	11.03.11	1
2	The 29th ARCASIA Council Meeting	secretary	09.02.11	06
1	The 5th Office Bearers' Meeting	secretary	09.02.11	30

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ページが表示されました

2.7 Nominations for ARCASIA Presidency 2013-2014



■ 120/7, Vidya Mawatha,
Colombo 7,
Sri Lanka.
■ Tel : (+94 -11)2697109, 2691710, 2682472
■ Fax : (+94 -11)2682757
■ E-mail : sliagen@sitnet.lk, sliagm@sit.lk,
sliasec@sitnet.lk
■ Web : www.slia.lk

Ar Marco Corbella

13th June 2011

Honorary Secretary ARCASIA 2011-2012(Architects Regional Council Asia)

Dear Ar Marco Corbella

Nominations for the Post of President Elect ARCASIA for the Term 2013/14

We refer to the call for nominations for the Post of President Elect, ARCASIA for the term 2013/14. The Council of the Sri Lanka Institute of Architects (SLIA) takes great pleasure in unanimously approving the nomination of Past President Archt. Prof. Lalith de Silva, FIA (SL) to the Post of President Elect, ARCASIA for the term 2013/14.

Archt. Prof. Lalith de Silva is an academic of the University of Mortuwa, Sri Lanka, and is a Fellow Member of SLIA. Arch. Prof. Lalith de Silva has served SLIA Council and has held many responsible positions including the post of President SLIA. SLIA is confident that with his experience and vision, the leadership qualities displayed, Archt. Lalith de Silva can lead ARCASIA taking it from strength to strength, thus strategically placing it in a position of greater importance globally.

We are well aware of the functions and responsibilities the position of President of ARCASIA would entail, also Archt. Prof. Lalith de Silva is fully aware of the responsibilities to be cast upon him. His experience and rapport developed with the fraternity of the Profession through his regular participation, particularly at ARCASIA, SAARCH and UIA will no doubt be able to muster support to achieve the expectations of ARCASIA in the global scenario. A copy of his CV will stand testimony of his wide ranging expertise to the Profession.

As an academic moulding the future generation entering the profession, it will give him the added qualification to fulfill the expectations of the Membership of the region and globally.

Archt. Prof. Lalith de Silva's candidature has been decided after much deliberation and I wish to officially declare his candidature with the full endorsement of the Council of SLIA.

A copy of the resume` of Archt Prof. Lalith de Silva is attached for perusal.

Thank you

Yours sincerely

Ar Ranjan Nadesapillai FIA (SL)

President

SRI LANKA INSTITUTE OF ARCHITECTS

Copy to Ar George Kunihiro

President

Architects Regional Council of Asia- ARCASIA

OFFICE BEARERS FOR SESSIONS 2011 - 2012 & 2012 - 2013

Archt. Ranjan Nadesapillai, FIA (SL) - President

Archt. Chandana Edirisuriya, FIA (SL) - Immediate Past President

Archt.(Prof.) Chitra Weddickara, FIA (SL) - Senior Vice President
Archt. D H Wijewardena, FIA (SL) - Hony. Secretary

Archt. Harsha Fernando, FIA (SL) - Vice President
Archt. Jayanath Silva, FIA (SL) - Hony. Treasurer

PERSONAL PROFILE



Prof. Lalith De Silva, FIA (SL)

Name

Sri Lanka Institute of Architects (SLIA)

Institute

Sri Lankan

Nationality

6th December 1954

Date of Birth

No. 24, 1st Lane, Ratmalana, Sri Lanka.

Complete Mailing Address

(+ 94 11) 2624544

(+94 11) 2650738

lalith.consultantarch@hotmail.com

Telephone Number

Facsimile Number

E-mail

Positions Held

Professor of Architecture

Department of Building Economics University of Moratuwa

Principal Architect

HABITAT Chartered Architects & Engineers

Academic Qualifications

B.Sc. (Built Environment) Hons. -August1979
University of Moratuwa, Sri Lanka.

M. Sc. (Architecture) - August 1983
University of Moratuwa, Sri Lanka.

M. Eng. Science (Construction Management) - November 1998
James Cook University, Townsville, Australia.

Professional Qualifications

Fellow Member of Sri Lanka Institute of Architects (FIA) 1999

Corporate member of the Royal Institute of British Architects (RIBA) 1986 –1992

Associate Member of Sri Lanka Institute of Architects (AIA) 1985

Countries of work Experience

Sri Lanka

Australia

Academic positions held
University of Moratuwa, Sri Lanka

May 1990 to date

2009 - date	Professor - Faculty of Architecture, University of Moratuwa.
2000 - 2006	Head - Department of Building Economics.
2004, 2005	Acting Dean Faculty of Architecture.
2004	Senior Lecturer (Grade 1)
2000 - 2006	Member University Senate
2004	Treasurer UNI CONSULTANCY UOM
2005	Member Student Disciplinary Committee 2005
2000 - 2006	Member Curriculum and leave Committee
1997	Member University Sports Council
1996-1997	Senior Treasurer QS Student Association

Professional positions held Sri Lanka Institute of Architects

2003 - 2005	President Sri Lanka Institute of Architects.
2005 - 2006	Immediate Past President Sri Lanka Institute of Architects.
2005 - 2007	Member - Board of Architectural Education, SLIA
2007 - 2009	Chairman - Architects Registration Board

Other Associations

2007	Vice President Organization of Professional Associations (OPA) <u>(Good governance)</u>
1992	President Rotary Club, Mount Lavinia <u>(Save the elephant fund)</u>

Appointments by H.E the President

2006 - 2009	Board Member - Advisory Board NATIONAL PHYSICAL PLAN' <u>(NPP for Sri Lanka)</u> .
2005 - 2009	Board Member Board of Management, Urban Development Authority (UDA). <u>Policy planning for the Hambanthota new city</u>
2010 -date	Board Member Central Environmental authority.(CEA). <u>("Pilisar" NL waste Mismanagement)</u>

Contribution to ARCASIA

2010	ARCASIA Conference and Assembly meeting Lahore, Pakistan.
2008	ARCASIA Conference and Assembly meeting Busan, South Korea.
2007	ARCASIA Conference and Assembly meeting Colombo, Sri Lanka.
2006	ARCASIA Conference and Assembly meeting Beijing, China.
2005	ARCASIA <u>resource person</u> at workshop on "Tsunami Reconstruction" Phuket, Thailand.
2005	ARCASIA board meeting in Philippines, representing SLIA on Tsunami reconstruction. <u>Presented paper proposal for establishing an "Architect Tsunami Rehabilitation Fund"</u>
2004	ARCASIA Conference and Assembly meeting in as president SLIA Macau
2003	ARCASIA forum and council meeting in Bangladesh as president SLIA.

Participation in Conferences

- 2006 **UNESCO** *Presented Paper at* Emergency Architects Conference on "Emergency Another world" Paris, France.
- 2005 **UNESCO** *Presented Paper at* Emergency Architects Conference on "Disaster Management" Paris, France.
- 2005 **UIA** *Represented Chairman* **ARCASIA** at **UIA** Board meeting on *Tsunami reconstruction*
- 2004 **AYA** *Jury member* Architect of the Year Awards India (IIA)
- 2003 **Social service Ministry** Workshop on Living and Building in Land slide Prone Areas. R.p.
- 2003 **CAA** International Conference South Africa.
- 2003 **UNDP** Workshop on Natural Disaster Mitigation , Reconstruction and rehabilitation and relocation of housing. *Paper presented*
- 2002 **UIA** XXI World CONGRESS on Architecture Berlin, Germany.
- 2002 **UN** Seminar Natural Disaster Mitigation / Management & its Importance in the fields of Architecture, Town Planning and Building Economics' Colombo.. *Paper presented*
- 2001 World of Work National and International employability of University Graduates'. **PIM, University of Sri Jayawardenapura**, Colombo. *Paper presented*
- 2001 Quantum Leap Time Management, University of Moratuwa. *Work shop. (resource person)*
- 2000 Cities and Sustainability -Millennium Conference 2000'- **CIB** International conference held in Johannesburg, South Africa.. *Paper presented on 'Sustainable Tourism in Hikkaduwa, SL'*
- 1997 Towards 21st Century -'Land Management for Integrated Development of Sri Lanka'
-Regional workshops in Colombo, Galle & Anuradapura. **SLIA**. *Paper presented*

(Note: Underlined Italic denotes special contribution during the office held)

Lalith de Silva
June 2011



PAM PERTUBUHAN AKITEK MALAYSIA
MALAYSIAN INSTITUTE OF ARCHITECTS

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PAM/MIS/02/11-50

8 June 2011

Mr George Kunihiro
President
Architects Regional Council of Asia (ARCASIA)
c/o Department of Architecture
School of Science & Engineering
Kokushikan University
4-28-1, Setagaya, Setagaya-ku
Tokyo, Japan 154-8515

Dear Mr George Kunihiro

**NOMINATION OF PAM PAST PRESIDENT Ar. TAN PEI ING FOR THE POSITION OF
ARCASIA PRESIDENT-ELECT / PRESIDENT**

On behalf of the Malaysian Institute of Architects (PAM), I am pleased to nominate PAM Past President Ar. TAN Pei Ing for the position of ARCASIA President-Elect / President for the next tenure at the forthcoming ARCASIA Council Meeting, and attach herewith is a resume of Ar. Tan Pei Ing for your perusal.

Pei Ing is a member of PAM Council since 1989 and a member of the Board of Architects Malaysia since 2001, and has been very active in representing both PAM and the Board of Architects Malaysia in matters of national importance including the drafting of the key amendment to the regulations and laws governing Malaysia's building and construction industry.

Pei Ing was a Past Deputy Chairman of ARCASIA Zone B, and has travelled to all regions of ARCASIA to participate in ARCASIA activities, and is very familiar with the aspirations and visions of ARCASIA.

Pei Ing is also participating actively in APEC Architect Project, and is currently also the alternate Council Member for Region IV of UIA.

With your support, and Pei Ing's commitment and experience in the **PROMOTION AND STRENGTHENING OF THE ARCHITECTURAL PROFESSION**, PAM is confident of Ar. Tan Pei Ing's ability in leading ARCASIA.

Yours sincerely
for **MALAYSIAN INSTITUTE OF ARCHITECTS (PAM)**

Ar Boon Chee Wee
President

Personal Profile

Name : Tan Pei Ing
Sex : Female
Date of Birth : 03-03-1960

Academic Qualification : Bachelor of Architecture
with Honours,
University of Melbourne

Professional Qualification : Registered with the Board of Architect as
Professional Architect (Ar.)

Other Professional Bodies : Corporate Member of Malaysian Institute of Architects
Fellow Member of Malaysian Institute of Architects
Member of Australian Institute of Architects
Member of Malaysian Institute of Interior Designers
Member of the Malaysian Institute of Arbitrators
Fellow Member of ARCASIA
Green Building Index Facilitator
Member of APEC Architect
Member of ASEAN Architect



Professional Involvement – Malaysian Institute of Architects (PAM)

- Council Member 1989 – 1991
 - Hon Treasurer 1991 – 1995
 - Hon Secretary 1995 – 1996
 - Vice President 1996 – 1998
 - Deputy President 1998 – 2001
 - President 2001 – 2002 (First Lady President of PAM)
 - President 2002- 2003
 - Immediate Past President 2003 – 2004
 - Immediate Past President 2004 – 2005
 - Past President On Council 2005 – 2006
 - Past President On Council 2006 - 2007
 - Past President On council 2007 – 2008
 - Past President On Council 2008 – 2009
 - Past President on Council 2009 – 2010
 - Past President on Council 2010 – 2011
-
- Member Housing Committee (PAM) 1987 – 1990
 - Member Practice Committee (PAM) 1987 – 1989
 - Member PAM-SIA-CAA Int Conference Committee (PAM) 1989
 - Member Building Committee (PAM) 1988 – 1989
 - Co-Chairman Practice Committee (PAM) 1989 – 1991
 - Co-Chairman Practice & Housing Committee (PAM) 1991 – 1994
 - Chairman Practice & Housing Committee (PAM) 1994 – 2001
 - Member Joint LAM-PAM Practice Committee 1991 – 2001
 - Hon Treasurer of PAM Education Fund 1991 – 1995
 - Director of Pusat Binaan Sdn Bhd 1991 – 1996
 - Chairman Secretariat & Finance Committee 1995 – 1996
 - Member Joint LAM-PAM Part 3 Exam panel 1995 – 2001
 - Member of PAM Education Fund 1995 – 1996
 - Member of Arbitration Committee 2000 – 2001, 2009-2010
 - Chairman Sub-Committee for Design & Building Contract 2000 – 2001

- Chairman Sub-Committee for Minor Works Contract 2000 – 2001
- Chairman Panel on Practitioners Group 1996 – 1997
- Chairman Community Outreach Programme 1999 – 2001
- Chairman of Drafting Committee for PAM 2006 Form of Contract (2002 – 2009)
- Member of PAM Contract Review Committee (2010-2011)
- Director of Architect Centre Sdn Bhd 2008
- Director of Green Building Index Sdn Bhd 2009, 2010, 2011
- Member of Disciplinary Committee 2009-2011
- Co-Chairman of Professional Services Globalisation and International Affairs of PAM 2003 – 2008
- Member of International Affairs Committee 2009-2011

Other Professional Involvement:

- Member BIM Board of Management 1995 – 1999
- Member BIM Executive Committee 1995 – 1997
- Member Advisory Committee on Services For Disabled – Ministry of Welfare 1990 – 1994
- Member SIRIM Technical Committee on Code Of Practice for Access and Facilities For Disabled People To Public Building 1990 – 1992
- Member SIRIM Technical Committee on Code Of Practice For Access and Facilities for Disabled People Outside Building 1992 – 1995
- Member Committee on Amendment to the Street, Drainage & Building Act 1974, Ministry of Housing and Local Government 1994 – 1996, 1998 – 2004
- Member Committee of J.P. Bomba on Guidelines for Uniform Building By-Law 1995 – 1998
- Member LAM Examination Syndicate 1996 – 1999
- Member CIDB Technical Committee for Standard Housing 1996 – 1997
- Member CIDB Technical Committee on Code of Practice for Disabled to Public Building 1997 – 2001
- Member Town & Country Planning Department on preparation of guidelines for optimum layout for housing development 1998 – 1999
- Member Various Technical Committees under CIDB 1996 – 2001
- Member Various Technical Committees under SIRIM 1997 – 2001
- Member Various Committee under Ministry of Housing and Local Government covering National Housing Policy, Amendment of Housing Developers Act, Proposed Building and Common Property Bill, Amendment to UBBL, Certificate of Completion and Compliance etc.
- Member of Board of Architect (BOA) 2001-2011
- Member of Investigation Committee of BOA 2001- 2011
- Member of Part III Examination panel under BOA
- Member of International Affairs Committee under BOA
- Chairman of Practice Committee under BOA 2006 - 2010
- Representative on Asian Forum, organised by Ministry of Infrastructure of Japan
- PAM representative on APEC Architect Project
- Member of advisory panel under Professional Services Development Corporation (PSDC) under Ministry of Works
- Member of steering committee under PSC on Professional Services Export Promotion
- Member of Advisory board for Proposed Kuala Lumpur Structure Plan 2020
- PAM representative on National Economic Action Council (National Consultative group on Globalisations)
- Committee member on Code of Conduct for Architect and Conditions of engagement for BOA 2002 – 2009
- Deputy Chairman (Zone B) of ARCASIA (Architect Regional Council of Asia) 2007-2008
- Alternative Council Member of Region IV of International Union of Architect (UIA)
- Member of UIA Vision and Strategic Planning Committee 2008 - 2011
- Member of Monitoring Committee for ASEAN Architect Council (AAC) 2009, 2010, 2011
- Member of Monitoring Committee for APEC Architect
- Chairman of Committee on amendment to Architect's Act under BOA 2008-2011
- Chairman of Working Group for amendment to the Uniform Building By-Law (Building) under Ministry of Housing and Local Government

2.8 Revision of ByLaws

2.8.1 HandOver meeting & Ceremony

13. ARCASIA HAND OVER CEREMONIES AND MEETING

13.1 Hand Over Ceremony of the ARCASIA Flag

There shall be established a Hand Over Ceremony of the ARCASIA Flag.

A ceremonial Handing Over of the ARCASIA Flag shall be held at the last part of the FRIENDSHIP NIGHT of the ACA or ARCASIA Forum.

Present on the stage shall be the President & Convener of the ACA or ARCASIA Forum Host country, two Official Delegates of the Member Institute hosting the next ACA or ARCASIA Forum and the ARCASIA President .

The President & Convener of the host country shall hand over the ARCASIA Flag to the two Official Delegates of the next hosting country, at the presence of the ARCASIA President.

The Official Delegates of the next hosting country shall bring it to their home country and their Institute shall assume responsibility for the custody of the flag until it will be handed over again.

13.2 Hand Over Ceremony of the ARCASIA Chain of Office

There shall be established a Hand Over Ceremony of the ARCASIA Presidential Chain .

A Ceremonial Handing Over of the ARCASIA Presidential Chain shall be held at the last part of the FRIENDSHIP NIGHT of the ACA marking the end of the Presidential term.

On the stage, the President & Convener of the ACA and both the outgoing President and the incoming President shall be present.

The outgoing President shall hand over the ARCASIA Presidential Chain to the incoming President, symbolically passing on the Presidential role and acknowledging the imminent “change of guard”.

The incoming President shall request the outgoing President to continue his office until the official Hand-Over Meeting that shall take place at the time when the 1st OB Meeting of the new Presidential term is held.

The 1st OB Meeting of the new Presidential term shall be held in the country of Incoming President within 90 days.

13.3 Hand Over Meeting

There shall be established a Hand Over Meeting.

A Hand Over meeting, held in occasion of the first Office Bearers Meeting of the new Presidential term, between the past executive team (Immediate Past President and outgoing Hon. Secretary and Hon. Treasurer to the new executive team (new President and Hon. Secretary and Hon. Treasurer), will ease the passage of functions and assure continuity.

13.4 Objectives

The objective of a “Hand-Over Meeting” is to ease the transfer of functions of ARCASIA President, ARCASIA Hon. Secretary and Hon. Treasurer and to pass all the documentation (on paper and on electronic format) relevant to those positions.

The presence of the past executive team at the first OB mtg. of the new Presidential term is functional to effectively provide the necessary support to the new team and assuring therefore a proper continuity.

13.5 Meeting date and venue.

The Hand Over Meeting shall be called by the outgoing President (Immediate Past President) on a date decided in consultation with the incoming President of ARCASIA.

The Hand Over Meeting shall be held on the same day and venue of the first Office Bearers meeting of the new Presidential term, in the country of the Incoming President, within 90 days from the Hand Over Ceremony of the ARCASIA Presidential Chain.

The Hand Over Meeting shall be conducted and concluded before the Office Bearers meeting begins.

Ideally the Hand Over Meeting shall take place in the morning of the day of the 1st Office Bearers Meeting, in the same meeting room, so not to complicate the organizational burden of the member Institute hosting the Office Bearers Meeting.

If, after 90 days, the Hand Over Meeting and the first Office Bearers meeting of the new President happen before the end of December, within the previous presidential term, all administrative work performed afterwards and until the 31st

of December is absolved by the new executive team but under consultation with the outgoing executive team and with the approval of the outgoing President.

13.6 Participants and Chair

Immediate Past President, outgoing Hon. Secretary and outgoing Hon. Treasurer, incoming President and incoming Hon. Secretary and Hon. Treasurer shall participate to the meeting.

All participants to the first Office Bearers Meeting, immediately following in the day, shall be invited to attend the Hand Over Meeting and Ceremony.

The Hand Over meeting and Ceremony shall be chaired by the outgoing President of ARCASIA (Immediate Past President).

13.7 Notice of Meeting

The Hand Over Meeting shall be called in coincidence with the call for the first Office Bearers Meeting of the new Presidential term, or by giving at least 30 days clear notice.

13.8 Agenda

The meeting and ceremony shall be conducted according to the following agenda:

1.0 Convening of the Hand-Over Meeting;

1.1 Welcome Remarks- ARCASIA outgoing President;

1.2 Acknowledgements - outgoing Hon. Secretary;

1.3 Handing Over Ceremony;

1.3.1 Outgoing President (Immediate Past President) and incoming President to sign a "Hand-over" letter (see format attached);

1.3.2 Outgoing Hon. Secretary and Hon. Treasurer to hand over to the incoming Hon. Secretary and Hon. Treasurer relevant material and documentation;

1.4 Introduction of the new Hon. Secretary and Hon. Treasurer by the incoming President;

1.5 Explanation of important or pending issues by the outgoing Hon. Secretary and Hon. Treasurer, followed by discussion;

1.6 Closing of the Hand Over Meeting by the outgoing President.

1.7 Group photo

At this point, the Hand Over Meeting shall be considered concluded and the 1st Office Bearers Meeting of the new Presidential Term shall begin.

13.9 Minutes of Proceedings

The new Hon. Secretary shall record the Hand Over meeting and ceremony in the Minutes of the first Office Bearers Meeting.

He/she shall attach to the Minutes the Hand Over letter signed by the Outgoing President and the incoming President.

13.10 Finance

The ARCASIA Council shall be responsible for the financial arrangements necessary for Hand Over meetings and ceremonies.

Being the Hand Over Meeting a “prologue” for the first Office Bearers Meeting of the new Presidential term, all expenses incurred will be accounted as expenses for the Office Bearers Meeting.

Guests will enjoy the same complimentary hospitality reserved by the host Institute for the participants of the Office Bearers Meeting.

Scheduling shall be arranged in a way that no further economic strain will be incurred by the Institute hosting the 1st Office Bearers Meeting of the new Presidential term.



ARCHITECTS REGIONAL COUNCIL ASIA

date

Official Handover of Presidency of Architects Regional Council Asia (ARCASIA)

at ceremony location

Today, *date*, I, **Ar. *Outgoing President's name*** hereby officially hand over the presidency of Architects Regional Council Asia (ARCASIA) to **Ar. *Incoming President's name***.

Signature of Outgoing President

Date

Witness:

I, **Ar. *Incoming President's name***, hereby officially take over as the President of Architects Regional Council Asia (ARCASIA) for the term 20xx-20xx from **Ar. *Outgoing President's name***.

Signature of Incoming President

Date

Witness:

2.8.2 Inter-Committee

15. ARCASIA INTER-COMMITTEE

15.1 ARCASIA Inter-Committee (AIC)

There shall be established an ARCASIA Inter-Committee (AIC)

The respective Chairman and Deputy Chairman of all ARCASIA working committees shall form the "inter-committee". The Chairman of AIC shall be selected among the Chairmen of ARCASIA working committees and decided by them by a majority of votes with the approval of ARCASIA President.

15.2 Objectives

To establish common issues amongst ARCASIA working committees and develop a working programme per issue in the form of a workshop or seminar, etc, that may be held annually either at the Congress or Forum.

The Committee shall be responsible to the ARCASIA Council for the affairs of the AIC.

15.3 Office

The office of the AIC shall be permanently located at the ARCASIA Secretariat.

15.4 Meeting

The place and the date of meeting of AIC shall be determined by the Chairman of the AIC in consultation with the President ARCASIA.

15.5 Quorum

More than half of the Committee members shall form a quorum.

15.6 Notice of Meetings

Committee Meetings shall be called by the Chairman AIC or at the request of at least half the Members of the Committee, or by the ARCASIA President by giving at least 30 days clear notice.

15.7 Votes

Questions arising at any meeting of the Committee shall be decided by a majority of votes. In case of an equality of votes, the Chairman AIC shall have further casting vote.

15.8 Minutes of Proceedings

The Committee shall record all Resolutions and proceeding of all Meetings. Such Minutes shall be signed by the Chairman at the following meeting as conclusive evidence of the facts stated therein. The Chairman shall maintain the Minutes of the Committee Meeting and copy of the minutes shall be forwarded to the President ARCASIA.

- a) Annual Reports of the Committee shall be presented to the ARCASIA Council for incorporation into the Annual Report of ARCASIA.
- b) Annual Statement of Accounts shall be approved by the ARCASIA Council for incorporation into the Annual Account of ARCASIA.

15.9 Sub-Committee

The Committee may at its discretion form sub-committee which deal with specific subjects connected with the objectives of the Committee.

15.10 Finance

The ARCASIA Council shall be responsible for the financial arrangements necessary for the functioning of the Committee.

2.8.3 Social Responsibility

14. ARCASIA COMMITTEE ON SOCIAL RESPONSIBILITY (ACSR)

14.1 ARCASIA Committee on Social Responsibility (ACSR)

There shall be established an ARCASIA Committee on Social Responsibility (ACSR).

The President of each Member Institute shall nominate a representative of the Institute as a member of the ARCASIA Committee on Social Responsibility. In the case of a country where there is no Social Responsibility Committee, the Member Institute of such country shall nominate one person as a representative to the ACSR.

There shall be elected a Chairman of the ACSR from amongst the nominated members of the ACSR. Such a Chairman shall be appointed by Council.

14.2 Objectives

- a) All member institutions to have a base understanding of the issues of Social Responsibility.
- b) To facilitate and allow for members who are in process of establishing Social Responsibility framework in their respective countries to leverage from the experience of those who have an established process.
- c) To establish a basis for which to discuss issues of Social Responsibility and to have seminars and exhibitions to promote the following activities:
 - Handicapped Accessibility
 - Historic Conservation
 - Social and Community Improvement
 - Humanitarian and Emergency Disaster Preparedness and Relief Efforts
- d) The Committee shall be responsible to the ARCASIA Council for the affairs of the ACSR

14.3 Office

The office of the ACSR shall be permanently located at the ARCASIA Secretariat.

14.4 Meeting

The place and the date of meeting of ACSR shall be determined by the Chairman of the ACSR in consultation the President ARCASIA.

14.5 Quorum

More than half of the Committee members shall form a quorum.

14.6 Notice of Meetings

Committee Meetings shall be called by the Chairman ACSR or at the request of at least half the Members of the Committee, or by the ARCASIA President by giving at least 30 days clear notice.

14.7 Votes

Questions arising at any meeting of the Committee shall be decided by a majority of votes. In case of an equality of votes, the Chairman ACSR shall have further casting vote.

14.8 Minutes of Proceedings

The Committee shall record all Resolutions and proceeding of all Meetings. Such Minutes shall be signed by the Chairman at the following meeting as conclusive evidence of the facts stated therein. The Chairman shall maintain the Minutes of the Committee Meeting and copy of the minutes shall be forwarded to the President ARCASIA.

- a) Annual Reports of the Committee shall be presented to the ARCASIA Council for incorporation into the Annual Report of ARCASIA.
- b) Annual Statement of Accounts shall be approved by the ARCASIA Council for incorporation into the Annual Account of ARCASIA.

14.9 Sub-Committee

The Committee may at its discretion form sub-committee which deal with specific subjects connected with the objectives of the Committee.

14.10 Finance

The ARCASIA Council shall be responsible for the financial arrangements necessary for the functioning of the Committee.