

PROPOSAL FOR COUNCIL APPROVAL: THE FUTURE OF AAA AWARDS

1. Preamble

During the 43rd Council meeting held on September 21, 2023, in Boracay, Philippines, it was decided that the incoming Office Bearers for the 2024-2025 term would establish a Task Force to conduct a comprehensive study on the ARCASIA Awards for Architecture (AAA Awards). The Task Force will recommend improvements to the management and structure of the Awards, with the potential of establishing a new entity. These recommendations are to be presented for Council approval at the 44th Council Meeting in 2024.

2. Background

- 2.1 The AAA Awards underwent major restructuring and rebranding in 2013 under President Tan Pei Ing's term (2013-2014) and changed from a biennial to an annual event. The Awards are organized by the host institute of the ARCASIA Congress or Forum, following the AAA Awards Guideline. The latest guideline (updated until 2016) is attached as [Appendix 1](#). Additionally, the Host Institute is responsible for organising the AAA Awards Dinner and Exhibition as part of the Congress/Forum.
- 2.2 For the 2014-2019 AAA Awards, Congress and Forum hosts had to set up their own AAA Awards platforms, which involved considerable time and cost. During President Rita Soh's term (2019-2021), the AAA submission platform <http://arcasiaawardsarchitecture.com/> was established under ARCASIA, allowing for reuse in future award cycles.
- 2.3 Registration for AAA submissions was free from 2013 to 2018. A registration fee was imposed per entry starting with the AAA2019 Awards.
- 2.4 From 2020 to 2024, the AAA Awards submission platform has been used by various organising Member Institutes to receive and process submissions, and for jurors to access for shortlisting and judging.

Year	ARCASIA Secretariat	AAA Organising Institute	Forum/Congress Host Institute	Entries Registered	Paid Entries Received
2020	SIA	ASC	ACA19 postponed due to Covid.	xxx	xxx
2021	SIA	ASC	ACA19 - ASC	407	236
2022	IAB	UMA	Forum21 - UMA	520	268
2023	IAB	UAP	ACA20 - UAP	573	397
2024	PAM	ASC	Forum22 - SLIA	645	345

- 2.5 For the 2024 AAA Awards, in view that SLIA confirmed the hosting of the ARCASIA Forum 22 only in 2013, one year later than the usual timeline, the Council, during the 43rd Council meeting appointed the previous AAA Awards Organising Team from the Architectural Society of China (ASC) to assist in organising the Awards, considering the tight schedule. Several meetings were held involving ARCASIA Office Bearers, ASC and SLIA to establish the scope of works and responsibilities of the parties concerned as outlined in [Appendix 2](#).

3. Issues with the Current AAA Awards Framework

The AAA Awards from 2013 to 2023 were organised by the Host Institutes of the ARCASIA Congress or Forum, which changes annually, resulting in:

- Lack of continuity, as each new Award Secretariat must learn the organisation and management process from scratch.
- Failure to pass down troubleshooting and lessons learned from each award cycle to the next organising team.
- Inconsistencies in management and organisation, causing confusion and additional burden on the ARCASIA Secretariat, which manages the AAA Awards submission platform and registration fees.
- Added burden on the host institute of the ARCASIA Congress/Forum.

4. Proposed New AAA Awards Framework and Structure

President Saifuddin Ahmad established a Task Force consisting of Office Bearers. A brainstorming session was held on June 1, 2024, resulting in the following proposal to address the identified issues:

Proposed Solutions:

- Establish a permanent Award Secretariat to organise the AAA Awards.
- Separate the organisation of the Awards from the Awards Dinner and Exhibition, which will still be hosted by the Host Institutes of the ARCASIA Congress/Forum as part of their programs.

Hence, the Task Force proposes the following for Council's consideration and approval:

“Invite Member Institutes to submit bids to organize the ARCASIA Awards for Architecture (AAA) for a period of 5 years.

The AAA Awards will be organized based on the 'AAA Awards Organising Framework' draft as per Appendix 3.”

(Note: The 'AAA Awards Organising Framework' as per Appendix 3 is similar to the model adopted for the AAA2024 Awards)

Advantages & Justification:

- This proposal mirrors the successful method used in 2020 to select a Member Institute to publish the Architecture Asia magazine for a 5-year period.
- The existing online platform has proven effective over the past five cycles and can be used by any Member Institute organising the AAA Awards.
- **Enhanced Continuity and Stability:**
A single Member Institute managing the AAA Awards for five years ensures greater continuity and stability in the organisation and execution of the Awards, reducing the need for constant reorientation and transition between different Host Institutes.
- **Improved Efficiency & Effective Use of Resources:**
With the same team handling the Awards over multiple cycles, processes and procedures can be refined and streamlined, leading to increased efficiency and a more cohesive management approach.
- **Increased Expertise:**
The permanent Awards Secretariat will develop greater expertise in organising the Awards, leading to higher-quality administration, improved problem-solving capabilities, and a more professional approach.
- **Long-term Planning and Innovation:**
A five-year tenure allows for strategic long-term planning and the potential to implement innovative changes and improvements without the disruption of changing organisers each year.
- **Consistent Quality:**
Maintaining a single organising body can lead to more consistent quality and standards in the execution of the Awards, enhancing the overall reputation and prestige of the AAA Awards.
- **Stronger Relationships:**
The chosen Member Institute can build stronger, long-term relationships with sponsors, partners, and stakeholders, fostering more robust support and collaboration over time.
- **Opportunity for Development:**
The proposal provides an opportunity for Member Institutes that have not previously hosted Congresses or Forums to take on a significant role, broadening their involvement and contribution to ARCASIA.
- **Enhanced Focus:**
The dedicated Secretariat can focus solely on the AAA Awards, allowing for more specialised attention to detail and a higher level of dedication compared to a rotating host institute model.

Possible Negative Impact:

- **Concentration of Responsibility:**
Having a single Member Institute responsible for organising the AAA Awards for five years could lead to over-reliance on that institute. If issues arise, it might be harder to address them compared to the current system where responsibilities rotate annually.
- **Reduced Opportunity for Host Institutes:**
The current system allows various institutes to gain experience and visibility by organising the Awards. Centralising this responsibility may limit these opportunities for some Member Institutes.
- **Potential Conflicts of Interest:**
The organising institute might face conflicts of interest, especially if their own members or affiliates are competing for the Awards.
- **Financial Burden on Organising Member Institute:**
The opportunity to bid for the organising the Awards for five years is limited to Member Institutes that are financially strong and have abundance of resources. However, even these Member Institute might face significant financial burdens and strain their resources in organising the Awards for over an extended period.

5. Way Forward

If the proposal is approved at the 44th Council Meeting, the following process will ensue:

- The call for bids will be issued by the ARCASIA Secretariat in December 2024.
- ARCASIA Office Bearers will review the bid/bids and present them to the Council at the 45th Council Meeting in Incheon in September 2025 for consideration and voting/decision.
 - In the event no bid is submitted or the bid is not accepted, the Council shall decide on the way forward.
 - In the event a Member Institute's bid is accepted, the Awards Organising Contract will be signed between ARCASIA with the selected Member Institute and the contract shall commence with the 2027 cycle and run through the 2031 cycle.
- The next bidding for the Awards Organiser will take place in 2030, a year before the current contract expires.
- KIRA will continue to organize the AAA for the 2025 cycle, as its accepted bid for ACA21 included organising the AAA.
- The Host Institute for the 2026 Forum will organise the AAA2026 Award cycle, as the new Awards Organiser will start from 2027 onwards.

If the proposal is rejected by Council, the AAA Awards will continue to be organised by the Host Institute of the ARCASIA Congress/Forum according to the AAA Awards Guideline.

**THE ARCASIA AWARDS FOR ARCHITECTURE (AAA)
(2016 EDITION)**

An Annual Awards Instituted by ARCASIA for exemplary Architectural Projects in the ARCASIA REGION

**RULES & REGULATIONS FOR THE ARCASIA AWARDS FOR ARCHITECTURE
(AAA)**

1. INTRODUCTION

ARCASIA in its endeavors to raise the standard of the built environment throughout Asia in general and in its Member countries in particular, has instituted the **ARCASIA AWARDS FOR ARCHITECTURE (AAA)** in order to encourage and recognize exemplary works done by ARCHITECTS working in Asia. The first three in a two-year cycle of Awards were given every two years beginning 1992 during the ASIAN CONGRESS OF ARCHITECTS (ACA) organized by ARCASIA. The fourth Award was given in 1998 during the ACA-7 held in Colombo, Sri Lanka. From 1999 the Awards are being adjudged during the year in which ARCASIA Forum held and conferred in the year in which ARCASIA holds its congress. In 2012, mandate was given to the President of ARCASIA 2013-2014 to restructure the AAA from 2 years to 1-year cycle, and the judging and conferment of Awards will be within the same year as the Forum or ACA.

An independent Panel of Jury Member consisting of leading architects of Asia, nominated by the ARCASIA Council, shall assess and determine the winners, and the Council shall announce the AWARDS.

1.1 What is ARCASIA?

ARCASIA or **ARCHITECTS REGIONAL COUNCIL OF ASIA** is an organization of eighteen National Institutes of Architects from the Asian region extending from Pakistan in the West to Philippines in the East, Peoples Republic of China in the North to Indonesia in the South.

The objectives of ARCASIA are:

- To unite National Institutes of Architects on a democratic basis throughout the Asian region, to foster friendly, Intellectual, artistic, educational and scientific ties.
- To foster and maintain professional contacts, mutual cooperation and assistance among Member Institutes.
- To represent architects of the Member Institutes at national and international levels.
- To promote the recognition of the architects role in society.
- To promote the development and education of architects and architectural professional in their service to society and;
- To promote research and technical advancement in the field of the built environment.
- The Council of the ARCASIA consists of all the Presidents of the National Institutes. The organization itself serves as an extension for each Member Institute's regional program and relations. Annual Meetings are held in different Member Institute countries to deliberate and to give collective directions and representation to matters that affect the architectural profession in the Asian region.

1.2 Member Institutes

The current membership of ARCASIA consists of the following National Institutes of Architects (Listed in alphabetical order)

- AAM Architects Association of Macau
- ALACE Association of Lao Architects and Civil Engineers
- ASA Association of Siamese Architects
- ASC The Architectural Society of China
- BIA Bhutan Institute of Architects
- HKIA Honk Kong Institutes of Architects
- IAB Institute of Architects Bangladesh
- IAI Ikatan Arsitek Indonesia
- IAP Institute of Architects Pakistan
- IIA Indian Institute of Architects
- JIA Japan Institute of Architects
- KIRA Korea Institute of Registered Architects
- PAM Pertubuhan Akitek Malaysia
- SIA Singapore Institute of Architects
- SLIA Sri Lanka Institute of Architects
- SONA Society of Nepalese Architects
- UAP United Architects of Philippines
- UMA Union of Mongolian Architects
- VAA Vietnam Association of Architects

2. AIMS & OBJECTIVES OF THE ARCASIA AWARDS FOR ARCHITECTURE (AAA)

The aim of the **ARCASIA AWARDS FOR ARCHITECTURES (AAA)** is to acknowledge exemplary architectural work and in doing so encourage the sustenance of the Asian spirit, the development and improvement of the Asian built environment and enhancement of the awareness of the role of architects in the socio-economic and cultural life of Asian countries.

The ARCASIA Award also intends to demonstrate that good architecture is a major component of the positive influence on the human environment, and that physical development in Asia need not be in disharmony with the cultural values, national identity or the natural environment of developing countries in Asia.

3. SCOPE OF THE AWARD

The Award will be given in the following categories:

3.1 CATEGORY A: RESIDENTIAL PROJECTS

3.1.1 Category A-1

SINGLE FAMILY RESIDENTIAL PROJECTS

- Single, Individual Units

3.1.2 Category A-2

MULTIPLE FAMILY RESIDENTIAL COMPLEXES

- Multi-stories Units, Apartments, Flats, Mass Housing, Low Income Settlements.

3.2 **CATEGORY B: PUBLIC AMENITY BUILDINGS**

3.2.1 Category B-1

PUBLIC AMENITY: COMMERCIAL BUILDINGS

- Office Buildings and Shopping Centers.

3.2.2 Category B-2

PUBLIC AMENITY: RESORT BUILDINGS

- Resorts, Leisure Buildings, Hotels, etc.

3.2.3 Category B-3

PUBLIC AMENITY: SOCIAL / INSTITUTIONAL BUILDINGS

- Institutional and Religious Buildings, Schools, Hospitals, Health Care, Facilities, Community Centers, etc.

3.2.4 Category B-4

SPECIALIZED BUILDINGS

- Sports Complexes, Stadia, Airports, etc.

3.3 **CATEGORY C: INDUSTRIAL BUILDINGS**

- Facilities and Warehouses.

3.4 **CATEGORY D: CONSERVATION PROJECTS**

- Restoration, Adaptive Re-use, Projects which conserve or restore the Architectural Heritage of Asian countries.

3.5 **CATEGORY E: SOCIAL RESPONSIBLE ARCHITECTURE**

- Responsible Architecture relating to:
 - Accessibility and Universal Design
 - Climatic and Environmental Change
 - Disaster Risk Reduction and Disaster Post-construction
 - Planning with the local community to re-regenerate and to re-vitalizing the community through cultural heritage
 - Sustainable Low Cost Regeneration of existing Social Housing and Community

3.6 **CATEGORY F: SUSTAINABILITY**

- Sustainable Architecture relating to preserving biodiversity and ecosystems; increasing productivity by using less resources; beautifying the context; enhancing air and water quality; promoting better health and wellness; reducing stress on the infrastructure; conserving natural resources; maximizing economic potential; saving costs; reducing waste; contributing to green industry and provide better lives for all

Note: The Scope of the Awards was changed over the years to these 10 Categories instead of four as original planned. The Council in its 19th Meeting, Colombo 1998, on the recommendations of Ar. P. Kasi endorsed by the Advisor to the Awards, Ar. Syed Zaigham Jaffery approved the above categories. Earlier, the first Awards Adjudicated in Lahore in 1992 was in the four broad categories only. During the 13th Meeting of the Council and later on the written recommendation of the 1st Convenor of the Awards, Syed Zaigham S. Jaffery, six categories were adopted by the Council in its 14th Meeting, Hong-Kong-1993. Consequently in the 2nd (Manila-1994), 3rd (Jakarta-1996) and the 4th Awards Cycle (Colombo-1998), entries in 6 categories were invited for judging in the Seoul-1999. From 5th Awards Cycle, entries, 8 categories were considered. 27th Council meeting in Beijing in 2006, it was decided to increase the number of submissives in each category from one to two. In 2013, 2 new categories are introduced to promote Social Responsible and Sustainable Architecture.

3.7 As per decision of the 18th Meeting in 1997 the Council may decide from time to

time, as matter of policy, to increase or decrease these Categories and the announcement released by the Convenor shall clearly state the category for which the Awards will be conferred in that cycle of the Awards well in time.

4. RIGHT TO PARTICIPATE: ELIGIBILITY

The following are eligible to participate: -

- Architects who are Members of the 18 ARCASIA Member Institutes listed above for projects within or outside the ARCASIA Member Countries; or
- Architects who are not Members of the 18 ARCASIA Member Institutes listed above but are registered with the registration boards/bodies of the ARCASIA Member Countries for projects within or outside the ARCASIA Member Countries; or
- Architects who are non-resident of the ARCASIA Member Countries but are registered with their registration boards/bodies in their Country of origin for projects within the ARCASIA Member Countries.

The entry shall be submitted by the applicants through the Member Institutes of ARCASIA or directly to the Convenor of the Awards provided that, they fulfill the formalities required by the Awards Committee.

4.1 There shall be two (02) options for submitting entries:

4.1.1 Option 01:

The Institutes concerned may submit entries in any or all of the categories listed above, obtained through a National Award, arranged by that institute prior to the date of submission of entries announced by ARCASIA or through any other system decided upon by the National Council/Executive Committee of that institute; or

4.1.2 Option 02:

Individual Members may submit their entries directly for consideration of the ARCASIA AWARDS. During the review process, the Convenor of the Awards shall get clarification from the respective National Institutes or registration boards/bodies to ensure that all submissions comply to the Rules & Regulations of this Awards

4.2 All entries will be accepted by the Awards Committee for adjudication by the ARCASIA Awards Jury;

Provided that; the facility was completed and fully in operation for at least 02 years before the date on which the ARCASIA AWARDS will be conferred; and, Provided further that; Members of the Jury, their business partners or former business partner/s or staff members within a period of 3 years, or members of their immediate families shall not be eligible for submissions or for the AWARDS, and, Provided further that, no project may receive more than one ARCASIA AWARD.

5. AWARDS

Entries selected by the Jury will be awarded a GOLD MEDAL as the ARCASIA AWARD FOR ARCHITECTURE in each category for the year of the Award. The Jury shall however reserve the right not to grant an AWARD in any or all the categories, if it so decides. * As decided at the 27th ARCASIA Council Meeting held in Beijing, 2006.

6. SELECTION CRITERIA

In the assessment of the projects or facilities, the Jury will take regional differences into consideration, paying particular attention to the socio-cultural, environmental location and to the resultant standard of the facility. Projects submitted should be sound both conceptually and technologically within the context of Asia. User response to them should be positive and the project should not only be relevant but also a source of inspiration, at least in the country of its location and preferably in the Asian region.

7. MATERIALS TO BE SUBMITTED

In order to assess the entries, the following materials will be required:

- 7.1 Project Description and Details (Form 1)
- 7.2 Documentation Drawings (Form 2)
- 7.3 Photographic Documentation with explanatory texts in English (Form 3)
- 7.4 Language of the AWARDS: The working language of the AWARDS and all correspondence concerning the AWARDS and all related explanatory texts, labels, captions, completion of Forms etc. i.e. all written matter submitted by the entrants to the AWARDS will be in English. The Member Institutes may if they so wish translate these forms in their own language for local use only: however any errors of omission or commission or mistranslation shall be the responsibility of the concerned institute and not that of ARCASIA.
- 7.5 Rights to Material or Documentation Submitted:
 - 7.5.1 All material submitted shall become the property of ARCASIA, and if desired by ARCASIA, may be displayed or published at the discretion of ARCASIA. Therefore, Architects making the entry submissions should have legal rights and copyrights to all the material submitted and shall deem to have transferred these rights to ARCASIA with the submission of the entries.
 - 7.5.2 Member Institutes forwarding the entries to the Award should obtain the necessary authorization in this regard from the applicant locally, before forwarding the entry.

8. PROCEDURE

Each applicant may submit one or more projects directly or through his or her respective Member Institutes in as far as each of the submissions complies with the Scope of the Competition and the Right to participate stated above. The material listed under Material to be submitted including the binding statement, as stipulated therein.

A Declaration Form shall be submitted for each project separately.

The Entry Forms prepared by ARCASIA shall be used for the project descriptions and presentations. These forms can be obtained from ARCASIA Awards Convenor directly, or from the designated officer of the National Institute of the applicant, or from the ARCASIA website against an application giving the name, postal and e-mail addresses etc. of the entrant.

9. AWARDS CONVENOR

The ARCASIA AWARDS shall be administered by a CONVENOR who shall be nominated by the Member Institute hosting the Forum/ACA and approved by the Council, for a term of 1 year.

10. AWARDS COMMITTEE

The Awards Convenor shall head and be assisted by an Awards Committee consisting of: -

- i. Convenor (as appointed above)
- ii. One Deputy President of ARCASIA or any member recommended by the Office Bearers, nominated for a period of 1 year.
- iii. The President of the Institute hosting the Forum or ACA, nominated for a period of 1 year.

11. AWARD POLICIES

The policies regarding the ARCASIA AWARDS shall be determined by the Council in its Annual Meeting and shall be announced to all Member Institutes within one month of their formalization and at least ten months before the announcement of the Awards, unless otherwise decided by the Council.

12. BUDGET

The Convenor for the AWARDS shall present a Budget for the administration of the Awards at every Council Meeting for approval showing the projected expenses and income for the coming year.

13. FINANCIAL & AUDIT

The ARCASIA AWARDS shall be financed by the Council to the extent determined by the Council, provided that the Convenor and the Awards Committee shall be permitted to raise the balance amount through appropriate means and legitimate sponsorships provided that, the audited accounts of the income and expenditure incurred are presented for approval of the Council at its Annual Meetings.

14. JURY OF ASSESSORS

14.1 AWARDS JURY

The independent ARCASIA MASTER JURY shall consist of the following:

14.1.1 President of ARCASIA (one)

14.1.2 An eminent Non-Architect personality from the host country of Forum/Congress where the Awards are to be adjudged (one)

14.1.3 Two eminent Architects from ARCASIA Zones other than the country represented by the President of ARCASIA (two)

14.1.4 An eminent Architect from any region other than the ARCASIA Region (one)

(In the event that the host country of the Forum or Congress is from the same Country, under 14.1.2, an eminent Non-Architect personality shall be from the other ARCASIA countries)

Total: 05 Juror

14.1.5 The Jurors may be selected from amongst the confirmed speakers of the ARCASIA event coinciding with the Awards or, the Jurors may be asked to be one of the Speakers for the coinciding ARCASIA event, in so far as the criteria for selection of Jurors elaborated above are, strictly, met

(Note: This method has been suggested in order to cut costs related to air-travel etc. which have to be incurred by the Member Institute's in order to host Jurors. This should not however be encouraged, the former more than the latter, and can be used as a method of the last resort, in case the host Institute is financially short, or is unable to arrange a suitable sponsor (This procedure was adopted at the 1997 Tokyo Council Meeting).

14.2 JURY QUORUM

Total number of Jurors shall not exceed six (6): and in case of a tie, the President ARCASIA shall have the casting vote. The initial judging could be carried out on line

The quorum for the convening of the Jury at the final judging shall be any four Members as listed above, provided that among those forming such a quorum, the Convenor is one of them. In the absence of the-President ARCASIA, the Convenor shall preside.

14.3 ARCASIA ZONES FOR SELECTION OF JURORS

For the Purpose of the appointment of Jurors for the Awards the ARCASIA Region shall be divided into the following 3 ZONES:

Zone A - consisting of Bangladesh, India, Nepal, Pakistan, Sri Lanka & **Bhutan**

Zone B - consisting of Indonesia, Malaysia, Singapore, Philippines, Vietnam, Thailand & Laos

Zone C - consisting of China, Hong Kong, Japan, Korea, Macau & Mongolia

(Note: Other countries in the Region upon being elected to ARCASIA may be placed in the appropriate Zone, for the purposes of the selection of Jurors as decided by the Council.)

14.4 FINALITY OF THE ARCASIA JURY'S DECISION

All decision taken by the ARCASIA Awards Jury, and all Awards conferred by the Jury, shall be considered final, upon its ratification by the ARCASIA Council.

15. EXCLUSIONS

Entries not confirming with the preliminary or the final requirements as laid down for the AWARDS herein, or in the Forms or related documents, or instructions issued for the purpose now or subsequently, shall be excluded from any consideration of the ARCASIA AWARDS.

16. MAILING/SAFETY OF ENTERIES

The ARCASIA AWARDS cannot be held responsible for any damages to the materials submitted while in transit or in mailing.

All entry Forms and documents shall be sent to the ARCASIA Awards Office for consideration of the Jury.

17. FORMS REQUIRED

Declaration Forms A & B and Form-1 to Form-3 required for the submission of the Entries can be obtained directly from the

17.1 The Member Institute's office.

17.2 Convenor ARCASIA AWARDS FOR ARCHITECTURE (AAA)

17.3 ARCASIA website

**FORM A1: DECLARATION
FORWARDING EACH ENTRY BY
THE NATIONAL MEMBER INSTITUTE OF ARCASIA**

(TO BE FILLED FOR EACH ENTRY BY THE PRESIDENT OR HIS DESIGNATED REPRESENTATIVE OF THE FORWARDING MEMBER INSTITUTE)

TO
THE CONVENOR
ARCASIA AWARDS FOR ARCHITECTURE (AAA)

Email :

SUBJECT: ENTRY FOR CONSIDERATION OF ARCASIA AWARDS FOR ARCHITECTURE (AAA)

The

(Name of Member Institute)

after due deliberation takes pleasure in forwarding the entry entitled
_____ for consideration of the _____

(Name of Project)

(Year)

ARCASIA AWARDS FOR ARCHITECTURE in Category _____

(Mention Category)

The entry has been submitted by our Member of good standing Architect

(Name of Architect)

whose name, address and Declaration in Form B is attached herewith. Also enclosed are duly filled Form 1 to Form 3 as required by the ARCASIA AWARDS.

We also certify that according to our information the project has been completed and has been in used for at least two years.

Sincerely,

Signature (of the PRESIDENT
Member Institute of **ARCASIA** or
His Designated Representative)

Stamp / Seal of the Institute

NAME OF INSTITUTE: _____

NAME OR PRESIDENT: _____

ADDRESS: _____

Tel: _____

Fax: _____

Email: _____

Date:

Copy to: Applicant

Enclosures: Form B and Form 1 to Form 3 (Pages)

FORM A2: DECLARATION
SUBMITTING EACH ENTRY BY A MEMBER OF
THE NATIONAL MEMBER INSTITUTE OF ARCASIA
(TO BE FILLED FOR EACH ENTRY BY THE APPLICANT)

TO
THE CONVENOR
ARCASIA AWARDS FOR ARCHITECTURE (AAA)
Email :

SUBJECT: ENTRY FOR CONSIDERATION OF
ARCASIA AWARDS FOR ARCHITECTURE [AAA]

I _____

(Name of Architect)

take pleasure in submitting the entry entitled
_____ for consideration of the 2016
(Name of Project)

ARCASIA AWARDS FOR ARCHITECTURE in Category _____
(Insert Category)

Also enclosed are duly filled Form 1 to Form 3 and a copy of membership certificate issued by the National Member Institute as required by the **ARCASIA AWARDS**.

I also certify that the project has been completed and has been in used at least two years.

Sincerely,

Signature
[of the Applicant]

NAME OF APPLICANT'S NATIONAL MEMBER INSTITUTE

ADDRESS OF APPLICANT'S NATIONAL MEMBER INSTITUE

Tel: _____ Fax: _____ Email: _____

Date:

Copy to: President of National Member Institute

Enclosures: A copy of membership certificate, Form B and Form 1 to Form 3 (Pages)

**FORM A3: DECLARATION
SUBMITTING EACH ENTRY BY
A MEMBER OF ARCASIA MEMBER COUNTRIES
BUT A NON-MEMBER OF THE NATIONAL MEMBER INSTITUTE OF
ARCASIA**

(TO BE FILLED FOR EACH ENTRY BY THE APPLICANT FROM ARCASIA COUNTRIES)

TO
THE CONVENOR
ARCASIA AWARDS FOR ARCHITECTURE (AAA)

Email :

**SUBJECT: ENTRY FOR CONSIDERATION OF
ARCASIA AWARDS FOR ARCHITECTURE [AAA]**

I _____

(Name of Architect)

take pleasure in submitting the entry entitled

_____ for consideration of the 2016
(Name of Project)

ARCASIA AWARDS FOR ARCHITECTURE in Category _____
(Insert Category)

Also enclosed are duly filled Form 1 to Form 3 and a copy of certificate of registration issued by the registration board/body as required by the **ARCASIA AWARDS**.

I also certify that the project has been completed and has been in used at least two years.

Sincerely,

Signature
[of the Applicant]

NAME OF APPLICANT'S REGISTRATION BOARD/BODY

ADDRESS OF APPLICANT'S REGISTRATION BOARD/BODY

Tel: _____ Fax: _____ Email: _____

Date:

Enclosures: A copy of certificate of registration, Form B and Form 1 to Form 3 (Pages)

**FORM A4: DECLARATION
SUBMITTING EACH ENTRY BY
AN ARCHITECT WHO IS NEITHER A MEMBER OF THE ARCASIA
MEMBER INSTITUTES NOR A REGISTERED ARCHITECT OF THE
ARCASIA MEMBER COUNTRIES BUT IS REGISTERED WITH HIS/HER
REGISTRATION BOARD/BODY IN HIS/HER COUNTRY OF ORIGIN FOR
PROJECTS WITHIN THE ARCASIA MEMBER COUNTRIES**

(TO BE FILLED FOR EACH ENTRY BY THE APPLICANT
WHOSE PROJECT IS LOCATED IN THE ARCASIA COUNTRIES)

TO
THE CONVENOR
ARCASIA AWARDS FOR ARCHITECTURE (AAA)
Email :

**SUBJECT: ENTRY FOR CONSIDERATION OF
ARCASIA AWARDS FOR ARCHITECTURE [AAA]**

I

(Name of Architect)

take pleasure in submitting the entry entitled

_____ for consideration of the 2016

(Name of Project)

ARCASIA AWARDS FOR ARCHITECTURE in Category _____

(Insert Category)

Also enclosed are duly filled Form 1 to Form 3 and a copy of certificate of registration issued by the registration board/body of my home country as required by the **ARCASIA AWARDS**.

I also certify that the project has been completed and has been in used at least two years.

Sincerely,

Signature
[of the Applicant]

NAME OF APPLICANT'S REGISTRATION BOARD/BODY

ADDRESS OF APPLICANT'S REGISTRATION BOARD/BODY

Tel: _____ Fax: _____ Email: _____

Date:

Enclosures: A copy of certificate of registration, Form B and Form 1 to Form 3 (Pages)

FORM B:
DECLARATION BY THE APPLICANT
(TO BE FILLED FOR EACH ENTRY SUBMITTED)

DECLARATION

1. I do solemnly **declare** that all the information submitted by me in **(Form 1 to Form 3)** is correct and true: and that I am aware of the rules, regulations and requirements for the **AWARDS**, and agree to abide by them.
2. I shall allow/arrange for the Jury, or their nominee, my Institute to inspect the building as desired, if the Jury so decides.
3. I will provide additional information, photographs and drawings in sizes specified by the Jury/Award Committee if so required, whenever so requested, for their examination and subsequent Exhibition.
4. I do hereby agree to abide by the decision of the Jury appointed for the purpose of selecting the **AWARDS** winning projects.
5. I also agree that the decision of the Jury shall be final and binding on me/my firm/my associates.
6. I shall allow **ARCASIA** to use the material submitted for the Award for the purposes of Exhibition, publicity and publication, if any.

Name of Applicant (in Capital Letters)

Address:

Tel:

Fax:

Email:

Date
Place
Seal

Authorized Signature &

**ARCASIA AWARDS
FOR ARCHITECTURE 2016**

CATEGORY*	<input type="checkbox"/> A-1	<input type="checkbox"/> A-2	<input type="checkbox"/> B-1
	<input type="checkbox"/> B-2	<input type="checkbox"/> B-3	<input type="checkbox"/> B-4
	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
	<input type="checkbox"/> F		
*For the details of categories, please refer to section 3 of the brief			

FORM :

1

(PROJECT TITLE/FULL ADDRESS)

**PROJECT DESCRIPTION &
DETAILS**

NOTE: Entries should include a report on project description and details covering the following items

and attached as part of Form 1

1.1 **APPLICANT**

Name of person in charge of this entry:
(Should be the authorized signatory of the Declaration Form)

1.2 **PERSONS RESPONSIBLE FOR DESIGN**

If there is more than one person, please give names and addresses for each. Please state precise roles and involvement

Architect:

Tel:

Fax:

E-mail:

Client/Owner:

Consultants:

(e.g. Engineer, Sociologist, Demographer, Economist, etc.)

Contractor:

1.3 **PROJECT DESCRIPTION**

Description of the assignment (program) stipulated by the Clients for the Architect/s:

2.1 **PROJECT HISTORY**

(Commencement of Construction - Commencement of Operation/ Occupancy):

2.2 **PROJECT SCOPE**

Areas:

Site dimension/Plot ratio/built area Living area/Circulation area/
Parking area/Landscape area

2.3 **PROJECT TECHNOLOGY**

Construction Technology/ Structural System (Describe):

- 2.4 **MATERIALS**
(Describe and indicate whether locally produced or imported):
(a. Infill b. Rendering of Facades c. Floors d. Ceilings e. Others : interior and exterior)
- 2.5 **PROJECT SERVICES**
Site Utilities & Building Services (Describe): -
- 2.6 **PROJECT ECONOMICS Give Details of Financing**
Estimated costs at Design Stage/Year of Estimate (in US \$)
Actual net cost of construction of the project in US \$ (excluding cost of land)/Year of Completion)
- 2.7 **MISCELLENEOUS**
Other remarks, if any
- 3.1 **ARCHITECTURAL REPORT**
Architectural Concept (Spatial Translation of the Clients Brief)
- 3.2 Constraints and Solutions achieved
- 3.3 Special features, if any
- 3.4 Details of supporting structures/ancillary facilities/parking/access/circulation
- 3.5 Details of landscaping etc
- 4.1 **PROJECT AMBIT**
Description of the Project Locale (Include description of the Architecture/ Design of the Area. and how the Project integrates into the Climatic/Cultural/Architectural Environment of the Area)
- 4.2 **USERS PROFILE**
- 4.3 **USER'S RESPONSE** *(to be filled by the sponsoring Institute of the applicant)*
(Operating experience in respect of user response to designed spaces changes/adjustments and operating experience in respect of choice of material/technical installations etc)
.
- 4.4 **SIGNIFICANCE OF PROJECT**
In what way is this project important?
Please describe the aspect(s) of the project, which you feel represent a particular achievement, for example the technical, economic, or social achievement, or its response to culture or climate. etc.

FOR ARCHITECTURE 2016

CATEGORY*	<input type="checkbox"/> A-1	<input type="checkbox"/> A-2	<input type="checkbox"/> B-1
	<input type="checkbox"/> B-2	<input type="checkbox"/> B-3	<input type="checkbox"/> B-4
	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
	<input type="checkbox"/> F		
*For the details of categories, please refer to section 3 of the brief			

FORM : **2**

(PROJECT TITLE/FULL ADDRESS)

DOCUMENTATION DRAWINGS

NOTE: Entries should include the following minimum drawings:

- 1. Site/Location Plans**
- 2. Plan/s**
- 3. Section/s**
- 4. Elevation/s**
- 5. Architects Sketches.**

Scale should appear on all drawings and North arrows should appear on all plans and attached as part of Form 2.

**ARCASIA AWARDS
FOR ARCHITECTURE 2016**

CATEGORY*	<input type="checkbox"/> A-1	<input type="checkbox"/> A-2	<input type="checkbox"/> B-1
	<input type="checkbox"/> B-2	<input type="checkbox"/> B-3	<input type="checkbox"/> B-4
	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
	<input type="checkbox"/> F		
*For the details of categories, please refer to section 3 of the brief			

FORM : **3**

**PHOTOGRAPIC
DOCUMENTATION**

NOTE: A maximum of 10 colour photographs can be submitted and attached as part of Form 3. Photographs should record the project's context and details of the building's fabric. It is important

that the photographs show people using/living in the building. They could also show:

1. The immediate setting of the project.
2. Typical building, landscape and townscape features of the region.
3. Building facades from major approaches.
4. Major interior spaces or outstanding details.
5. Significant/Innovative

ARCHITECTS REGIONAL COUNCIL ASIA (ARCASIA) LTD. • Co. Regn. No. 202018266H
SECRETARIAT 2024-2025 PAM Centre, 99L, Jalan Tandok, Bangsar, 59100 Kuala Lumpur, MALAYSIA
 T +603-22022866 F +603-22022566 E arcasia.hon.sec@gmail.com / info@arcasia.net W www.arcasia.org

AAA2024 Awards Organizing Framework

R1 10 March 2024

Preamble

During the ACA20 Council Meeting on September 21, 2023, taking into consideration of the tight schedule, the Council has adopted the proposal to appoint the previous Awards Organising Team from ASC to collaborate with the incumbent OB and the Host Institute of ARCASIA Forum 22 (SLIA) for organizing AAA2024.

The following outlines the AAA2024 Framework:

1. AAA2024 Awards Convenor

The AAA2024 Awards will be administered by a CONVENOR nominated by the Member Institute organizing the AAA2024 Awards - ASC (Architectural Society of China).

2. Awards Committee

The Committee will consist of:

- The ASC Team appointed jointly by ASC and TJU, led by the Convenor.
- One Representative of ARCASIA nominated by the Office Bearers.
- The SLIA Team led by one representative nominated by SLIA, the host institute of the Forum.

The AAA2024 Awards Committee will be supported by the AAA2024 Awards Secretariat jointly established by ASC and TJU. All three parties will be involved in decision-making discussions at all stages, with regular online ZOOM meetings as needed.

All three parties are involved in the decision-making discussions at all stages of the award organizing work. Regular online ZOOM meetings will be held as needed.

3. Awards Jury (five)

The following Jury Panel, will be jointly proposed and decided by ARCASIA, ASC Team and SLIA Team:

- President of ARCASIA (one)
- An eminent Non-Architect personality from the host country of Forum where the Awards are to be adjudged (one)
- Two eminent Architects from ARCASIA Zones other than the country represented by the President of ARCASIA (two)
- An eminent Architect from any region other than the ARCASIA Region (one)

OFFICE BEARERS 2024-2025

President
Ar. Saifuddin Ahmad
 Malaysia

Vice President (Zone A)
Ar. Devendra Nath Gongal
 Nepal

Vice President (Zone B)
Ar. Saykham Thammanosouth
 Laos

Vice President (Zone C)
Ar. Thomas Cheung
 Hong Kong

Immediate Past President
Ar. Abu Sayeed M Ahmed
 Bangladesh

Honorary Secretary
Ar. Dexter Y.P. Koh
 Malaysia

Honorary Treasurer
Ar. Ridha Razak
 Malaysia

Advisor
Datuk Ar. Tan Pei Ing
 Malaysia

Advisor
Ar. Rita Soh
 Singapore

CHAIRS 2024-2025

Committee Chair (ACAE)
Ar. Jonathan Manalad
 Philippines

Committee Chair (ACPP)
Ar. Zhang Wei
 China

Committee Chair (ACSR)
Ar. Farhana Sharmin Emu
 Bangladesh

Committee Chair (ACGSA)
Ar. Alice Leong
 Malaysia

Committee Chair (ACYA)
Ar. Denny Setiawan
 Indonesia

Chair (Fellowship)
Ar. Debatosh Sahu
 India



4. Schedule & Rules

The Schedule of AAA2024 and any adjustments on the Rules & Conditions for AAA2024 shall be determined by the Awards Committee.

5. Specific Scope of Works and Responsibilities:

5.1 ASC Team

5.1.1 Material

- Preparing the Awards brief and all related Rules & Conditions, Manuals for the Jury, Invitation Letter, relevant Press Release, etc.;
- Preparing digital files of medal and certificate for the selected winners;

5.1.2 Management of Awards Submissions & Entries

- Testing the award submission website/platform;
- Collection and organization of award submissions and entries, online Q&A;
- Review of the unified format of all entries;

5.1.3 Contact & Liaison

- Communication with ARCASIA and SLIA to complete all stages of work;
- Communication with ARCASIA member institutes;
- Communication with all juries;
- Communication with the winners of AAA2024;

5.1.4 Organizing Jury's Judging and Review

- Preparing the schedule of Judging & review;
- Organizing the First Review of Jury in online form;
- Assisting SLIA in conducting the Final physical judging and preparing the digital materials required;

5.1.5 Compilation of Final Results

5.1.6 Visual design and material production

- The design of AAA2024 posters and other relevant visual design;
- Communicating and liaising with local companies to prepare the awards certificates (*SLIA can assist if printing is cheaper in Sri Lanka*);
- To prepare the Awards medals (*Note: ASC could communicate with PAM to assist with the production of medals and delivery*)

5.2 ARCASIA

ARCASIA's representative shall act as advisor and take the lead in monitoring and guiding the overall progress;

5.2.1 Final Physical Judging by Award Jury Panels (ARCASIA Secretariat, if held in KL)

- Organising the final judging logistics, including communicating with the jury panel, providing the venue, accommodation and reimbursement of travelling expenses
- Printing and production of submission materials required for final judging



5.3 SLIA Team

5.3.1 Award Ceremony & Exhibition (Forum host institute's obligation)

- To organise the AAA2024 Awards Ceremony and Exhibition in conjunction with the ARCASIA 22 Forum, under the guidance of the Awards Committee

6. Financial Arrangements

6.1 Income

The income is mainly from the entry fees. In the previous edition, the entry fees was 100USD per submission.

6.2 Bank Account

The entry fees should be deposited into the Bank Account of ARCASIA in Singapore, managed by ARCASIA. ARCASIA would be responsible in managing the financial account related to the AAA2024.

6.3 Income Distribution (TBC)

At the end of AAA2024, the income of AAA2024 shall be utilised by ARCASIA to reimburse ASC Team based on the respective worksopes undertaken.





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AAA Awards Organising Framework - DRAFT

R5 17 Dec 2024

Preamble

The ARCASIA Awards for Architecture (AAA Awards) is an Annual Awards Instituted by ARCASIA for exemplary Architectural Projects in the ARCASIA REGION.

The RULES & REGULATIONS FOR THE ARCASIA AWARDS FOR ARCHITECTURE (AAA) in ARCASIA Handbook Section C.2.6 shall be the main reference document.

ARCASIA hereby invites Member Institutes to submit bids to organise the ARCASIA Awards for Architecture (AAA) for a period of 5 years.

This document outlines the roles and responsibilities of:

- 'ARCASIA' (*vide its Office Bearers and Secretariat*)
- 'Awards Organiser' (*the Member Institute whose bid to organise the Awards is accepted by Council*)
- 'Host Institute' (*of a Forum or Congress*)

The following outlines the AAA Awards Framework:

1. AAA Awards Convenor

The AAA Awards will be administered by a CONVENOR nominated by the Awards Organiser.

2. AAA Awards Committee

The AAA Awards Committee will consist of:

- The Awards Organiser team, led by the Convenor.
- One Representative of ARCASIA nominated by the Office Bearers.
- The Host Institute representative nominated by the host institute of the Forum or Congress of the prevailing year.

The AAA Awards Committee will be supported by the AAA Awards Secretariat established by the Awards Organiser. All three parties will be involved in decision-making discussions at all stages of the award organising work, with regular online/ ZOOM meetings as needed.

3. AAA Awards Jury (five)

The following Jury Panel of five persons, will be jointly proposed and decided by ARCASIA, Awards Organiser & Host Institute:



LEGACY



OVERALL /
INCLUSIVITY



VISIBILITY



ENVIRONMENT

OFFICE BEARERS 2024-2025

President
 Ar. Saifuddin Ahmad
 Malaysia

Vice President (Zone A)
 Ar. Devendra Nath Gongal
 Nepal

Vice President (Zone B)
 Ar. Saykham Thammanosuth
 Laos

Vice President (Zone C)
 Ar. Thomas Cheung
 Hong Kong

Immediate Past President
 Ar. Abu Sayeed M Ahmed
 Bangladesh

Honorary Secretary
 Ar. Dexter Y.P. Koh
 Malaysia

Honorary Treasurer
 Ar. Ridha Razak
 Malaysia

Advisor
 Datuk Ar. Tan Pei Ing
 Malaysia

Advisor
 Ar. Rita Soh
 Singapore

CHAIRS 2024-2025

Committee Chair (ACAE)
 Ar. Jonathan Manalad
 Philippines

Committee Chair (ACPP)
 Ar. Zhang Wei
 China

Committee Chair (ACSR)
 Ar. Farhana Sharmin Emu
 Bangladesh

Committee Chair (ACGSA)
 Ar. Alice Leong
 Malaysia

Committee Chair (ACYA)
 Ar. Denny Setiawan
 Indonesia

Chair (Fellowship)
 Ar. Debatosh Sahu
 India

- President of ARCASIA (one)
- An eminent Non-Architect personality from the host country of Forum where the Awards are to be adjudged (one)
- Two eminent Architects from ARCASIA Zones other than the country represented by the President of ARCASIA (two)
- An eminent Architect from any region other than the ARCASIA Region (one)

4. Schedule & Rules

The Schedule of AAA and any adjustments on the Rules & Conditions for AAA shall be determined by the AAA Awards Committee.

5. Specific Scope of Works and Responsibilities:

5.1 Awards Organiser

5.1.1 Material

- Preparing the Awards brief and all related Rules & Conditions, Manuals for the Jury, Invitation Letter, relevant Press Release, etc.;
- Preparing digital files of medal and certificate for the selected winners;

5.1.2 Management of Awards Submissions & Entries

- Testing the award submission website/platform and liaising with the platform manager Flava Design LLP;
- Collection and organisation of award submissions and entries, online Q&A;
- Review of the unified format of all entries;

5.1.3 Contact & Liaison

- Communication with ARCASIA and Host Institute to complete all stages of work;
- Communication with ARCASIA member institutes;
- Communication with all juries;
- Communication with the winners of AAA;

5.1.4 Organizing Jury's Judging and Review

- Preparing the schedule of Judging & review;
- Organizing the First Review of Jury in online form;
- Conducting the Final physical judging and preparing the digital materials required;

5.1.5 Compilation of Final Results

5.1.6 Visual design and material production

- The design of AAA posters and other relevant visual design;
- Communicating and liaising with local companies to prepare the awards certificates
- To prepare the Awards medals

5.1.7 Final Judging by Award Jury Panel

- Organising the final judging logistics, including communicating with the jury panel, providing the venue, accommodation and reimbursement of travelling expenses
- Printing and production of submission materials required for final judging
- The venue of the final judging shall be subject to ARCASIA's approval.



5.2 ARCASIA

- 5.2.1 ARCASIA's representative shall act as advisor and take the lead in monitoring and guiding the overall progress
- 5.2.2 Upgrading and modification of Awards platform, if required, will be under the purview and responsibility of ARCASIA. However, the Award Host Institute may suggest or propose the required upgrading.

5.3 Host Institute

- 5.3.1 Award Ceremony & Exhibition (Host institute's obligation and cost)
- To organise the AAA Awards Ceremony and Exhibition in conjunction with the ARCASIA Forum or ACA, under the guidance of the Awards Committee
 - To invite the jurors to attend the AAA Awards dinner (accommodation and local hospitality limited to 2 nights and free Forum/Congress registration)

6. Financial Arrangements

6.1 Income

The income is mainly from the entry fees. In the previous edition, the entry fees was 100USD per submission. Any adjustment shall be subjected to approval by the ARCASIA Office Bearers.

6.2 Bank Account

The entry fees shall be deposited into the Bank Account of ARCASIA in Singapore, managed by ARCASIA. ARCASIA would be responsible in managing the financial account related to the AAA.

6.3 Expenditures

The following are the costs which will form the expenditures of the income of AAA:

- i. Microsoft Azure Server Hosting
- ii. System for Award Submission
- iii. Renewal of Domain Name
- iv. Medals
- v. Certificates & framing
- vi. Jurors' Souvenir/Token
- vii. Jurors' flight, accommodation and local hospitality for the 1 session of final judging (unless judging is done online)

6.4 Income Distribution (TBC)

At the end of each AAA cycle, the income of AAA shall be utilised by ARCASIA to cover the expenditures incurred as listed in 6.3.

- Model 1:

Profit (Income – Expenditure) sharing with Awards Organiser (50% for ARCASIA and 50% for Award Hosting Institute)

This is currently being practiced for 2023 & 2024 cycles



- **Model 2:**

Income - % of total income to be retained by ARCASIA

The amount to be disbursed to the Award Organiser within 30 days upon completion of the Congress/Forum.

