MINUTES OF THE 77TH COUNCIL MEETING
HELD AT PROFESSIONAL CENTER, VELETTA, MALTA
ON 27TH NOVEMBER 2015 AT 9.00 HRS

Present
Rukshan Widyalankara (RW) President Sri Lanka
Vincent Cassar (VC) Senior Vice President Malta
John Geeson (JG) Secretary/ Treasurer UK
Mansur Ahmadu (MA) Chair (Education) Nigeria
Jayantha Perera (JP) Chair (Communication) Sri Lanka
Kalim Siddiqui (KS) Vice President, Asia Pakistan
Sithabile Mathe (SM) Vice President, Africa Botswana
Christos Panayiotides (CP) Vice President, Europe Cyprus
Dik Jarman (DJ) Vice President Oceania Australia
Chandana Edirisuriya (CE) Chair-Elect (Practice) Sri Lanka
Kasthuri Marimuthu Secretary (Writing Minutes) Sri Lanka

Apologies
Mubasshar Hussain (MH) Immediate Past President Bangladesh
Jalal Ahmed Vice President (Elect) Asia Bangladesh
Steven Oundo Chair (Practice) Kenya
Peter Oborn Vice President (Elect) Europe UK

1.0. CALL TO ORDER & APOLOGIES
President called the meeting to order and noted the apologies as above. He mentioned that CE is present as the incoming Chair of Practice. He also mentioned that there will be two presentations later on by Brian Moore of BBA and Arif Zaman of Commonwealth Secretariat.

2.0 OPENING REMARKS BY THE PRESIDENT CAA
President welcomed the Council to the meeting. He thanked all those who were able to attend. All members were happy to be present in the scenic country Malta and thanked KTP and especially Vincent for doing a great organization. It was also good for CAA to have been present during CHOGM events and further the Student Competition Exhibition and the Meeting with Prime Minister of Malta were the highlights of the visit. President presented tokens of appreciation to Council of KTP which were accepted on their behalf by VC.

3.0 OPENING REMARKS BY THE HOST
VC welcomed the Council to Malta. He was happy that many members were able to be present and thanked all those attended.
4.0 **CONFIRMATION OF THE MINUTES OF THE GOLDEN JUBILEE COUNCIL MEETING (76TH)**
HELD ON 15TH JUNE 2015 AT RIBA, LONDON
Minutes of the 76th Council Meeting was confirmed without any amendments.

5.0 **MATTERS RISING FROM ABOVE**

5.1 **LOCATION OF THE ARCHIVES**
JG spoke about the importance of preserving past CAA records and the need for someone to go through and collate them in order to decide what needs to be scanned. There being approximately 80+ boxes filled with paper and box files with previous publications by CAA, old correspondence, journals, minutes, presentations etc. RW suggested scanning and uploading the important records/documents in the cloud, so that it would be available without being present at the location.

SM suggested someone should sort through them and to get a full understanding of the content and separate the important ones. This can be by a person in UK and need to approve a budget for this. Second is the scanning and documenting. Once we ascertain the scale of the documents the physical housekeeping can be decided including requesting MOs willing to retain those documents. She suggested shipping the documents to cheaper location such as Botswana or Sri Lanka.

DJ suggested that first we need to ascertain what we’ve got, the weight, how big the project is, then maybe advertise and find a student doing a PHD interested in that or pay someone to do it. But it’s better if it’s someone who has been with the CAA for a while and knows the value of the documents and is able to tell what is valuable and what is not. He suggested intelligent scanning and OCR, a searchable database which is much more valuable.

JP suggested that one member country takes the responsibility to keep the archives and if this can be a country where the budget for the scanning is reasonable, then we can ship the whole thing to that country. JG mentioned that he may be able to find a store and document them, but it will be expensive scanning in UK.

RW concluded that we leave this in JG’s hands, to go through and ascertain what the scale of it is as well give a budget, so we can grant approval to proceed.

5.2 **SHARING OF CPDS**
RW stated that RIBA has taken action and CAA is working with Joni Tyler, Head of CPD at RIBA. He requested DJ to follow up with AIA as well. Previously, David Parken has got the relevant Officer to work on it and it would be good if CAA can share the CPDs with MOs thro’ the web.
6.0 ADMINISTRATION & FINANCE MATTERS

6.1 BUDGET 2015/2016

JG stated that he hadn’t done much change to the budget since June. We have exceeded the subscription income but haven’t met expectations on income. By end of September we were at 88% of our expected income which will rise to about 93% if dues from Bangladesh are received. The issue is banking restrictions on transfer of funds. RW requested a note from JG addressed to the president of IAB which he will forward to MH and MH may be able to transfer the funds.

JG stated that there’s no apparent grant coming from the Commonwealth Foundation. Income from validation activities is materializing. There hadn’t been much income from Practice & Communications, because the Specialist List is free until the end of the year and then hopefully we get renewals and income from next year. ($400 was received as sponsorship for an insert in the eJournal). CAA has spent 50-52% of the budgeted expenditure by end of September. We didn’t spend as much on the assembly and council meeting, except on the Student’s Competition. The cost of this meeting wasn’t in the original budget but we agreed that we could afford it including the books/publications for the student competition exhibition. All in all we’ve had a profitable year and that will add to our reserve. At present we have around 55,000 pounds in the bank and expected to be 30,000 reserve at the end of the year.

JG mentioned that RIBA had a very ambitious plan for the GA conference but were disappointed that the take up for the conference had been poor from the UK. He has been told that RIBA has made a loss of 200,000 pounds on the conference and that they will not subsidise further development on the Design City Resilience Work Group. Though RIBA hasn’t requested, JG suggested that CAA makes a contribution to mitigate part of the loss as we don’t want to discourage MOs from volunteering to take on the conference and the GA. This gesture, would be appreciated by RIBA and suggested to be 10,000 pounds.

RW mentioned that CAA has a document for hosting GAs that goes into all MOs before the session starts, and that document states that there will be a contribution from CAA though the amount is not specified.

Few were not in favour of a contribution, since RIBA haven’t officially requested, whereas we can use that money in a more productive manner. Further, the basis of the calculation of the loss is not communicated to CAA. The ability for countries to host the GA depends on their financial standing and to subsidise countries like UK and Australia with above average income is not expected. In 2010, CAA was about to disband due to financial reasons as RIBA were asking to reduce the subscriptions.
It was agreed that a contribution of 10,000 pounds be made not as a direct contribution but as assistance on another RIBA’s project. RW requested the 2 trustees (JG & DJ) to have a discussion with Peter and work out a modality for the contribution and circularize the council.

CP requested that his objection be recorded.

6.2 MEMBER SUBSCRIPTIONS - UPDATE
JG stated there’s no update other than the Bangladesh matter.

6.3 CAA ASSISTANCE TO MOS -
A04 - Proposal for CAA funding of Projects by JG was tabled. JG stated that due to reduction in Administration costs since last year we have surplus income to fund projects appropriate to MOs. This document sets out a process for support of projects that demonstrate the value of CAA and its ethos. Such requests by MOs will be voted for by the Council before disbursements are made. CP mentioned that it may not be the right time for this, but it is important that CAA is financially consolidated first.

After a detailed discussion it was decided that MOs are informed at the commencement of the year with an indication of the amount available for funding. A closing date and the disbursement procedure to be also informed. JG agreed to improve the Proposal and re-forward to council.

Stemming from the above, RW mentioned that CAA would facilitate smaller MOs to obtain technical support from larger MOs such as RIBA and AIA. This could be thro’ exchanges and visits to ascertain the management of MOs. The proposal should not to be a burden to any MO, but for CAA to take a part of this funding.

2 suggestions by DJ were discussed;
   a. 2nd Year Students design project of pre-school in South Africa. Contribution to some parts of the costs which will also allow advocacy to CAA.
   b. Papua New Guinea and Figi Associations of Architects need assistance to improve the institutional management. CAA could reach out with our membership either in their Master Class by providing an architect or providing expertise for institutional development.

All 3 projects were approved and Council requested detailed proposals. DJ agreed to forward by the coming week.

7.0 Constitutional Amendments
Subsequent to the last GA, responses to Amendments were received from HKIA & RIBA. RIBA proposals were discussed. Some suggest fundamental changes to Constitution and was not in line with the resolution reached at GA.
In keeping with the mandate received at the GA, it was decided that CAA proceeds on the Constitution amendments by circularizing to all MOs the final version and take an electronic vote on it.

It was decided to continue the discussions with RIBAs on their comments and ratify the agreed amendments at a later stage.

8.0 Validation Activities
8.1 Appointment of ExCom
The list of ExCom nominations were discussed in detail. It was thought that the Committee should be having a balance between Academics and practitioners. The criteria of selection was also given in Green Book. The following nominees were appointed for a period of 2 years.

Sithabile Mathe, Pro-tem Chair (Botswana)
Kirsten Orr, (Australia)
Antoine Zammit, (Malta)
Jayantha Perera, (Sri Lanka)
Samuel Owusu Afram, (Ghana)
Barnabas Nawangwe, (Uganda)
Christos Panayiotides, Chair (Education) (Cyprus)

The members of the previous ExCom have resigned and hence their names would be deleted from the Validation Panel. In addition to the list of previous panellists, the following nominations will be added to the Validation Panel.

Susan Kibue, Panellist (Kenya)
Iniobong Jonah Ukpong, Panellist (Nigeria)
Isyaku Bala Usman, Panellist (Nigeria)
Nnaobi Ifeanyi Thomas Herbert, Panellist (Nigeria)

8.2 Report by Validation-in-Charge
SM briefed the Council the activities during the interim period. Since June we have had 2 visits both to South Africa. First to Cape Town University of Technology. They were granted conditional approval as some aspects of their programme is not to standard and another visit will be made next year.

The second visit was to University of Natal. This was a re-visit as previously they were granted a conditional validation and since then there have been interim visits. Unconditional Validation was granted.

There are more visits coming up, including another visit to South Africa and 5 schools in Kenya. The 5 schools in Kenya will be done at the same time to save costs for MOs.

Validation workshop is being planned to train validation members and to find a strategy to train Validation Panel members as well.
JG inquired about the costs of such visits for budgeting purposes.

9.0 Education

9.1 CAA’s Education Structure & their Relationships

A06- The Structure of CAA’s Education Activities was tabled. The said documents establishes the relationship between the 3 main education organs of the CAA, viz. Chair (Education), validation ExCom and The Work Group on Education. MK noted that it should be referred to as the Validation Panel and not Committee. ExCom is the Validation Committee and Panel consists of members to assist in Validation activities as also described in the Green Book.

It was agreed that the Paper clearly delineates the roles and responsibilities of the different committees. MK noted that one positive aspect is the separation of members of ExCom and validation Panel when visits are made to a School. Based on a suggestion by CP, it was also decided that Chair Education be a member of the ExCom as it would be easier for the reporting at Council Meetings.

It was agreed that SM, MK, and CP to discuss and suggest the amendments to the document and circularize within 2-3 weeks.

9.2 Volunteer Service Agreement

A07- Volunteer Service Agreement was discussed.

Based on also practice by other Associations, CAA felt it is important that the expectations between CAA and various members of Committees are recorded not so much as a contract but as a volunteer agreement. Members take on roles that have fair amount of responsibilities and therefore a clear knowledge of responsibilities should be listed without leaving any grey area. The agreement also covers Confidentiality and ownership of work.

The Agreement shall be worded to suite the Committee. Approved for the use with appointments to future Committees.

10.0 Work Groups

10.1 Work Group on Socially Responsible Architecture.

On behalf of President SLIA, JP made a presentation of a project done in Sri Lanka by SLIA of an old library building in the Northern parts of SL. CAA can also request a MO to organize a workshop on behalf of CAA or dedicate a Session in their Annual event for Work Group activities. JP was requested to forward a strategy document from SLIA to be approved by Council. Once the concept Paper is accepted he suggested that it be circularized to all MOs so that they can propose projects to be supported.
10.2 **Work Group on Education.**

On behalf of Mark Olweny- Chair of Education Work Group, a Report was presented by SM. The report suggested more representations in Work Group from Asia and Americas. The report identified 4 theme areas to work on; viz. validation including Canberra Accord, Education -with closer collaboration between organizations, Student Activities, & Teaching Staff. Report was accepted by council and requested Mark to submit a strategy document.

The Council also accepted a proposal by RW to grant Awards in various MOs for students as ‘The Commonwealth Association of Architects Award’. The sponsor will have to fund the award money and CAA will not be able to expend funds. The system and criteria of the Award can vary between different organizations but it is best to be within ethos of CAA. The Council Members can begin in their own MOs as a start, and CAA will underwrite the Award. A concept paper & guideline to be presented to Council.

10.3 **Work Group on Designing City Resilience.**

JG presented a paper on behalf of Peter Oborn. Peter has listed some of the international programmes CAA could be involved in, as well as those can tie up with the Work Group activities. The Council accepted the report and requested a strategy document from Peter which will be done with the assistance of RIBA.

11.0 **Robert Mathew Award- follow up.**

KS made a video presentation of the arrangement in place for RM Award. The dates and locations have been finalized. Some of the locations have great historical value. KS was requested to include additional information on RM award so that we can host in the web. The price money was best to be sponsored and CAA has already discussed with CEO of RMJM- the practice of Sir Robert Matthew.

12.0 **Presentations.**

President has had a fruitful meeting with Claire Curtis Thomas, Director and CEO of British Board of Agrement (BBA) in London. BBA is the premier certification Agency in the Construction sector in Britain. CAA discussed with BBA the need to assist member countries to improve construction standards in commonwealth countries. This was principally accepted by the CEO who also suggested a franchise arrangement.

Brian Moore, Director of BBA travelled to Malta specifically for this discussion with the Council and made a detailed presentation of BBA activities and how this could be achieved.

To take this forward CE was requested to continue the discussion with BBA and finalize for the approval of the Council.
Also, a presentation was made by Arif Zaman, Executive Director of Commonwealth Businesswomen’s Network (CBW), the only accredited organisation focused on women’s economic empowerment and recognised by 53 governments.

Tokens of appreciation were presented to both Brian Moore and Arif Zaman.

13.0 Conclusion.
There being no other business the meeting concluded at 5.30 PM. A council photograph was subsequently taken.

Nadeesha Yahampath
EXECUTIVE DIRECTOR