MINUTES OF THE 86TH COUNCIL MEETING
HELD ON 6TH DECEMBER 2017 VIA “GO TO MEETING”

Present
Vincent Cassar (VC)  President  Malta
Kalim Siddiqui (KS)  Senior Vice President  Pakistan
Rukshan Widyalankara (RW)  Immediate Past President  Sri Lanka
Jayantha Perera (JP)  Chair (Communication)  Sri Lanka
Chandana Edirisuriya (CE)  Chair (Practice)  Sri Lanka
Peter Oborn (PO)  Vice President Europe  UK
Dik Jarman (DJ)  Vice President Oceania  Australia
Sithabile Mathe (SM)  Vice President, Africa  Botswana
Nadeesha Yahampath (NY)  Executive Director  Sri Lanka (Recording)

Apologies
John Geeson (JG)  Secretary/ Treasurer  UK
Christos Panayiotides (CP)  Chair (Education)  Cyprus
Chandana Edirisuriya (CE)  Chair (Practice)  Sri Lanka
Wycliffe Morton (WM)  Vice President Americas  St. Kitts and Nevis
Jalal Ahmed (JA)  Vice President, Asia  Bangladesh

CALL TO ORDER & APOLOGIES
President called the meeting to order and noted the apologies as above. However, it was understood that CP, CE, JP and KS could not attend on time due to network failures.

1.0 CONFIRMATION OF MINUTES OF THE 85TH COUNCIL MEETING held in Seoul, Korea.
Meeting Minutes were approved as in order.

2.0 MATTERS ARISING FROM THE PREVIOUS MEETING
The items were discussed as going through the Agenda by items.

3.0 FINANCIAL REPORT UPDATE
Financial Report was taken as read as JG was not on line.

Income is at 71% of budget for the year. This is largely through Subscriptions despite the fact that only 12 MOs have paid so far. Income from Validation is not satisfactory on expectations and there is no income from any other activity.

Expenditure was at 47% of budget, however since then we have paid the expenses for the Seoul Council meeting. Canberra Accord cost were about on budget as will be Council meeting costs. We have yet to spend the allowance for the Archive work as JG has not been able yet to find anyone to carry out the next stage of analysis and sorting prior to permanent storage. There have been no claims on the assistance fund.

Reserves were £86720.43 at the end of September but it is likely this will reduce to around £75000 by the end of the year.
4.0 STATUS OF SUBSCRIPTION
It was noted that only 12 MOs had paid their subscription for 2017. NY is to send reminders to defaulters. VC stated that Bangladesh still have not paid their 2017 subscription and the arrears for previous years.

5.0 MOS AND NON-MOS DATA BASE
VC informed about the questionnaire he sent asking for MOs details. We received only from 12 MOs i.e. Africa (Rwanda, Botswana, South Africa); Asia (Malaysia); Europe (UK, Cyprus); Caribbean & Americas (St Kitts & Nevis, Guyana, Belize, Trinidad & Tobago, Barbados); Oceania (New Zealand). VC requested the vice Presidents to follow up on this and try to get the data base updated.

NY and VC will compile the details and try to update the database.

6.0 UPDATE ON ARCHIVING PROJECT
The email by JG was taken as read and JG was urged to proceed accordingly. JG had requested Steffie Weinraub to go through the Archive. The process will take about 2 to 3 weeks to sort out the piles of documents. The sorted Archives will most probably be stored at the same place where RIBA have their archives. This is still under discussion and will obviously under payment.

7.0 REPORT ON VALIDATION PROCESS
SM referring to her paper presented at the 85th Council meeting said that not much progress had been registered as the feedback on what was decided at that meeting was conveyed to her attention a bit delayed. SM promised to send an updated time frame.

SM will submit her revised dates for validation proceedings as per the proposal approved by the council at the last Council Meeting.

VC indicated that the Minutes are being circulated a bit late so that the Council is not updated with their respective action points on time. Therefore, VC advised to prepare the draft Minutes within 2 or 3 weeks, so that the Council members could make progress on what they have to action.

8.0 REPORTS BY VPs
The only report received was from PO. VC urged the other VPs to make it a point to present their reports at every Council meeting.

PO had highlighted about the issues he tried to address at the Regional meeting held in Cyprus and also the points as indicated below.

CAA Europe, Regional Meeting: Council is reminded that the following issues of concern to the profession arose at the regional meeting held on 31 July 2017 in Cyprus:

a) 5.1 Declining fee levels and threats to scope of service.
b) 5.2 Public sector procurement and lack of interest in architectural quality.
c) 5.3 Continuing professional development
d) 5.4 Building information modelling
e) 5.5 Demonstrating the value of design: eg awards, lectures, exhibitions
RIBA International Student Charrette: PO confirmed having circulated blogs from the students who attended the Charrette on behalf of the CAA, together with a link to a video which has been uploaded to YouTube. He emphasized that it is good if these could be published on the CAA website.

Prince’s Foundation for Building Community, Rapid urbanisation Toolkit: PO Confirmed having arranged for architectural practice, Allies and Morrison, to provide resources to help document the ‘Rapid Urbanisation Toolkit which will be published sometime before CHOGM. The CAA and CAP have both been involved with development of the toolkit.

Royal Commonwealth Society, Photographic Competition: As it has not been possible to raise sufficient sponsorship for this initiative, it has since been abandoned.

CAA Survey of the profession: PO confirmed having tried to persuade a number of MO’s to complete the survey following the UIA meeting in Seoul with some success, albeit we have still not received a response from PAM in Malaysia, which is disappointing. He said we need to start planning when and where we intend to launch the survey, taking the opportunity perhaps to arrange a reception and/or a roundtable, making sure we have media coverage.

PO had recently met William Cobbett, Director of Cities Alliance who told me they have concluded that lack of capacity at local government level is one of the biggest threats to delivery of the SDG’s.

Overseas Territories Joint Ministerial Council: PO also confirmed having recently attended a meeting at Lancaster House as part of a Private Sector Task Force to present to the Overseas Territories Joint Ministerial Council, chaired by Lord Ahmad and the new Secretary of State for Overseas Development, Penny Mordaunt, about how the private sector can help support the reconstruction effort following hurricanes Irma and Maria. The Task Force was organised by the Commonwealth Enterprise and Investment Council.

Commonwealth Heads of Government Meeting (CHOGM) 2018: PO gave a heads up about CHOGM 2018 which will take place in London between 16th and 20th April 2018. The event is being planned.

PO confirmed having been involved in the following related activity:

Advocacy Paper: PO described that he worked with Commonwealth Association of Planners and the Commonwealth Local Government Forum to produce a paper advocating for the inclusion of Urbanisation on the CHOGM agenda. This has been circulated to the Commonwealth Secretariat, Commonwealth Organisations and the Cabinet Office. While it seems unlikely that ‘Urbanisation will appear as a standalone theme, the paper helped enable CAP and CAA to volunteer to produce the paper on ‘Sustainability’ which will be presented to the Committee of the Whole.

Sustainability paper for presentation to the Committee of the Whole (now referred to as Senior Leaders): CAP (Clive Harridge) and CAA (Peter Oborn) have volunteered to lead preparation of a two-page paper which is being prepared for presentation to the Senior Members on the theme of Sustainability. This will form one of five papers to be presented, the others being: Safety, Prosperity, Fairness and Partnership. The paper needs to be submitted by the end of January and the presentation will take place in London on 20 March 2018, in advance of CHOGM.
Engagement with the Youth Forum: PO has met with student representatives from CAP and young Council members from the RIBA in an attempt to stimulate engagement with the Youth Forum. PO also placing them in contact with the students who attended the Charrette earlier in the year. Current plans are to pose a question related to the delivery of the Sustainable Development Goals and then to hold a webinar which can feed into an event in London, the output from which can in turn be fed into the Youth Forum, from which a Communique will be produced.

Engagement with the Business Forum: PO had made contact with the Commonwealth Enterprise and Investment Council and asked for an opportunity to engage with the Business Forum.

Engagement with the Women’s Forum: I am placing an equalities rep from the RIBA in touch with the organisers but further
PO said that engagement from Council Members would be welcomed.

CAA support for the Commonwealth Secretariats Strategic Plan for 2017/18-202/21: PO said that he worked with Vincent to submit a response to Comm Sec’s invitation for MO’s to show how they intend to support delivery of their strategic plan. A copy of the letter has been circulated to Council.

World Urban Forum: PO has decided to attend the World Urban Forum on his own account but will obviously be happy to advance the CAA while there and will be interested to know if any other Council Members are planning to attend.

DJ appreciated the work that PO has got involved for CAA’s visibility. Indeed PO valued the Survey DJ was thoroughly engaged in.

9.0 WEBSITE DEVELOPMENT
It was remarked that a good number of items appearing on the website were outdated and that moreover a number of events that happened over the last months were not being featured on the website e.g. CAA posters and video at the UIA Conference 2017 exhibition, Student Charette video, etc.

The unpublished posts will be followed up and looked into with immediate effect by the Secretariat with supervision by Chair of Communication.

According to JP’s report, Networking Committee still not set up by the council 2016-2019 to facilitate networking among member Organisations, JP (Chair of Communication) and VC (CAA President) are Ex Office Members - we need to appoint at least 2 more members from MO’s.

The Terms of reference for the committee is to organize a programme for the networking of member organizations and their activities as stipulated.

10.0 E-JOURNAL
VC noted that the journal was not being published on time every quarter. He added that he would prefer to see more frequent issues even with less material in each. He also remarked that it was doubtful whether MOs were in fact circulating the journal to their members.
NY stated that the problem for the secretariat is to collect articles from the MOs on time. However, the E-journal committee look forward to publishing the Next E-Journal by end of December or may be first Week of January.

11.0 REPORT OF TASK FORCE VISION 2030
As per DJ’s brief, it was decided that CAA should hold a Press Briefing in the week before CHOGM 2018 (either on the 12, 13 or 14 April) in order to present the results of the survey. PO is to advise on the best date and ways to launch the survey. A CAA Council meeting will also be held during those dates.

SM stated that it would be great if we could look at a draft programme of CHOGM, so that we can get well organised.

It was also agreed to have the full results of the survey published in electronic format on the website. Moreover, a reduced version, outlining the main points emerging from the survey, would be produced and presented to Heads of Government attending CHOGM in a printed format.

It was also agreed that the full results of the survey would be forwarded to those MOs who feature in the survey for them to confirm whether CAA has interpreted correctly the data they provided as proposed by KS. DJ will be taking care of this with MOs given a week to respond.

12.0 REPORT ON PAST EVENTS
a) UIA Conference 2017 in Seoul - Council expressed its appreciation for the work done by KS in the production of the posters and video for the exhibition. It was also remarked that such material should feature on the website. KS to provide the relative material to NY.

b) Commonwealth Local Government Forum 2017 – VC said that he had attended the Conference and that he had made contact with Eric Beaume, Deputy Head of Unit for Cities, Local Authorities and Infrastructure within the Directorate for Planet and Property in the EU Commission Directorate General for International Co-operation and Development and with William Cobett, Director of the Cities Alliance which is a Global Partnership supporting cities to deliver sustainable development. VC said that he had forwarded contact details of the two gentlemen to PO.

13.0 FUTURE ACTIVITIES
a) New Urban Agenda Conference being held in Kuala Lumpur between the 7-13 February 2018 on the theme ‘Cities 2030 – Cities For All: Implementing the New Urban Agenda’. PO indicated his intention to attend the Conference.

b) CHOGM 2018 - Council members are to indicate whether they intend to attend the CHOGM event (16-22 April 2018) and whether they wish to attend any of the four Forums (16-18 April 2018) and make a presentation (Women’s Forum, Business Forum, People’s Forum, Youth Forum).

Through this arrangement Council members should preferably be in London as from the 12/13 April (exact date to be decided as soon as we receive from PO) to the 18 April in order to attend the Forums. It will be up to each individual member
to stay beyond the 18 April. According to the information available the 19-22 April will be mainly dedicated to meetings by the Heads of Government which meeting will be held at Windsor.

c) Photographic Exhibition – This has been abandoned due to lack of sponsorship.

a) Robert Matthew Award – VC said that we must start promoting the Award with the MOs. KS to provide documentation used in previous years. As discussed, RMA will be held in March 2019. The initial documents related to RMA will be shared by NY. KS will coordinate with NY on same.

b) Regional Meetings - VC remarked that up till now only PO had organised a Regional Meeting. He urged other VPs to do likewise. DJ indicated that he was trying to organise one such meeting for his region. VC said that he should be informed of such meetings well beforehand as he would consider attending. DJ requested to know whether such meetings would be sponsored by CAA.

c) General Assembly - VC remarked that the next GA should occur in March 2019 and that we should ask MOs to register their interest in holding such a GA. NY is to share the previous templates in order start working on same.

14.0 AOB & CONCLUSION.

a. Commonwealth Secretariat call for projects for funding - It was remarked that we had not received any proposals from MOs. It was decided to send a reminder.

b. Letter to Commonwealth Secretariat in response to the Commonwealth Strategic Plan. PO explained briefly the contents of such a letter which had been circulated previously to Council members.

c. SM remarked that she would like to have at least one member on the Validation Excom from each Region. She singled out a representation from RIBA on behalf of the Europe Region and one from the Australian Institute of Architects for the Oceania Region.

d. NY stated that the last time’s cash price for the RMA had not been given to the respective winners and we must look into it. This must be checked with JG and in the past communications regarding the award. NY said that she will speak to JG regarding the cash price and update the Council.

The Next Council Meeting will be held on 7th March 2018 via “Go to meeting”.

There being no other business, the meeting adjourned at 5:45PM.

Nadeesha Yahampath
EXECUTIVE DIRECTOR
28th December 2017