MINUTES OF THE 88TH COUNCIL MEETING
HELD ON 19TH APRIL 2018 AT 3:30PM
VENUE: RIBA

Present
Vincent Cassar (VC) President Malta
Kalim Siddiqui (KS) Senior Vice President Pakistan
Rukshan Widyalankara (RW) Immediate Past President Sri Lanka
John Geeson (JG) Secretary/ Treasurer UK
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
Christos Panayiotides (CP) Chair (Education) Cyprus
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.

1.0 CONFIRMATION OF MINUTES OF THE 87TH COUNCIL MEETING held VIA “Go to Meeting”.
Meeting Minutes were adopted and approved as in order.

2.0 MATTERS ARISING FROM THE PREVIOUS MEETING
The previous matters were discussed as going through each item on the Agenda.

3.0 FINANCIAL REPORT UPDATE
Financial Report for the first quarter of the year was presented by JG.
- 3 Year budget agreed in Malta has been taken into account.
- Bank Reserves are GBP 90000 and the reserves should be kept as per principles of the Charity Commission is GBP 30000.
- Hence Australia and New Zealand are not being calculated, the subscription income is substantially less than the previous years.
- He suggested the projected income should be worked out since last year CAA did not have any of the expected income from intended events and activities.
- Architects list website has not been turn around very well during the past years.
- We have spent money for the Validation, Canberra Accord Meetings, minimum of GBP 22000 which is about half of the budgeted amount this year.
- JG emphasised that we need to look at realistic/strategy as how and what will work well for the Association.
- JG said other Sources of income needs to be looked at.
Further discussions went on regarding the travel expenses of the Council members. The following points were highlighted.

- We should see possibilities where members could attend the meetings bearing their own travel costs or sponsored by the local institute.
- CAP follows the procedure which, the members bear their own travel costs.
- ARCASIA members are all the Presidents from the local Institutes, so that they get themselves paid from the local institute.
- We must understand the responsibility and commitment in the representation as we go forward to minimise the travel costs.
- KS stated that getting the Local Institute to sponsor the representation at least for VP’s would be a cost saving for CAA.

4.0 STATUS OF SUBSCRIPTION

- As per JG’s records We have received subscription payments from eight MOs for 2018, i.e. Botswana, South Africa, Cyprus, Pakistan, TTIA, RIBA, Rwanda, Malta.
- Nigeria has not paid their subscription and the total arrears including 2018 is roughly GBP 9000
- The expected subscription this year is GBP 48000.
- JG said that we are able to lower the subscription amount in order to recall resigned memberships.
- PO said we should be able to overcome this situation with the benchmarking which will form up in the near future.
- DJ said; maybe we could try having a Council Member from minimum paid member Country, in order to have them retained in the membership. DJ will approach NZIA and try bringing them back to the CAA.

VC stated that suspension would not be the solution to overcome the situation. RW stated that since we lose the major 2 MOs who had been paying major portion of the sub, CAA has to address the issue immediately.

PO said that on delivering value to seek more memberships would be workable. He also stated that it is good news that the Non-member organisations had replied to the CAA Survey. May be their only issue is the Member fee.

RW stated that reducing the Subscription amount will not be the remedy.

JG said that we need to have the Regional Meeting to fulfil CAA’s commitments.

VC emphasised that the Regional meetings are very important and we can address the Africa region in next Month. Likewise, we should be able to support each and every region in their concerns. Therefore, going forward, we should commit ourselves to have the regional meetings and decide as how we go through the benchmark working.

PO suggested that the VPs use the Survey to meet the regional members and non-member organisations to come up with their future projections. We should try recall IIA once again.
JG suggested that we should officially write to all the Member Organisations of the Commonwealth with ccd to VPs, requesting their intentions/comments as why would not they becoming a member of CAA.

5.0 UPDATE ON ARCIVING PROJECT

JG has had further discussions with RIBA to have the archives stored in their long-term store subject to a payment. However, SM will go through the validation papers when she is in London during mid-May for Canberra Accord Meeting. It was suggested to minimise the quantity to the minimum by checking the importance of the piles of documents.

It was suggested whether we could distribute to the students who needs historical details which would support them in their ambitions.

JG agreed to keep the archives as is in his office upto end of May until the papers are sorted and then move the rest to RIBA once agreed with the payment.

6.0 REPORT ON VALIDATION PROCESS

SM reported that the Excom meeting was held at RIBA on 17th April 2018. The attendees were, SM, JP from CAA, Allen Jones (AJ), the new appointed Validation Committee member, Vice President Education of RIBA, CE, the Chair of Practice as an observer and NY, Ag. Executive Director CAA.

The following items has been taken into discussions:

Future Validation Activities:

On-going validation activities as follows:

**Bangladesh:** The Bangladesh University of Engineering and Technology, Department of Architecture has expressed an interest to CAA to validate its program. SM has forwarded the current Green Book to them and a further response is awaited.

**Uganda:** The Uganda Martyrs University was due to be re-validated for its Architecture Programs in August 2017 and has requested a series of postponements. Further attempts to set a definitive date have not been successful. During a meeting with the Uganda Society of Architects it was mentioned that they are under-going major changes to their program and institution and would contact CAA once further clarity was achieved.

**Kenya:**

University of Nairobi: Further to the last validation visit recommendation outcomes, there is a re-visit due in August 2018.

Jomo Kenyata University of Agriculture and Technology – The validation visit has been postponed several times due to political unrest on the campus as well as in the country. A new date is yet to be set.

**Ghana:** Kwame Nkrumah University of Science and Technology is due for a re-visit in February 2019.

Green Book Review:

The next major item for the Excom to complete is the review process for the Green Book. This should have been completed before thus it is important that this is carried out within 2018. The Excom needs to arrange for a dedicated meeting to address the required tasks.
Availability of present members suggested end of July 2018. A time and venue will be decided in consultation with all. In the interim, all Excom members to review the current document and prepare issues to be addressed or discussed. Consultation will be sought from MO’s and validated schools as well. AJ suggested establishing a Survey Monkey platform for this and will share the details of what might be considered part of this review.

Annual School Reports:
AJ enquired whether CAA receives annual reports from schools. Currently no. AJ suggested this be considered going forward as a means to review implementation and accuracy of self-assessment reports for visits. This will form part of the Green Book revision.

RW inquired about the political impact in having Allen Jones in the CAA Validation Executive Committee. It was concerned and decided that CAA President write to RIBA officially with regards to this matter, thanking them for introducing Allen Jones for this position and obtain the Local Institute’s consent in writing for future records and negotiations to comply with the terms of nominations through the local institute.

7.0 REPORT FROM VICE PRESIDENTS
There were no specific reports been forwarded to the Council from the VP’s, however PO briefed about the Round table and the launch of the survey of the Architectural Profession in the Commonwealth.

The following Council members represented CAA at the Round Table - “Towards a common Future” - Building capacity to respond to Rapid Urbanisation in the Commonwealth which is hosted by Bob Neil MP and convened by the UK built environment Advisory Group on behalf of the Commonwealth Association of Architects and the Commonwealth Association of Planners and the Princes Foundation.

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Nadeesha Yahampath (NY) Executive Director

At the Round Table, the Representatives agree collaboration is needed to build capacity and develop more effective solutions for Commonwealth countries which are urbanising most rapidly and are among the most vulnerable.

The collaboration was agreed at a roundtable held at the Houses of Parliament yesterday and attended by government and United Nations representatives, INGOs, and the built environment professions. The roundtable coincided with the 2018 Commonwealth Heads of Government Meeting.
The roundtable was also used to launch the Commonwealth Association of Architects’ Survey of the Architectural Profession in the Commonwealth and the Commonwealth Association of Planners’ Survey of the Planning Profession in the Commonwealth. Both surveys have identified a critical lack of capacity in a number of Commonwealth countries, many of which are rapidly urbanising and are among the most vulnerable. They also reveal a corresponding lack of educational and institutional capacity. These countries are unable to train professionals fast enough to compensate for the shortfall together with a perceived weakness in built environment policy in terms of standards, implementation and enforcement.

Representatives were also presented with the ‘Planning for Rapid Urbanisation Toolkit developed by the Prince’s Foundation, for use by rapidly growing cities with limited access to technical expertise. The toolkit was developed in collaboration with CAP and the CAA, and the support of the Royal Town Planning Institute, the Commonwealth Local Government Forum, New York University and UN Habitat.

While at the Council meeting PO received a message from the Commonwealth Secretariat, that they would share the Survey with all the Ministers.

8.0 WEB SITE DEVELOPMENT
JP stated that the Secretariat is in charge of the Website and now the website is gradually being updated.

9.0 PROGRESS OF THE E-JOURNAL
JP stated that we have communicated with one of the Past Presidents. Archt. Deshmuk from IIA, as we collect articles from the themed Country under Smart Cities. He has responded to us with one School and we expect him to forward one more article from another School (Doshi School). We expect to publish the next E-journal within the Month of May with the Articles on CAA- CHOGM activities.

10.0 REQUEST TO SPONSOR ‘THE IVOR SMITH SCHOLARSHIP’
It was decided that CAA is not in a position to commit a fixed amount to donate for this course, however, NY was asked to write to CSA inquiring their suggestions/intentions and obtain more information before taking any decision.

It was proposed that we may take this as a sponsorship and we share information with the MOs and initiate some project towards student’s education which CAA will be more visualised.

11.0 REPORTS ON PAST EVENTS
(a) Commonwealth Day
VC participated to this event. VC said the event was well represented by almost all the Commonwealth Accredited Organisations and nothing much is there to report.
(b) Pre-Committee of the Whole
PO represented CAA at this meeting which was held on 20th March 2018 and he reported brief as follows;
- PO has been volunteered to write a paper on sustainable future with CAP.
- Got 2 young professional to present it at the event.
- Had discussions regarding the CAA Survey.
12.0 FUTURE ACTIVITIES

(a) General Assembly 2019
NY stated that we have received expression of interest from two countries to host the GA event 2019. i.e. Kenya and Malta. She said as per the instructions given by RW and the details followed from the previous award, we need to obtain the detailed proposals from the 2 interested hosts prior to make a decision. NY to forward the templates to the hosts to forward their Final proposals within two Months, so that the Council can make a decision.

(b) Robert Matthew Award
It was decided that the RMA will be held in the GA week in 2019. PO to observe the Criteria prior to make the announcement. KS to follow up with PO and proceed with the Secretariat’s assistance.

It was decided to have the award without a Cash award. Hence the Medal with Plaque and Certificate will be awarded to the Winner. The Medal and the certificate templates will be as the previous year however, the Plaque is to be designed and purchased from Pakistan as the cost will be less than anywhere else. Further communications will follow on this matter.

NY is to inform the intended Hosts about the RMA, as they need to clarify CAA the plan and the programme of their commitments towards GA and RMA together.

JG reminded the Council about the Student Competition. However, that cannot be held with the GA and the RMA as it is lot of work to proceed at once. Hence the Student Competition will be held separately. PO suggested that we get set of students to work in organising the Competition for CAA. Discussions will be followed at the next council meeting regarding same.

JG informed that he will not be able to reinstate in the Post of Secretary/Treasurer in the CAA next office 2019-21. Nominations for next office of the Council to be finalised before end of the year.

(c) Regional Meetings
i) Canberra Accord Interim Meeting (21-22 May 2018)
SM informed all that the Canberra Accord Interim meeting will be held in London during 21-22 May 2018. SM will represent CAA at the meeting.

ii) African Union of Architects Meeting (25-29 June 2018)
SM will represent CAA at this meeting. She will take opportunity to speak about the CAA Survey at this meeting. PO suggested if she could present it with some slides would be great. It was suggested to do a half an hour presentation.

iii) ARCASIA Meeting (Sept 2018 in Tokyo, Japan).
JP will attend this meeting and CAA is well represented.
13.0 AOB

(a) Application for Membership of the Habitat Professionals Forum
PO confirmed that CAA is qualified for their membership of the Habitat Professionals Forum and the application is being forwarded. This will be another great opportunity for CAA under the voice of PO. The Council approved the submission of the application.

(b) General Data Protection Regulations
JG informed that he has taken necessary steps to forward the relevant information and we are safe and sound as we have no threat about it.

(c) CAA-Uganda Project possibility
Once the Survey information had been reached to Uganda Society of Architects, they have been fascinated and had come up with their concerns enabling CAA to approach them with a reply to their following proposals.

1) USA is organizing a Symposium later 2018 under the theme; “A blue print of a green city” and seek possibility of CAA sponsoring a representative of the Commonwealth to travel and speak at this Symposium.
2) Possibility of an internship and exchange programme so that members of USA and CAA can each benefit from the knowledge and experiences of Architecture in the respective countries/regions.
3) USA would like to run and Architectural design competition focusing on design solutions to address the issue of floods in Uganda and the East African region. They request CAA considers partnering USA to realise this.

The Council’s decision:
JG said that considering the fact, we need to see possibilities where we cover minimum using the funds. However, CAA should be flexible in grasping this opportunity as a gathering event of the African Region to call the membership under CAA looking at the networking possibility.

SM and DJ to communicate with USA further on this matter and report to the Council to consider and make a collective decision to fund USA.

Finally, DJ thanks PO for his aggressive efforts and support extended to the CAA and himself in bringing Survey a success, and having a Round Table organized at the Parliament House Building for the Launch at the presence of CAP and the Princes Foundation.

There being no other business, the meeting adjourned at 6:30PM.

The Next Council Meeting will be held on 6th June 2018 via “Go to Meeting”.

Nadeesha Yahampath
EXECUTIVE DIRECTOR
6th May 2018