MINUTES OF THE 98th
COUNCIL MEETING

Via “Zoom”
Of the Commonwealth Association of Architects Held on 1st April 2020.
Time: Lahore, Pakistan - 03:00 P.M.

Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Kalim A Siddiqui (KS)</td>
<td>President</td>
<td>Pakistan</td>
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<tr>
<td>Peter Oborn (PO)</td>
<td>Senior Vice President</td>
<td>UK</td>
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<tr>
<td>Vincent Cassar (VC)</td>
<td>Honorary Secretary/Treasurer/Immediate Past President</td>
<td>Malta</td>
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<tr>
<td>Chandana Edirisuriya (CE)</td>
<td>Chair of Communication Committee</td>
<td>Sri Lanka</td>
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<tr>
<td>Jayantha Perera (JP)</td>
<td>Chair of Practice Committee</td>
<td>Sri Lanka</td>
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<td>Jalal Ahmed (JA)</td>
<td>Vice President Asia</td>
<td>Bangladesh</td>
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<td>Akin Looby</td>
<td>Vice President Americas</td>
<td>Americas</td>
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<td>Maira Khan (MK)</td>
<td>Executive Director</td>
<td>Pakistan</td>
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Regrets

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<tr>
<td>Sithabile Mathe (SITHABLE MATHE )</td>
<td>Chair Excom, Validation &amp; Accreditation</td>
<td>Botswana</td>
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<tr>
<td>Joseph Galea (JG)</td>
<td>Vice President Europe</td>
<td>Malta</td>
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<tr>
<td>Steven Oundo (SO)</td>
<td>Vice President Africa</td>
<td>Kenya</td>
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<tr>
<td>Jumo Oino (JO)</td>
<td>Chair of Education Committee</td>
<td>Kenya</td>
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1.0 Confirmation of Minutes of the 97th Council Meeting
The minutes of the 97th Council meeting were confirmed by the council.

2.0 Welcome Note by the President

3.0 CHOGM 2020

Peter Oborn informed the council about the plans for CHOGM:

a) CAA Participation in CHOGM
Holding of a seminar / round table conference to present the survey of profession and resulting outcome to form an achievable agenda.

b) c) CHOGM theme: ‘Delivering a Common Future: Connecting, Innovating, Transforming’
Discussion on future plans of collaboration with local government, CAP, CEC and Building Environment Professionals. Capacity building council meeting at CHOGM 2020.
4.0 Call to action for Sustainable Urbanization and CPD Pilot Program

Peter Oborn informed the council about the plans for call to action for Sustainable Urbanization.

"As part of preparations for the 2020 Commonwealth Heads of Government Meeting (CHOGM) that was scheduled to be held in Kigali, Rwanda, in June, the Association of Commonwealth Universities (ACU), the Commonwealth Association of Architects (CAA), the Commonwealth Association of Planners (CAP), and the Commonwealth Local Government Forum (CLGF), with support from The Prince’s Foundation have been working together with a range of partners to champion a call to action on sustainable urbanisation in the Commonwealth. In the context of rapid urbanisation and COVID-19, the way we plan and manage our urban settlements is assuming even greater significance in terms of health, economic recovery and the ability to deliver against the SDGs.

Following the recent CHOGM postponement, it is important to build on the momentum that has been developed, especially as nearly 50% of the projected growth in the world’s urban population to 2050 is forecast to be in the Commonwealth. Established in 2015, the Commonwealth Sustainable Cities Network (CSCN) has already been taking a leadership role in networking cities, enhancing city to city and country level cooperation on issues relating to urbanisation and promoting learning on urbanisation in the Commonwealth. Separately, in 2017, the CAA and CAP undertook a survey of their members which revealed there to be a critical lack of capacity in many Commonwealth countries that are urbanising most rapidly and are among the most vulnerable. This has since been updated along with Engineers and Surveyors and will be launched as part of this Programme. The surveys have revealed a corresponding weakness in educational and institutional capacity together with a weakness in built environment policy (e.g. planning policy and building code). Hosted by CLGF, the CSCN, is keen to expand its activity and engage with these issues, while the ACU is keen to help to catalyse advancements in learning and research to address the capacity gaps.

The partners have therefore been working closely with the Government of Rwanda, in particular the Ministry of Infrastructure, as well as the Ministry of Local Government, in addition to High Commissions and other Commonwealth stakeholders to support the inclusion of sustainable urbanisation on the Commonwealth Agenda. Of critical necessity now is to ensure this focus effectively addresses the pressing need for recovery from the impact of the coronavirus pandemic.

OBJECTIVE

This paper outlines the proposal for a programme of interactive online sessions to be focused on sustainable urbanisation in the Commonwealth and to highlight ways in which the Commonwealth can be leveraged as a positive force in achieving inclusive, safe, resilient and sustainable cities and human settlements, particularly in the current context of the COVID-19 pandemic.
The programme therefore sets out to:

1) Build on the momentum which has already been developed in response to the need for sustainable urbanisation in the Commonwealth
2) Inform and strengthen a call to action on sustainable urbanisation in the Commonwealth through exchange of ideas and good practice
3) In the face of the aftereffects of the COVID19 pandemic, to advocate for the centrality of SDG 11 in reviewing the targets and achievements of the Sustainable Development Goals.
4) Provide an opportunity to promote inter-disciplinary, cross-sector collaboration and engagement to address the challenges and unlock the opportunities presented by sustainable urbanisation across the Commonwealth.

PROPOSED DATES AND PLATFORM

The Programme will be launched at the end of June in an event which will also feature the launch of the findings of the 2019 Survey of the Built Environment Professions in the Commonwealth. This will be followed by a number of interactive online sessions which will be held over a period of 10-12 weeks in order to help engage a broad constituency, having regard to different time zones and the additional pressures created by COVID-19. It is envisaged that most of the events will be hosted on Zoom or some other similar platform, will be around 90 minutes in length, and will be recorded for future reference. All relevant information and recorded sessions will be hosted on a dedicated webpage (URL tbc).

HOST ORGANISATIONS & PARTNERS

The Programme, supported by the Rwandan Ministry of Infrastructure and Rwandan Ministry of Local Government, will comprise a set of discrete but interlinked online sessions each led by a Commonwealth organisation. While each session will be led by a different organisation, the aim will be to involve the constituencies of all partners in each session to ensure an inter-disciplinary, cross sector discussion. It will be important to engage other Commonwealth bodies and partners, when organising the sessions. In regard to speakers, panellists and participants, the partners will endeavour to ensure there is representation across all Commonwealth regions and constituencies where possible, particularly those that do not have opportunity to be present at CHOGM. There will be a number of events co-hosted by various partners (detailed in the indicative programme below).

THE PROGRAMME STRUCTURE

The Programme is structured around the following key question:

How can we collaborate more effectively to leverage the power of the Commonwealth to achieve sustainable urbanisation?

The individual sessions will focus on one or more of the following themes:

- Building capacity and capability
- Empowerment, governance and leadership
- Increasing urban resilience
- Leveraging partnerships
Unlocking finance and trade

Each session will address the following cross-cutting issues:

- Climate change
- Gender
- COVID-19
- Inclusion
- Youth

SESSONS & INDICATIVE TIMELINE

Where sessions are indicated as ‘public’, registration details will be shared via email and social media, and upon registration the link to the session will be shared. In these public sessions it will not be possible to manage the participants until they join the call, and attendance will be on a first come first serve basis. For the sessions indicated as ‘invited’, the invites will be targeted at specific groups and details for the sessions will be sent following registration to ensure that there is sufficient representation in each session.

(see following page for the draft programme of events)

5.0 Signatories and Operation of the CAA Bank Account

Vincent Casser informed the council about the repeated emails sent to RBS and the lack of professionalism at their end. It was discussed of how to expedite the operation of CAA bank account.

6.0 Validation and accreditation

Sithabile Mathe unfortunately could not attend the meeting.

Vincent Casser informed the council about the repeated emails sent to RBS and the lack of professionalism at their end. It was discussed of how to expedite the operation of CAA bank account.

7.0 Regional VPs Nominations

Nomination for Vice President Oceania is still awaited.

8.0 Reports by Regional VPs

Akin Looby informed the council about the activities and directives to its members regarding the impact of covid-19 on the activities of the profession and actions that Architects need to take with respect to their active construction sites.

Jalal Ahmed mentioned the activities Asian Institutes have been involved in the regarding the impact of covid-19 on the activities of the profession and actions that Architects need to take with respect to their active construction sites.
A very interesting and thought provoking survey of IAB trying to think of ways to help their members and their communities was discussed at it was decided that to extend the survey to ask all MOs whether they have been able to find ways of helping their communities and what lessons they consider should be learnt for the future? It was decided that all MOs will be part of the survey. Jalal Ahmed elaborated on IAB sponsored basic foods, medicines, soaps etc for the temporarily unemployed marginalized slum dwellers of Dhaka.

Together with this it was suggested by Peter Oborn that members who might be interested in receiving support from others, eg developing a ‘buddy system’ whereby we could pair up a practice in like Bangladesh with a practice like in the UK to provide support if required, whether that be use of technology for remote working or help with designing temporary intensive care units.

Joseph Galea Regional Vice President Europe sent in the details of European Region. He elaborated with respect to the request for e-CPDs by MOs for the purpose library, none of the European MOs have sent any yet.

On the 25th March Joseph Galea forwarded the spreadsheet “URGENT - Call to Action for Commonwealth Accredited Organisations re COVID-19” to the European MOs, requesting their updates and unfortunately he did not receive any response from anyone.

Nevertheless, he confirmed that the Maltese MO, KTP, has been issuing several directives to its members regarding the impact of covid-19 on the activities of the profession and actions that Architects need to take with respect to their active construction sites.

Steven Oundo informed the council that due to unavoidable for circumstances, he will be unable to make it in time for the Council meeting.

9.0 Professional Practice
Jayantha Perera informed the council that no response has been received regarding ECPD letters send to all MOs. Maira Khan informed the council that reminder letter were sent to the Member Organizations but no response was received.

He further elaborated that unfortunately none of the MO’s nor the VP’s have responded to our request to share the CPDs ,we need to rigorously act on this if this programme is to work

Jayantha Perera suggested (CAA)address the following issues especially based on the current situation in the world.
1. Definition of the “Force Majeure” in this current situation ( RIBA) has done some studies on this.
2. Collection of information re- 1. E- working
   2. Paradigm shift of the entire design and construction methods.
10.0  **E- journal**  
Chanda Edisuriya informed the council about 8\textsuperscript{th} E journal was circulated and covered WUF 2020.

11.0  **Conclusion**  
There being no other business, the meeting adjourned at 5:30 p.m.

The Next Council Meeting will be held on 1st July 2020 at 3:00 p.m. via “ZOOM.

**Maira Khan**  
Executive Director  
Commonwealth Associates of Architects (CAA)  
June 29th 2020