HANDBOOK

CAA General Assembly and Council Meetings
JULY 2022

COMMONWEALTH
ASSOCIATION OF ARCHITECTS

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# TABLE OF CONTENTS

**CHAPTER - I**
Introduction of the Commonwealth Association of Architects (CAA)

1.1 Brief History  
1.2 Objectives  
1.3 Membership  
1.4 Commonwealth Advantage  
1.5 The Commonwealth Mandate  
1.6 Added Value and Governance  
1.7 Architectural Education  
1.8 Professional Capacity Building  
1.9 Knowledge Exchange  
1.10 International Promotion  
1.10.1 Website and Social Media  
1.10.2 Participation  
1.10.3 Endorsement  
1.11 CAA Member Organisation  
1.11.1 Membership  
1.11.2 Structure and Governance  
1.11.3 The CAA Insignia

**CHAPTER - II**
CAA General Assembly and Council Meetings

2.1 Composition  
2.2 Time Program  
2.3 Administrative Matters  
2.4 Group Photograph  
2.5 Suggested Seating Arrangements  
2.6 Council Meetings  
2.7 General Assembly Facility Requirements  
2.8 Host Member Organisation Committee Summary of Responsibility  
2.9 Main Events  
2.9.1 Opening Ceremonies  
2.9.2 Welcome Dinner  
2.9.3 Council Meetings  
2.9.4 General Assembly Meetings  
2.9.5 Secretariat Committee  
2.9.6 Souvenir Program  
2.9.7 Documentation
2.9.8  Registration
2.9.9  Publicity & Public Relations
2.9.10 Security & Clearance
2.9.11 Reception
2.9.12 Protocol
2.9.13 Exhibits Committee

CHAPTER - III
Committee Meetings (Education, Accreditation and Validation ExCom, Professional Practice & Communication)

3.1 Overview
3.2 Administrative Matters
3.3 Equipment and Facilities
3.4 Work Groups

CHAPTER - IV
CAA Awards

4.1 Robert Mathew Award for Life Time Achievements
4.2 Design Excellence Award
4.3 Student Design Competition

CHAPTER - V
Guidelines for Hosting CAA General Assembly

5.1 Recommended Steps for Member Organisation Considering an Offer for Hosting CAA General Assembly
5.2 Host Offer Preparation Guidelines
5.3 CAA General Assembly and Council Meetings Facility Requirements
5.4 Host Member Organisation Committee Summary of Responsibility

CHAPTER - VI
The CAA/Young Architects / Students Jamboree (Proposal for Approval)

6.1 Overview
6.2 Responsibility
6.3 Theme and Details
6.4 Notice of Event
6.5 Who can participate?
6.6 Finance
6.7 Organization Committee
6.8 Venue for the Jamboree
6.9 Accommodation
6.10 Jamboree Program
6.11 Food
6.12 Local Student Guides
6.13 Transport to and from the Airport
6.14 Visa and Travel Advise
6.15 National/Traditional Dress
6.16 Exhibition of Student Works
6.17 Group Photographs
6.18 Feedback from Delegates
6.19 Report on Jamboree

ANNEXURES

ANNEXURE-1 CAA Council 2019 – 2022
ANNEXURE-2 CAA Presidents
ANNEXURE-3 CAA General Assemblies
ANNEXURE-4 Definition of Terms
CHAPTER - I
Commonwealth Association of Architects (CAA)
1.1 A Brief History

The CAA had its origin in a meeting of representatives of Commonwealth architectural institutes and societies when it became apparent that the time had come for a closer form of association amongst professional practitioners of architecture within the Commonwealth than periodic conferences on an informal basis.

Hence by early 1964 nearly all societies represented at the conference in London in 1963 had ratified its recommendations and the Commonwealth Association of Architects (CAA) came into being. The first full-fledged conference of CAA was held in Malta in June 1965.

The Commonwealth Association of Architects (CAA) is a membership Organisation of professional bodies representing architects in Commonwealth countries, formed to promote co-operation for “the advancement of Architecture in the Commonwealth” and particularly to share and increase architectural knowledge.

The Association is best known for its procedures for the validation of courses in architecture which convene international visiting boards to assess courses against a set of predefined criteria. This results in a list of qualifications recommended for recognition by members.

Under the umbrella of the Commonwealth, CAA subscribes to its core values and in particular, developmental support to the smaller and younger member organisations. The Commonwealth network is increasingly valued as a means of accelerating improvement in the world’s living conditions and to ensure a sustainable future for the planet. The built environment has a key part to play, and CAA works to ensure the maximum participation of the architectural profession at all levels.

Connections of benefit are required in a globalizing world and the value of CAA is sustained by the commonalities of the network, the use of a common language and a shared heritage in the practice and education of architecture.

The CAA is registered as a Charity Organisation (Charity 288022) in the UK.

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1 https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/288022
1.2 **Objectives**

The main objectives of the Association are the advancement of Architecture in the Commonwealth and the promotion and acquisition of knowledge of the various arts and sciences connected therewith.

In furtherance of the foregoing, the Association has the following aims:

2.1 To promote co-operation between associations of architects with the object of ensuring the maximum contribution by architects to the wellbeing of society.

2.2 To promote and encourage the activities of Member Institutes on a regional basis for the purpose of studying common issues.

2.3 To make awards of medals or certificates in recognition of significant contributions to Architecture or it’s associated sciences.

2.4 To receive, administer and apply donations, studentships or scholarship or for any other general or specific charitable object or purpose connected with the Association or, for any other charitable purpose connected with Architecture.

2.5 To take or hold any property, which may be subject to any Trusts but shall only deal with or invest the same in such manner as allowed by law, having regard to such Trusts.

2.6 To acquire, hold or lease or occupy, or dispose of property in furtherance of its charitable activities.

2.7 To invest monies not required for immediate working purposes in or upon such investments of other assets as the Council shall think fit.

2.8 To borrow money for the advancement of its objects on such security as the Council may think fit but subject nevertheless to such conditions and consent as required by law.

2.9 To do all such things as shall further the aforementioned objects or any of them.
1.3 **Membership**

The Members of the Association are the institutes, chambers, associations and societies, hereinafter referred to as Member Organisations that may from time to time apply for, and be admitted to, membership. Such membership shall be open to any Organisation which is the opinion of the Council represents the body of Architects in a recognised Member of the Commonwealth provided that such Organisation subscribes to the purposes and objects of the Association and is constituted in a recognised Member of the Commonwealth provided that such Organisation subscribes to the purposes and objects of the Association and is constituted in a manner consistent with the policies thereof.

1.4 **Commonwealth Advantage**

The Commonwealth\(^2\) is a voluntary association of 54 independent and equal countries. It is home to 2.5 billion people and includes both advanced economies and developing countries. 32 of our members are small states, including many island nations. Its member governments have agreed to shared goals like development, democracy and peace and its values and principles are expressed in the Commonwealth Charter.

Membership of the Commonwealth offers a number of advantages. Use of the English language and commonalities in the practice and education of architecture allows CAA members to exchange and reach consensus with relative ease and greater effect than other international Organisations. The Commonwealth is sometimes mistaken for the manifestation of a former colonial order; the reality is an Organisation diverse in its membership and governance collaborating to tackle some of the world’s most difficult problems.

1.5 **The Commonwealth Mandate**

As a professional body accredited to the Commonwealth and working with other Commonwealth Civil Society Organisations, the CAA has been successful in putting built environment issues and sustainable development on the Commonwealth Heads of Government agenda. The CAA has also accessed UN meetings including those of UN Habitat.

1.6 **Added Value and Governance**

The subscription income from members is only source of income of the CAA. The most valuable resource is the contributions of voluntary professional time the Organisation receives from council members, speakers and architecture course validators. As a UK charity CAA provides financial reporting which shows that the Organisation regularly spends 70-80% of our budget on activities and that these activities support CAA objectives.

Collectively CAA members contribute to ‘advancing’ the profession internationally through CAA’s work which in turn strengthens the standing of the profession at the local level.

\(^2\) https://thecommonwealth.org/
1.7 **Architectural Education**

The CAA has the only fully operational multinational partnership validation system in the world and is well respected for its work. A major benefit of this system, beyond the process, is the nurture and peer review it offers to schools, particularly in countries where there are only one or two schools, and no national system exists. More recently with the rapid growth in architectural education the CAA has been advising members on developing national validation systems that can be internationally benchmarked. As a founding member, the CAA encourages such members to join the Canberra Accord\(^3\) and is committed to its aim of mutual recognition of qualifications.

1.8 **Professional Capacity Building**

The CAA supports seminars and conferences hosted by members by endorsing and assisting with promotion or sponsoring international speakers.

1.9 **Knowledge Exchange**

The objective of the website [www.comarchitect.org](http://www.comarchitect.org) and social media is to support exchange across borders; providing information on CAA members and schools and promoting research.

1.10 **International Promotion**

A number of opportunities exist for international promotion of the profession in the Commonwealth.

1.10.1 **Website and social media**

The CAA website [www.comarchitect.org](http://www.comarchitect.org) offers;

- Page for each member carrying specific information on the profession in their country.
- News items and listing of events from members.
- A page for each CAA validated school.

Events and news from member countries can be promoted using Social media.

1.10.2 **Participation**

The following opportunities exist for direct involvement with CAA governance and activities;

- Validation visits (a number of panelists who represent CAA may be nominated by MOs)
- Seminars and workshops (providing speakers)
- Triennial General Assembly and Conference (representation and speakers)
- Member Organisations are invited to nominate candidates for election to CAA Council.

\(^3\) [http://canberraaccord.org/](http://canberraaccord.org/)
1.10.3 Endorsement

On request, the CAA can endorse national events and promote these through social media. The CAA may also consider requests to take a position in support of a member’s objectives at national level.

- The CAA is currently pursuing its Vision 2030 based on the UN’s 2030 Agenda for Sustainable Development.
- The CAA has close contact and collaboration with other accredited Commonwealth Organisations, e.g., the Association of Commonwealth Universities, the Commonwealth Association of Planners (CAP), Commonwealth Association of Surveyors & Land Economies (CASLE), Commonwealth Engineers Council (CEC), and the Commonwealth Local Government Forum (CLGF).
- The CAA participates in the triennial Commonwealth Heads of Government Meetings (CHOGM) and together with other relevant Commonwealth accredited Organisations makes it voice heard at such meetings.
- The CAA is working closely with The Prince’s Foundation
- The CAA is a founding member of the Global Alliance for Urban Crises4.
- The CAA has endorsed the International Ethics Standards Coalition5.
- The CAA has endorsed he International Property Measurements Standards Standards6.

1.11 CAA Member Organisation

1.11.1 Membership;
National Professional Organisations representing architects with active members.
CAA has Member Organization from the following 5-Regions:-

- Europe
- Africa
- Asia
- Americas
- Oceania

1.11.2 Structure and Governance

The CAA is a membership organization for institutes representing architects in Commonwealth countries. Established to promote co-operation for ‘the advancement of architecture in the Commonwealth’ and particularly to share and increase architectural knowledge, it currently has Member Organisations (Mos) spread over 5 regions namely Africa, the Americas, Asia, Europe and Oceania.

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4 http://urbancrises.org/
5 https://ies-coalition.org/
6 https://ipmsc.org/
As a UK-registered charity, the CAA is governed by a General Assembly of Member Organizations which meets at least once every three years. A Council comprising The President, Immediate Past President, Honorary Secretary/Treasurer, 5 regional Vice Presidents, Chairs of Communication, Education and Practice Committees manages the Association. The Trustees are responsible for ensuring that the Charity complies with the requirements of the UK Charity Commission in particular and that activities remain within constitutional mandate. The Trustees also make an annual report including independently examined accounts to the Charity Commission.

The Association is known for its procedures for the validation of courses in architecture which convene multilateral visiting boards to visit schools to assess courses against set criteria.

1.11.3 The CAA Insignia

In the 1950s the RIBA gave a very handsome gold presidential medal to the Royal Architectural Institute of Canada. In the late 1970s the RAIC College of Fellows agreed, as a gesture of goodwill, to provide a similar Presidential medal to the CAA and there was to be a competition for the design open to students from all the Canadian Schools of Architecture. Only three designs were submitted; none was considered suitable by the jury, and the students were paid off!

Subsequently, the commission was given to a well-known designer, Dora de Pedery-Hunt of Toronto. She was asked to produce something suitable for all countries with no specific symbols which would relate to any particular country – i.e. no African elephants, Indian tigers, Canadian beavers, Australian kangaroos etc. The final medallion, gold on a red and white ribbon, depicted a mature tree of life whose roots represent the five member regions of the CAA; the strong trunk speaks of the members’ institutes gathered together to advance the cause of architecture; and the branches represent continuing growth of the membership, striving for continual improvement in their chosen profession.

The first medal was presented to President Ronald Gilling at a ceremony in the RIBA headquarters building in London. Identical medals in silver on a blue silk ribbon are presented to past Presidents for them to keep, while the original gold medal is passed on to each President in turn, to be worn while in office. The Council decided to present a silver medal to Lady Matthew in recognition of the late Sir Robert’s outstanding contribution to the CAA, and to Jai Bhalla as a former CAA President.
CHAPTER - II
CAA General Assembly and Council Meetings
2.1 **Composition**

This is a meeting of the General Assembly attended by one representative from each member Organisation and the CAA council consisting of the President, Regional Vice Presidents, and Chairs of working groups, Immediate Past President, Senior Vice President, Hon Treasurer & member Trustee and the Executive Director.

2.2 **Time Programme**

The General Assembly normally meets every three years in around August/September or October. The duration is two full days.

2.3 **Administrative Matters**

2.3.1 The President CAA oversees the preparation for the General Assembly Meeting and shall during its term of office preside over and conduct business at all meetings of the General Assembly.

2.3.2 The Executive Director shall have the following duties and functions prior, during and after the General Assembly Meeting:

2.3.2.1 To give formal notice of the General Assembly Meeting not later than three months before the General Assembly meeting

2.3.2.2 To circulate a draft Agenda at least three months prior to the General Assembly and invite approval and/or suggestions for additional items or amendment to the proposed items within 45 days failing which the Agenda will be deemed to have been approved.

2.3.2.3 To send reminders to all Member Organisations at least three months prior to the General Assembly Meeting to provide, a Country Report of about 4-6 A-4 pages outlining the Member Organisation’s work during the past three years,

2.3.2.4 To send reminders to all Member Organisations about the custom of exchanging souvenirs during General Assembly. The guidelines quantity for such souvenirs would be one per Member Organisation and for officials. The nature of the souvenirs should be small in size to minimize inconvenience of both carrying it to and from the meeting station.

2.3.2.5 To produce for the General Assembly Meeting a handout package in hard or digital mode containing the following:-

- An Agenda of the General Assembly Meeting
- Minutes of Last General Assembly Meeting
- President’s Report
- Hon. Treasurer's Report
- Audited accounts for last year's financial report
- Reports from member Organisations
- Reports from CAA Awards
- Validation Report
- Education Report
- Practice Report
- Communication Report

2.3.2.6 To liaise with the host member country throughout the year preceding each General Assembly Meeting and to communicate with the host member country on matters related to the detail requirements, concerning size of meeting room for the Meeting, room decoration, seating layout, table name plaques, country flags, stationery for the delegates, refreshment arrangement, recording equipment and staff, photographers, opening ceremony, invitation for officiating VIPs, time programs, microphone equipment, etc.

2.3.2.7 To record the Minutes of the Council Meeting and at the same time prepare a list of major deliberations and tasks to be undertaken by Member Organisation for issues to all delegates at the end of the General Assembly Meeting.

2.3.2.8 To circulate during the General Assembly meeting, an Attendance List of delegates for their name, address, and E-mail Address and affiliations.

2.3.2.9 To prepare the Draft Minutes of the General Assembly Meeting and to send them to all member Organisations and CAA Council member, within two months after the General Assembly Meeting for their comments which should be received within two months of the receipt of the Minutes failing which the Draft Minutes will be deemed to have been approved by all concerned.

2.4 Group Photographs

An official group photographs is to be taken together with all members of the council and member Organisations for record purposes.
2.5  **Suggested Seating Arrangements**

The seating for Council Members preferably be in tables setting in “U” form with the President taking the Centre Chair, flanked on both sides by Senior Vice President, Hon-Secretary/Treasurer, Executive Director, Member Trustee along with following seating arrangements:-

1. Vice President – Africa
2. Vice President – Americas
3. Vice President – Asia
4. Vice President – Europe
5. Vice President – Oceania
6. Chair of Communication Committee
7. Chair of Education Committee
8. Chair of Practice Committee
9. Chair ExCom, Validation and Accreditation
10. Immediate Past President

2.5.1 **Member Organisations**

The seating for representatives from Member Organisations shall be opposite facing the CAA Council members.

2.6  **Council Meetings**

There will be two CAA Council meetings scheduled to take place during the CAA General Assembly. The first one shall be held by the outgoing CAA Council before the General Assembly Meeting and the second one shall take place by the CAA incoming Council after the General Assembly Meeting.

The seating arrangements will be for 14 member CAA Council and shall be seated in U _ Shaped table arrangement.

Hence, all preparatory activities before and during the CAA Council Meetings may take place and coordinated with the CAA President, Honorary Secretary / Treasurer and Executive Director for the actual conduct of the official proceedings and events during the CAA Council Meeting assisted by all concerned committees.
2.7 General Assembly and Council Meeting Facility Requirements

During your preparation, please utilize the following facility requirements, as they will help you determine which potential host site best meets the needs.

2.7.1 Dates must be available for early August. (Duration of the Event).

2.7.2 Facilities must be conveniently located near major forms of public transportation (airplane, bus and automobile). Sufficient site parking must be available. Airport shuttle or limo service should be available.

2.7.3 Hotel accommodations of at least 50% of the anticipated participants must be available for delegates and participants.

2.7.4 The cost and variety of rooms (singles, doubles) should be appropriate to meet the needs of the members that typically attend the event. Acceptance of purchase orders or direct billing for lodging payment is considered desirable at the host site. In case of the length of the program, late checkout is desired.

2.7.5 Availability of complimentary lodging for the CAA Office Bearers, CAA Trustees, Host Institute Presidents and distinguished guests during the event.

2.7.6 The host site should have an adequate elevator service/stairwell system to accommodate the flow of delegates, as well as the ability to accommodate persons with disabilities.

2.7.7 Any charges for meeting rooms, banquet facilities, audio-visual equipment, storage space, etc. should be clearly outlined in the offer.

2.7.8 During the event, a minimum number of rooms should be conveniently available, to accommodate delegates during seminars, lectures and workshops.

- Each session room should accommodate the participants, theater or lecture style.

- All rooms should be centrally located and easily accessible with good lighting, appropriate temperature control, and electrical outlets with sufficient space for several pieces of audio-visual equipment, as well as have the ability for multiple computers with internet access to be used in the room.

- Host site staff should be available during the event to alter room arrangements based on program needs.
2.7.9 The Host must provide additional Pre-Event rooms for the following:

2.7.9.1 One meeting room is needed for the CAA Office Bearers.

2.7.9.2 One work/area room for the Program and Planning Committee in order to process the evaluations and to coordinate the activities of the day.

2.7.10 A storage area, that has the capability to be locked, is needed near the meeting rooms for audio-visual equipment.

2.7.11 Meals are typically included in the Events package. Here are the considerations when thinking of a potential meal package:

2.7.11.1 Banquet room facilities must accommodate the delegates. Round tables are preferred. Sufficient staff needs to be available to manage room set-up and take down for meals and sessions, if this room is to be used for general sessions or social events.

2.7.11.2 It is important that meal prices be kept reasonable.

2.7.11.3 Meal prices need to be guaranteed prior to the events. A sample menu should be included in the offer packet.

2.7.11.4 Vegetarian and non-red meat-meals in sufficient quantity should be available.

2.7.11.5 Gratuities and taxes charged

2.7.11.6 Menu testing availability

2.7.11.7 Service and bar costs for social events

2.7.11.8 what food service can be offered at breakfast

2.7.11.9 what coffee break service is available

2.8 Host Member Organisation Committee Summary of Responsibility

2.8.1 Attendance

2.8.1.1 It is strongly suggested that the Host Organisation, particularly the Board of Directors or Officers attends the event and its associated program.

2.8.1.2 Attend and report to the CAA Council meeting during the year after the General Assembly and special meetings called for that purpose.
2.8.2 Host Site Arrangements

2.8.2.1 Printing and Mailing of Registration. The Host Committee prepares the advance mailings.

2.8.2.2.1 Host may send out a brochures/postcard as early as 4-6 months as an early teaser.

2.8.2.2 The detailed mailing should reach Member-Institutes 2 months prior to the start of the forum/congress. It is sent to:

- 2.8.2.2.1 All CAA Officer Bearers
- 2.8.2.2.2 All Member-Organisation
- 2.8.2.2.3 All Program Presenters
- 2.8.2.2.4 All Prospective Exhibitors

2.8.2.2.3 Contents of the mailing:

- 2.8.2.2.3.1 Letter from Host Committee
- 2.8.2.2.3.2 Registration form
- 2.8.2.2.3.3 Preliminary program
- 2.8.2.2.3.4 Other accommodation options in close proximity to host site
- 2.8.2.2.3.5 Map of area/travel directions to hotel site/mass transit information
- 2.8.2.2.3.6 Hotel room reservation instructions

2.8.2.2.4 The host committee sends notifications of the congress/forum to the Member-Organisation’s newsletters, CAA newsletter.

2.8.2.2.5 Some local news coverage may be arranged by the Host’s information office (news office, etc.).

2.8.2.3 Pre-Registration. The Host Member Organisations receives all registration forms and payments.

2.8.2.3.3 Final list of member Organisation registrants prior to the event:-

- 2.8.2.3.3.1 An alphabetical (by last name) list of registrants. One copy placed in each registrant's packet. Provide e-mail addresses of registrants on listing.
2.8.2.3.3.2 A list of delegates by Member-Organisations. This is to be available to the CAA Honorary Secretary prior to the business meeting.

2.8.2.3.4 Arrange assistance from Host Country’s Tourism Authority, Foreign Affairs other related government agency, if required.

2.8.2.3.5 Have adequate signage available

2.8.2.3.6 Registration areas:

2.8.2.3.6.1 for those who pre-registered: pick up packets

2.8.2.3.6.2 Hospitality and Information Area

2.8.2.3.6.3 Place to sign up for tours, if any

2.8.2.3.7 Registration and Information Area needs to be open sufficient hours to meet the needs of the attendees.

2.8.2.4 Hospitality, Social and VIP Arrangements (optional)

2.8.2.4.1 Educational Tours: These may be arranged if the Host Committee desires to do so. It involves scheduling and arranging for sign-up, guides and transportation.

2.8.2.4.2 Cultural Night. The host committee may organize a cultural event attended by all delegates and students as a farewell get together.

2.8.2.4.3 VIP Arrangements: The Host Committee is expected to work closely CAA Council - Office Bearers, particularly with the Executive Director, in making arrangements for hotel accommodations and local transportation for the VIPs. Subject to approval of the Executive Committee, registration fees may be waived for special guests.

2.8.2.5 Staffing

2.8.2.5.2 There is a great deal of word processing and duplicating. Arrange to have a computer, printer, and staff available at
the hotel for these days. Examples of word processing and copying that may need to be done include:

- Minutes
- Resolutions
- Charts
- Constitutional amendments, if any
- List of participating Member-Organize
- General Assembly updates or newsletter
- Name tags

2.8.2.6 Miscellaneous

2.8.2.6.1 General Assembly Update. The Host Committee will work in cooperation with the Newsletter committee to provide updates during the General Assembly. The Host Committee will incur this expense.

2.8.2.6.2 Media: The Publication and Publicity Committee is responsible for the media room. A person from the host Member-Institute will be needed as a contact for this area.

2.8.2.6.3 Photographers. The Newsletter Committee will have someone taking pictures. The Host Committee may have other people taking candid shots throughout the General Assembly and the Council meetings. However, a formal Group Photographs of official delegates with the CAA Council must be arranged and taken by a professional photographer.

2.8.2.6.4 The host committee must maintain regular communication with the CAA Council Office Bearers, Presidents of the Member-Organisation and other committees

2.9 Main Events

2.9.1 Opening Ceremonies

2.9.1.1 In-charge of and supervise all preparatory activities before and during the Opening Ceremonies a directly responsible for the actual conduct of the events before and during the Opening Ceremonies assisted by all concern committees and sub-committees.
2.9.2 **Welcome Dinner**

2.9.2.1 In-charge of and supervise all preparatory activities before and during the Welcome Dinner and directly responsible for actual conduct of the events before and during the Welcome Dinner assisted by all concern committees and sub-committees.

2.9.3 **Council Meetings**

2.9.3.1 In-charge of and supervise all preparatory activities before and during the CAA Council Meetings and coordinates with the CAA President, Honorary Secretary / Treasurer and Executive Director the actual conduct of the official proceedings and events during the CAA Council Meeting assisted by all concerned committees.

2.9.4 **General Assembly Meetings**

2.9.4.1 In-charge of and supervise all preparatory activities before and during the CAA General Assembly Meetings and coordinates with the CAA President, Honorary Secretary / Treasurer and Executive Director the actual conduct of the official proceedings and events during the CAA General Assembly Meetings assisted by all concerned committees.

2.9.5 **Secretariat Committee**

2.9.5.1 The Secretariat Committee. Acts as the clerical service support group of the Organizing committee.

2.9.5.1.1 The Responsibilities of the Secretariat Committee Chair are as follows:

2.9.5.1.2 Setting up the secretariat services group including the reporting of all activities of the various groups, committees, and subcommittees.

2.9.5.1.3 Sets up the Event Secretariat Information and Communication Counter at the site in coordination with the Program and Planning Committee, Operations Committee and Exhibits Committee.

2.9.5.1.4 Supervision of all documentation and General Assembly & Council Meetings administration requirements including monitoring of schedules.
2.9.5.1.5 Assists the Event Convener in preparing the assignment or duties and responsibilities of the members of the various groups, committees and sub-committees including the orientation of the task description seeing to it that the overlapping functions are minimized.

2.9.4.1.6 Preparation of the agenda, schedule and minutes of the meetings of the organizing committee.

2.9.4.1.7 Supervises the work activities of the secretariat group.

2.9.4.1.8 Coordinates in the production of Event Kit, Identification Card, Meal Stubs, Certificate of Attendance and other paraphernalia.

2.9.4.1.9 Assists the Convener in information dissemination through memoranda to committee members.

2.9.6 Souvenir Program

2.9.6.1 In-charge of the design and printing of the Event Souvenir Program.

2.9.7 Documentation

2.9.7.1 In-charge of the overall documentation of proceedings in digital form.

2.9.7.2 Coordinates closely the Program and Planning for documentation of seminars and workshops

2.9.8 Registration

2.9.8.1 Ensure the registration process runs smoothly. It is the most visible of functions, and the first that the attendee encounters. Therefore, it is imperative that welcome reception and registration be efficient, orderly and friendly, as it tends to set the tone for the Event.

2.9.9 Publicity and Public Relations

2.9.9.1 The duties of the Publicity and Public Relations Committee is to promote the Event throughout the entire planning process:

2.9.10 Security and Clearance

2.9.10.1 Formulation of minimum-security program for delegates during the Event.
2.9.10.2 Assists the ingress/egress on security matters,
2.9.10.3 Assistance in anticipated problems (medical, lost and found, police matters)
2.9.10.4 Coordinate with the Secretariat Committee on arrival of delegates in all ports of entry.

2.9.11 Reception
2.9.11.1 Manning the courtesy/paging booth.
2.9.11.2 Assignment, training and orientation of usher and usherettes to official ceremonies.
2.9.11.3 Shall provide the procedures in receiving important dignitaries including the CAA office bearers and VIPs according to the generally accepted protocol.
2.9.11.4 In-charge of floral arrangement such as leis for guests, VIPs and other dignitaries, including its purchase.

2.9.12 Protocol
2.9.12.1 Set-up protocol during all events including table/seating arrangements in coordination with the Physical Arrangement Committee.

2.9.13 Exhibits Committee
2.9.13.1 When appropriate, educational displays -- such as those sponsored by educational or scientific institutions and governmental agencies - may be set up at the Event. The logistics for these displays should be handled by the Exhibits Committee. Where exhibition space is to be donated on a complimentary basis to related educational, governmental or other non-profit scientific agencies, information concerning the availability of such free exhibition space should be widely publicized in advance.
2.9.13.2 The Exhibits Committee will handle the sale of exhibit booth space. In these instances, it is the Chair's responsibility to secure appropriate exhibition space in the Event venue or a nearby site.
2.9.13.3 The Exhibits Committee should work closely with the concerned Committees and Sub-committees in coordinating plans for the exhibit's program. Financial aspects of the exhibit will be coordinated with the Event Treasurer.
2.9.13.4 The Responsibilities of the Exhibits Committee Chair are as follows:-

2.9.13.4.1 Formulate participation guidelines for all exhibitors

2.9.13.4.2 Establish criteria for the acceptance of exhibit proposals to ensure that the exhibition complements the programs of the Congress then submit them for approval.

2.9.13.4.3 Develops list of prospective exhibitors and patrons, make the initial contacts and pursue the necessary follow-up action in order to secure exhibitors for the Congress/Forum.

2.9.13.4.4 Review the exhibition space for space and utility requirements. Adequate electric power, telephone and possibly water and compressed air service shall be considered to satisfy exhibitors’ displays. Provision for sufficient time and convenient access to set up and tear down exhibits should also be planned.

2.9.13.4.5 Set-up exhibitor's secretariat during the General Assembly to attend to their needs, such as lights, electricity and the event entitlements.

2.9.13.4.6 Suggested Sub-Committees under the Exhibits Committee

2.9.13.4.6.1 CAA Awards Display

2.9.13.4.6.1.1 In-charge of CAA Awards Display

2.9.13.4.6.1.2 Coordinates with the CAA Awards Committee

2.9.13.4.6.2 Construction Materials Exhibitions

2.9.13.4.6.2.1 In-charge of the Construction Materials Exhibitions.

2.9.13.4.6.2 CAA Member-Organisation Architectural Display
CHAPTER - III
Committee Meetings
(Education, Accreditation and Validation ExCom,
Professional Practice & Communication)
3.1 **Overview**

3.1.1 The above Committees are various arms of CAA and consists of the Chair and representatives from the member organizations. It reports to the CAA Council Meeting.

3.2 **Administrative Matters**

3.2.1 The Chairperson of each Committee oversees the preparation for the Meeting and shall during his or her term of office preside over and conduct business at all meetings of the Committee.

3.2.2 The Chairperson shall have the following duties and functions prior, during and after the General Assembly Meeting:

3.2.2.1 To provide new ideas/programs in line with the CAA Constitution for the Committee to consider.

3.2.2.2 To operate a Secretariat for the Committee.

3.2.2.3 To publicize the work of the Committee worldwide.

3.2.2.4 To participate in promotional activities related to the work of the committee.

3.2.2.5 To maintain communication with Member Organisation.

3.2.2.6 To monitor work delegated to Member Organisation.

3.2.2.8 To liaise with the Executive Director and Honorary Secretary about the requirements/equipment for the said Meeting.

3.2.2.9 To ensure that each Member Organisation submits a Report for their councils on the approved prescribed format.

3.2.2.10 To produce a Summary Report of the deliberations of the said Committee Meetings and present it to the General Assembly Meeting.

3.2.3 The Chairperson shall coordinate with the Host Member Organisation with regards to other meeting requirements.
3.3 Equipment and Facilities Requirements

3.3.1 Seating around a square or U-shaped table for a maximum of 16 seats is preferable.
3.3.2 One microphone (at least) per two delegates.
3.3.3 Paper, pencils, glass of water on the table
3.3.4 Display cards for the following:
   3.3.4.1 Chairperson
   3.3.4.3 Member Organisation

3.3.5 Coffee break, lunches and other hospitalities

3.3.6 Additional Chairs to be provided for individual observers/delegates attending.
CHAPTER - IV
CAA AWARDS
4.1 Robert Mathew Award for Life Time Achievement

In 1982 the commonwealth association of architects established the award to commemorate its first President Sir Robert Mathew.

ARCHITECT ROBERT MATTHEW:
Sir Robert Hogg Matthew (1906-1975) was an architect who became a leading member of the modernist movement. He became a Fellow of the Royal Institute of British Architects in 1955 and served as its President from 1962 to 1964. He was awarded Officer of the Most Excellent Order of the British Empire (OBE) in 1952 and knighted in 1962. Sir Robert Matthew was the first President of the Commonwealth Association of Architects and the International Union of Architects (UIA).

THE AWARD:
The Award recognises innovative contributions to the development of architecture in the Commonwealth context.
The award is to be made to an architectural practice making the most outstanding contribution, having particular relevance to the country or region in which the architect or architectural practice operates. This award is given to Architects to acknowledge Life Time Achievement.

PAST WINNERS:
The past winners represent a distinguished body of recipients who have provided the Commonwealth with recipient’s significant and lasting architectural endowments.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Recipients</th>
<th>Given out at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1983 - Philip Cox</td>
<td>Australia Australia</td>
</tr>
<tr>
<td>2.</td>
<td>1985 - Arup Associates</td>
<td>UK Jamaica</td>
</tr>
<tr>
<td>3.</td>
<td>1989 - Raj Rewal</td>
<td>India Malaysia</td>
</tr>
<tr>
<td>4.</td>
<td>1991 - Hampshire County Council</td>
<td>UK Cyprus</td>
</tr>
<tr>
<td>5.</td>
<td>1994 - Ian Ritchie Architects</td>
<td>UK Mauritius</td>
</tr>
<tr>
<td>6.</td>
<td>1997 - Greg Burgess Architects</td>
<td>Australia India</td>
</tr>
<tr>
<td>7.</td>
<td>2000 - TR Hamzah and Yeang</td>
<td>Malaysia New Zealand</td>
</tr>
<tr>
<td>8.</td>
<td>2003 - Balkrishna Doshi</td>
<td>India South Africa</td>
</tr>
<tr>
<td>9.</td>
<td>2016 - Joint Recipients</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grimshaw Architects</td>
<td>UK Pakistan</td>
</tr>
<tr>
<td></td>
<td>• Pervaiz Vandal &amp; Associates</td>
<td>Pakistan</td>
</tr>
<tr>
<td>10.</td>
<td>2019 - Prof. Periti Richard England</td>
<td>Malta Mombasa, Kenya</td>
</tr>
<tr>
<td>11.</td>
<td>2022 -</td>
<td>Trinidad &amp; Tobago</td>
</tr>
</tbody>
</table>
Criteria for Lifetime achievement award:

The awards will be given once in the term of General Assembly of CAA.

1. The awards are to recognize **innovative contributions to the development of architecture**, especially in the Commonwealth context, by an architect or architectural practice nominated by a Member Organisations of the Commonwealth Association of Architects.

2. Each **Member Organisation (MO)** will forward applications received from its members to the RM Award committee not necessarily restricted to the members of the Institution or Association.

3. Submissions are to be made electronically on **jpg or pdf formats** to A1 paper size (594mm x 841mm) which should be capable of being printed at a high quality resolution. These should be in landscape format only. The total combined size of the upload should not exceed 25MB per image.

4. Maximum no of A1 papers submission are limited to 10.

5. The **nomination** to be submitted to the Secretariat of the Commonwealth Association of Architects with appropriate supporting material on or before the stipulated date.

6. The awards will be judged by **a jury of three members** two of whom shall be members of the profession with the third member, not necessarily a member of the profession, coming from the host country.

7. Design achievement that demonstrates skill and creativity, including ecological stewardship and social responsibility that acknowledges and advances social agendas. Projects should reflect a sense of place, of ecology, of history, or of purpose as an integral part of the design excellence.

8. Technical advancement, if any, which may include engineering achievements (structural, mechanical, transportation, computer, etc.) as well as innovative use of materials.

9. Academic Contribution, if any, which may include contribution to international / national architectural discourse including academic and educational benefits to students of architecture.
APPROPRIATE SUPPORTING MATERIAL / REQUIRED DOCUMENTS FOR SUBMISSION:

The following documents shall be assembled by the candidate as part of the submission.

1.0 Introduction of the Architect or Architectural office making the most outstanding innovative contribution to the development of architecture having particular relevance to the country or region in which the architect or architectural office operates.

2.0 Examples of the Architects or Architectural Office’s work: (Additional materials can be requested on a case-by-case basis)

3.0 Project under taken by the Architect or Architectural Office. (Drawings, Photographs, 3D’s/Sketches, Project Brief, Team Involved and a Write-up on the project)

4.0 Examples of overall work of the Architect or Architectural Office.

5.0 Submissions can be made electronically on jpg or PDF formats to A1 paper size. Maximum no of A1 papers are limited to 10.

6.0 Video clip or Documentary featuring the submitted entry (Can be uploaded electronically.

7.0 A paragraph (not more than 500 words) explaining why the entry might be considered for The RM Award. Information that exceeds the limit of 500 words will not be reviewed.

SCHEDULE OF AWARD – (TENTATIVE)

The schedule of the process involved in selecting the Award Recipients:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>To receive Nominations.</td>
<td>November ___ – January ___</td>
</tr>
<tr>
<td>Deadline for submission. The Jury shall base its assessment on nominations received prior to this date.</td>
<td>January ___</td>
</tr>
<tr>
<td>Jury review. The Jury shall review the shortlisted candidates and prepare their final recommendation.</td>
<td>February ___ - March _____</td>
</tr>
<tr>
<td>Award Recipient is chosen through a majority vote. The decision shall be final and without appeal.</td>
<td>April _____</td>
</tr>
<tr>
<td>CAA Robert Mathew Life time Achievement Award Recipient will receive a trophy.</td>
<td>August _____</td>
</tr>
</tbody>
</table>
DECLARATION OF AUTHORSHIP & ACCEPTANCE OF COMPETITION REGULATIONS:

A declaration should accompany all submissions agreeing to abide by the award conditions and accepting the decision of the Judging Panel as final.

COPYRIGHT:
The ownership of Copyright in the work of all Nominees will be in accordance with the UK Copyright, Designs and Patents Act 1988, that is Copyright rests with the author of the submitted design.

ENQUIRIES:
The award is being managed and administered by the Commonwealth Association of Architects (CAA). All enquiries relating to the award should be directed to comarchitect.org@gmail.com with a copy to admin@comarchitect.org

Neither the organizers, sponsors nor members of the judging panel should be solicited for information as this may lead to disqualification.
4.2 Design Excellence Award

The Award recognises innovative contributions to the development of architecture in the Commonwealth context. The award is to be made to an architectural practice making the most outstanding contribution, having particular relevance to the country or region in which the architect or architectural practice operates. This award is given to Architects to acknowledge Design Excellence.

Criteria for Design Excellence award:

The awards will be given once in the term of General Assembly of CAA.

1. The awards are to recognize innovative contributions to the development of architecture, especially in the Commonwealth context, by an architect or architectural practice nominated by a Member Organisations of the Commonwealth Association of Architects.

2. Each Member Organisation (MO) will forward applications received from its members to the Award committee not necessarily restricted to the members of the Institution or Association.

3. The Design Excellence Award will be given to the project which has the following elements:

   Design for Integration: What’s the big idea? How does the project demonstrate the intersection of design excellence and sustainable performance?

   Design for Community: How does this project promote equity, make the most of its surrounding community, integrate with it, and give back?

   Design for Ecology. How does this project respond, connect, and contribute to the surrounding ecosystem?

   Design for Water: How does the project use water wisely and handle rainfall responsibly?

   Design for Economy: How does the design show that higher performance can be cost-effective?

   Design for Energy: How much energy does the project use, is any of that energy generated on-site from renewable sources, and what's the net carbon impact?

   Design for Wellness: How does the design promote the comfort and health of
those who spend time in it?

Design for Resources: How were the decisions about the materials used based on an understanding of their impact. Especially carbon impact?

Design for Change: How does the project design anticipate adapting to new uses, adapt to climate change, and support resilient recovery from disasters?

Design for Discovery: What lessons for better design have been learned through the process of project design, construction, and occupancy?

Submissions are to be made electronically on jpg or pdf formats to A1 paper size (594mm x 841mm) which should be capable of being printed at a high quality resolution. These should be in landscape format only. The total combined size of the upload should not exceed 25MB per image. Maximum no of A1 papers submission are limited to 10.

4. The nomination to be submitted to the Secretariat of the Commonwealth Association of Architects with appropriate supporting material on or before the stipulated date.

5. The awards will be judged by a jury of three members two of whom shall be members of the profession with the third member, not necessarily a member of the profession, coming from the host country.

6. Design achievement that demonstrates skill and creativity, including ecological stewardship and social responsibility that acknowledges and advances social agendas. Projects should reflect a sense of place, of ecology, of history, or of purpose as an integral part of the design excellence.
**APPROPRIATE SUPPORTING MATERIAL / REQUIRED DOCUMENTS FOR SUBMISSION:**

The following documents shall be assembled by the candidate as part of the submission.

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3.0 Project under taken by the Architect or Architectural Office. (Drawings, Photographs, 3D’s/Sketches, Project Brief, Team Involved and a Write-up on the project)

4.0 Examples of overall work of the Architect or Architectural Office.

5.0 Submissions can be made electronically on jpg or PDF formats to A1 paper size. Maximum no of A1 papers are limited to 10.

6.0 Video clip or Documentary featuring the submitted entry (Can be uploaded electronically.

7.0 A paragraph (not more than 500 words) explaining why the entry might be considered for The Design excellence Award. Information that exceeds the limit of 500 words will not be reviewed.

**SCHEDULE OF AWARD:**

The schedule of the process involved in selecting the Award Recipients:

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<tr>
<td>Jury review. The Jury shall review the shortlisted candidates and prepare their final recommendation</td>
<td>February ____ - March ______</td>
</tr>
<tr>
<td>Award Recipient is chosen through a majority vote. The decision shall be final and without appeal.</td>
<td>April ______</td>
</tr>
<tr>
<td>Design Excellence Award Recipient will receive a trophy.</td>
<td>August ______</td>
</tr>
</tbody>
</table>
DECLARATION OF AUTHORSHIP & ACCEPTANCE OF COMPETITION REGULATIONS:
A declaration should accompany all submissions agreeing to abide by the award conditions and accepting the decision of the Judging Panel as final.

COPYRIGHT:
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ENQUIRIES:
The award is being managed and administered by the Commonwealth Association of Architects (CAA). All enquiries relating to the award should be directed to comarchitect.org@gmail.com with a copy to admin@comarchitect.org

Neither the organizers, sponsors nor members of the judging panel should be solicited for information as this may lead to disqualification.
4.3 Student Design Competition

**CAA Student Award** aims to celebrate the creativity of architecture students throughout the Commonwealth. This competition also provides participating students the opportunity to showcase their visions for the future.

The **theme** of the CAA Student Award can vary. However, students will show their visions for the innovative design related to the special topic. The most outstanding contribution will showcase particular relevance to the country or origin of the student.

**CRITERIA FOR CAA STUDENT AWARD**

**Who should enter?**
The Applicant should be a currently enrolled undergraduate or graduate student in an architecture program of a CAA Member Organisation (MO) country. The entry can be from an individual student or a team (maximum 3 members).

**Why should the student enter?**
CAA Student Award is the student’s opportunity to get involved and show her/his social responsibility and empathy towards humanity.

**What is the Medium?**
Medium is free. The student may use pen and ink, pencil, freehand, digital, mixed media, collage, or in any combination of these media.

**What is the Award?**
There will be a Regional Winner for each of the 5 Commonwealth Regions, namely Africa, Asia, Caribbean and the Americas, Europe and the Oceania, and One Best Award. A Regional Award recipient will receive the award certificate and £400, and the Best Award will receive the award certificate and £800.

**SCHEDULE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcement on CAA Website.</td>
<td>November ____</td>
</tr>
<tr>
<td><strong>Submission Deadline</strong> - Submissions of projects to the Student Award Committee by Participants.</td>
<td>January _____</td>
</tr>
<tr>
<td>Jury Review - A Regional Award for each of the 5 Commonwealth Regions, namely Africa, Asia, Caribbean and the Americas, Europe, and the Pacific, and 1 Best Award. The decision will be final and without appeal.</td>
<td>February ____ March ______</td>
</tr>
<tr>
<td>Announcement of the Award.</td>
<td>April _____</td>
</tr>
<tr>
<td>Award recipients receive the awards.</td>
<td>August _____</td>
</tr>
</tbody>
</table>
SUBMISSION REQUIREMENT

All submissions will be online. Following documents must be submitted.

1. **Participant(s) Information**: Name(s) of individual student or team members, Name of Department/School, and University, Student ID number(s), Email, Phone number.
2. Drawings sheet(s) including concept sketches, plans, elevations, sections, 3D images, and other relevant details in A2 size sheets in PDF format. The maximum number of sheets is limited to 4
3. A separate A4 sheet with a short essay (not more than 500 words) explaining why the entry might be considered for the Award in PDF format. Essays exceeding 500 words will not be reviewed.
4. Submission link: (to be generated by each MO. If needed, the Student Award Committee will help).

   i) **Declaration of Authorship & Acceptance of Competition Regulations**
   A declaration should accompany all submissions agreeing to abide by the award conditions and accepting the decision of the Jury as final.

   ii) **Copyright**
   The ownership of copyright in the work of all Participants will be in accordance with the UK Copyright, Designs and Patents Act 1988, that is, Copyright rests with the author of the submitted design

**INQUIRIES**

The Student Award is being managed and administered by the Education Committee, Commonwealth Association of Architects (CAA).
All inquiries relating to the competition should be directed to comarchitect.org@gmail.com
CHAPTER - V
GUIDELINES FOR HOSTING CAA GENERAL ASSEMBLY
5.1 **Recommended Steps for Member Organisation Considering an Offer for Hosting CAA General Assembly**

5.1.1 Review carefully and thoroughly this CAA’s Manual for Hosting a General Assembly.

5.1.2 Discuss the basic requirements at the Member Organisation’s Board of Directors meeting:

5.1.2.1 Do the Officers and Members enthusiastically support the idea of hosting CAA General Assembly considering the following factors?

5.1.2.1.1 Location. In choosing a General Assembly location, factors such as available transportation, convenience of location to the membership and host member institute, peace and order, and availability of satisfactory lodgings and facilities will be considered.

5.1.2.1.2 Date. First week of August up to last week of October.

5.1.2.1.3 Participants. CAA prefers a General Assembly site that can accommodate this number of participants. Other variables will be considered such as location in the region, previous General Assembly sites and attendance numbers, etc.

5.1.2.2 Does your country have adequate existing facilities as required and outlined in the Manual? (Venue, hotel rooms, etc.)

5.1.2.3 Are these facilities available on the specified dates?

5.1.2.4 Are there any conflicting conventions or major events scheduled in that city on the specified dates?

5.1.2.5 Is the Member-Organisation large enough to supply the required numbers of volunteers during the General Assembly event?

5.1.2.6 If the Member-Organisation Officers vote favorably on submitting an offer, the Member Institute President or someone appointed by him should submit the Official Offer Form to the CAA Council with the following attachments:

5.1.2.6.1 Application Form
5.1.2.6.2 Board Resolution duly approved by the Member-Institute's Board of Directors

5.1.2.6.3 Offer Book Information (as indicate under Host Offer Preparation Guidelines)

5.1.2.6.4 A five minutes video documentation presentation

5.1.3 Criteria for Assessment. Offer Proposals will be assessed according to criteria determined from time to time by the CAA Council. Particular attention will be paid to the following aspects:-

5.1.3.1 The appropriateness and timelines of the proposed General Assembly and Council meetings;

5.1.3.2 Evidence of broad-based technical interest and support, both within the CAA Member Organisation and the respective Region of the CAA;

5.1.3.3 Evidence of the financial viability of the proposed General Assembly, including any associated activity (seminars, workshops, exhibitions, etc.);

5.1.3.4 The availability of local skills, knowledge and experience in organizing an event of the type proposed, to the requisite standards of Quality;

5.1.3.5 The accessibility and suitability of the proposed geographical location and the proposed venue.

5.1.3.6 Main theme of the proposed technical session which could generate interest to host members as well as CAA members from your region.

5.1.3.7 Approximate number of participants, local and international.

5.1.3.8 Proposed estimated number of speakers according to the Theme, their travel and local hospitality.

5.1.3.9 A tentative program of CAA GA, Council meetings (outgoing and incoming) as well as the CAA Awards and Gala Dinner. Should indicate the Host Country program merged with the CAA program.

5.1.3.10 Main Venue of events, hotel/accommodations with choices of high and low rentals etc.

5.1.3.11 Do you intend to include students activities i.e. from national architectural schools as well as from your CAA region?
5.1.3.12 The possibility of a student Jamboree for students and faculty participation during the event.

5.1.3.13 The CAA would like to see other participants from your region and other CAA regions taking part in the General Assembly and exchanging views with the CAA Council.

5.1.3.14 Convenient Air Transportation with names of major International Airlines with Regular Direct Service from and to capitals of all CAA member Organisations.

5.1.3.15 Foreign Currency exchange rates in your country to facilitate the delegates in determine their cost.

5.1.3.16 Average yearly temperature and weather conditions in your country / region during the month of August – October.

5.1.3.7 For those members who are unable to attend physically the CAA General Assembly and the CAA Council meetings a Hybrid type arrangements with a physical and an online presence may be required to be arranged. Please submit your proposals for such a situation where ON Line streaming and participation be made available for all attendees.

5.2. **Host Offer Preparation Guidelines**

The following specific aspects of hosting a General Assembly event of CAA will be considered part of the offer process. A written Offer Book Information must be submitted to CAA Council with the following contents:

5.2.1 Application.

5.2.2 Make-up of the host committee and their anticipated area of responsibility.

5.2.3 Anticipated technical theme and logo.

5.2.4 Letter(s) from the hotel(s) indicating preliminary arrangements, projected costs; what considerations they might offer (i.e., complimentary rooms, etc.). A written agreement indicating any hotel rates that can be guaranteed at that time.

5.2.5 Brochures and floor plans from hotel(s).

5.2.6 Sample menus

5.2.7 Cost sheets associated with the facility including meeting rooms, banquet facilities, audio-visual, on-line streaming facility for Hybrid attendance and participation etc.
5.2.8 Written documentation supporting the following:

5.2.8.1 Anticipated General Assembly dates

5.2.8.2 Availability and accessibility of transportation to the venue.

5.2.8.3 Number and cost of hotel rooms

5.2.8.4 Complimentary rooms for Officers and distinguished guests

5.2.8.5 Host site accessibility for persons with disabilities

5.2.8.6 Information about the General Assembly meeting rooms including: the number of meeting rooms their seating capacity and the proximity of meeting rooms to each other.

5.2.8.7 Availability of audio-visual equipment/secure storage space.

5.2.8.8 Capacity of banquet room

5.2.8.9 Cost range of meal package and date that meal prices can be guaranteed.

5.2.8.10 Variety of meal package, including vegetarian and non-red meat options

5.2.8.11 Host site policy on vendors/outside caterers supplying food for special events at the venue site

5.2.8.12 Availability of breakfast options to accommodate the breakfast rush.

5.2.8.13 Availability of coffee breaks

5.2.8.14 Availability of nearby restaurants/entertainment

5.2.8.15 Information relating to exhibitors including: space availability for exhibitors, storage space and costs associated with the exhibitor area.

5.2.8.16 Location for Association Committee/institutional displays

5.2.8.17 Space availability for keynote speech and business meeting.

5.2.8.18 General Assembly registration process.
5.2.8.19 Host site amenities such as: extended pool hours, availability of a business center, fitness center, etc

5.2.8.20 Hotel regulations regarding alcohol

5.2.8.21 Plan for arranging corporate sponsorship of the events from local vendors

5.2.9 Offers will be heard during the CAA Council Meeting (if required) and each offer presentation will consist of fifteen (15) minutes (maximum) presentation, broken down as follow

5.2.9.1 Formal presentation (5 Minutes)

5.2.9.2 Questions from the CAA Council Committee (10 minutes)

5.2.10 During the offer presentation, it is helpful to include:

5.2.10.1 Visual aids/5 minute video documentary

5.2.10.2 Tourist information and promotional material representing the host country.

5.3 CAA General Assembly and Council Meetings Facility Requirements

During your offer preparation, please utilize the following facility requirements, as they will help you determine which potential host site best meets the needs.

5.3.1 Dates must be available for early August. September or early October.

5.3.2 Facilities must be conveniently located near major forms of public transportation (airplane, bus and automobile). Sufficient site parking must be available. Airport shuttle or limo service should be available.

5.3.3 Hotel accommodations of at least 50% of the anticipated participants must be available for delegates and participants.

5.3.4 The cost and variety of rooms (singles, doubles) should be appropriate to meet the needs of the members that typically attend the event. Acceptance of purchase orders or direct billing for lodging payment is considered desirable at the host site. In case of the length of the program, late checkout is desired.

5.3.5 Availability of complimentary lodging for the CAA Office Bearers, CAA Trustees, Host Institute Presidents and distinguished guests during the event.
5.3.6 The host site should have an adequate elevator service/stairwell system to accommodate the flow of delegates, as well as the ability to accommodate persons with disabilities.

5.3.7 Any charges for meeting rooms, banquet facilities, audio-visual equipment, storage space, etc. should be clearly outlined in the offer.

5.3.8 During the event, a minimum number of rooms should be conveniently available, to accommodate delegates during seminars, lectures and workshops.

5.3.8.1 Each session room should accommodate the participants, theater or lecture style.

5.3.8.2 All rooms should be centrally located and easily accessible with good lighting, appropriate temperature control, and electrical outlets with sufficient space for several pieces of audio-visual equipment, as well as have the ability for multiple computers with internet access to be used in the room.

5.3.8.3 Host site staff should be available during the event to alter room arrangements based on program needs.

5.3.9 The Host must provide additional Pre-Event rooms for the following:

5.3.9.1 One meeting room is needed for the CAA Office Bearers.

5.3.9.2 One work/area room for the organizer.

5.3.9.3 One work/area room for the Program and Planning Committee in order to process the evaluations and to coordinate the activities of the day.

5.3.10 A storage area, that has the capability to be locked, is needed near the meeting rooms for audio-visual equipment.

5.3.11 Meals are typically included in the Events package. Here are the considerations when thinking of a potential meal package:

5.3.11.1 Banquet room facilities must accommodate the delegates. Round tables are preferred. Sufficient staff needs to be available to manage room set-up and take down for meals and sessions, if this room is to be used for general sessions or social events.

5.3.11.2 When considering space, please account for an elevated, presidential table for CAA Office Bearers.

5.3.11.3 It is important that meal prices be kept reasonable.
5.3.11.4 Meal prices need to be guaranteed prior to the events. A sample menu should be included in the offer packet.

5.3.11.5 Vegetarian and non-red meat-meals in sufficient quantity should be available.

5.3.11.6 Gratuities and taxes charged

5.3.11.8 Menu testing availability

5.3.11.9 Service and bar costs for social events

5.3.11.10 what food service can be offered at breakfast

5.3.11.11 what coffee break service is available

5.3.12 In case of exhibits, at a minimum, exhibition space must be sufficient to provide for at least 30 (8 ft. by 10 ft.) exhibit booths with adequate space for comfortable browsing. The exhibition area should be conveniently located and be readily accessible to conferees. Any costs associated with the vendor area should be outlined in the offer.

5.3.12.1 Electrical outlets and adequate lighting and ventilation should be present. The cost associated with the electrical outlets should be included in the offer.

5.3.12.2 Provision for moving bulky or heavy objects to and from the exhibit and loading dock area should be adequate.

5.3.12.3 Space should be available to exhibitors for storage prior to the set-up of exhibits. Some exhibitors may wish to ship items as far ahead as one week before the event.

5.3.12.4 Cost of the Exhibits must be specified in the offer.

5.3.13 Adequate space/location for registration must be available. The Host Committee is responsible for coordinating advance and on-site event registration of the participants.

5.3.14 Additional host site amenities, including space available for social gatherings, alcohol regulations, coffee break service capabilities, extended pool hours, fitness center, business center facilities on-site or near-by, size of restaurant(s) for breakfast and signage, should be addressed in the offer.

5.3.15 Potential entertainment options should be outlined in the offer.
5.4 Host Member Organisation Committee Summary of Responsibility

5.4.1 Attendance

5.4.1.1 It is strongly suggested that the Host Organisation, particularly the Board of Directors or Officers attends the event and its associated program and is part of the offer presentation.

5.4.1.2 Attend and report to the CAA Council meeting during the year after the offer is awarded and special meetings called for that purpose.

5.4.2 Host Site Arrangements

5.4.2.1 Printing and Mailing of Registration. The Host Committee prepares the advance mailings.

5.4.2.2.1 Host may send out a brochures/postcard as early as 4-6 months as an early teaser.

5.4.2.2 The detailed mailing should reach Member-Institutes 2 months prior to the start of the forum/congress. It is sent to:

5.4.2.2.1 All CAA Officer Bearers
5.4.2.2.2 All Member-Organisation
5.4.2.2.3 All Program Presenters
5.4.2.2.4 All Prospective Exhibitors

5.4.2.2.3 Contents of the mailing:

5.4.2.2.3.1 Letter from Host Committee
5.4.2.2.3.2 Registration form
5.4.2.2.3.3 Preliminary program
5.4.2.2.3.4 Other accommodation options in close proximity to host site
5.4.2.2.3.5 Map of area/travel directions to hotel site/mass transit information
5.4.2.2.3.6 Hotel room reservation instructions

5.4.2.2.4 The host committee sends notifications of the congress/forum to the Member-Organisation’s newsletters, CAA newsletter.
5.4.2.2.5 Some local news coverage may be arranged by the Host’s information office (news office, etc.).

5.4.2.3 Pre-Registration. The Host Member Organisations receives all registration forms and payments.

5.4.2.3.3 Final list of member Organisation registrants prior to the event:

5.4.2.3.3.1 An alphabetical (by last name) list of registrants. One copy placed in each registrant's packet. Provide e-mail addresses of registrants on listing.

5.4.2.3.3.2 A list of delegates by Member-Organisations. This is to be available to the CAA Honorary Secretary prior to the business meeting.

5.4.2.3.4 Arrange assistance from Host Country’s Tourism Authority, Foreign Affairs other related government agency, if required.

5.4.2.3.5 Have adequate signage available

5.4.2.3.6 Registration areas:

5.4.2.3.6.1 for those who pre-registered: pick up packets

5.4.2.3.6.2 Hospitality and Information Area

5.4.2.3.6.3 Place to sign up for tours, if any

5.4.2.3.7 Registration and Information Area needs to be open sufficient hours to meet the needs of the attendees.

5.4.2.4 Hospitality, Social and VIP Arrangements (optional)

5.4.2.4.1 Educational Tours: These may be arranged if the Host Committee desires to do so. It involves scheduling and arranging for sign-up, guides and transportation.

5.4.2.4.2 Cultural Night. The host committee may organize a cultural event attended by all delegates and students as a farewell get together.
5.4.2.4.3 VIP Arrangements: The Host Committee is expected to work closely CAA Council - Office Bearers, particularly with the Executive Director, in making arrangements for hotel accommodations and local transportation for the VIPs. Subject to approval of the Executive Committee, registration fees may be waived for special guests.

5.4.2.5 Staffing

5.4.2.5.2 There is a great deal of word processing and duplicating. Arrange to have a computer, printer, and staff available at the hotel for these days. Examples of word processing and copying that may need to be done include:

5.4.2.5.2.1 Minutes
5.4, 2.5.2.2 Resolutions
5.4.2.5.2.3 Charts
5.4.2.5.2.4 Constitutional amendments, if any
5.4.2.5.2.5 List of participating Member-Organize
5.4.2.5.2.6 General Assembly updates or newsletter
5.4.2.5.2.7 Name tags

5.4.2.6 Miscellaneous

5.4.2.6.1 General Assembly Update. The Host Committee will work in cooperation with the Newsletter committee to provide updates during the General Assembly. The Host Committee will incur this expense.

5.4.2.6.2 Media: The Publication and Publicity Committee is responsible for the media room. A person from the host Member-Institute will be needed as a contact for this area.

5.4.2.6.3 Photographers. The Newsletter Committee will have someone taking pictures. The Host Committee may have other people taking candid shots throughout the General Assembly and the Council meetings. However, a formal Group Photographs of official delegates with the CAA Council must be arranged and taken by a professional photographer.

5.4.2.6.4 The host committee must maintain regular communication with the CAA Council Office Bearers, Presidents of the Member-Organisation and other committees
CHAPTER - VI
THE CAA/YOUNG ARCHITECTS / STUDENT JAMBOREE

(PROPOSAL FOR APPROVAL)
6.1 Overview

6.1.1 Accompanying each CAA General Assembly is the gathering of young architects and students from member countries of CAA under the auspices of the CAA Education Committee for Architectural Education.

6.1.2 The objectives of this Jamboree are as follows:

6.1.2.1 To facilitate talented young architects and students of architecture to travel in the CAA regions and experience the architecture of different, environments from their own.

6.1.2.2 To foster among the up-and-coming generation of architects in the region a better understanding of each other's countries and their contemporary conditions and problems.

6.1.2.3 To encourage the buildings of interpersonal contacts between the young architects and students in the region.

6.1.2.4 To promote awareness among them of the role and work of Education Committee and their support for future participation as architects in these institutions.

6.1.2.5 To enliven CAA gatherings by the presence of young architects and students.

6.2 Responsibility

6.2.1 The Host Member Organisation shall be solely responsible for the hosting and organizing of this Jamboree and for providing local hospitality for the delegates for the duration of the Jamboree. They may however obtain sponsors or join hosts in organizing the event.

6.2.2 The person responsible for the organizing of the event from the Host Member Organisation shall be their respective representative.

6.3 Theme and Details

6.3.1 The theme and details for the Jamboree shall be presented for the deliberation and consensus at the CAA council prior to the event by the Education Committee Chair and representative of the Host Member.
6.4 **Notice of Event**

6.4.1 The Host Member Institute shall, at least six (6 months prior to the event, send a notice to each Member giving preliminary details of the event including the dates of the event and request for the nomination of two (2) delegates from each Member (one young Architect and one Student).

6.4.2 At least three (3) months prior to the event, the Host Member shall send the final details, including the program, to all Member Institutes and young architects and student delegates, if already nominated.

6.5 **Who can participate?**

6.5.1 Each member country shall select using their own criteria, two (2) delegates for whom the Host Member shall provide local hospitality, including food and board for the duration of the Jamboree. The Member Institute or the delegates themselves shall bear the cost of travel to and from the venue of the Jamboree.

6.5.3 The Host Member shall be free to encourage as many local young Architects and students from the Host Country to participate in the Jamboree, as deemed fit by them. They shall also be free to fix charges, if any, for local attendance.

6.5.4 The Member shall confirm to the Host Member at least two (2) months prior to the event, of the number of student delegates and observers who shall be attending.

6.6 **Finance**

6.6.1 The Host Member shall:

6.6.1.1 Bear all expenses associated with the hosting the Jamboree and local hospitality expenses for all official student delegates from Member countries.

6.6.1.2 To obtain sponsorship or grants

6.6.1.3 Jointly host the event with local school of architecture.

6.7 **Organizing Committee**

6.7.1 The Host Member shall have an Organizing Committee and relevant sub-committees appointed for the purpose of organizing the Jamboree.

6.8 **Venue for the Jamboree**
6.8.1 It is preferable to host the jamboree in one of the local schools of architecture of the Host Member, in the same city as the venue of the CAA General Assembly.

6.8.2 This brings the local students into contact with the Jamboree participants and livens up the event.

6.8.3 Moreover the facilities of the local university could be used by the Host Member without having to resort to hiring a venue, it would be permissible for the local school of architecture to also co-sponsor the Jamboree and share the costs and provide facilities.

6.9 **Accommodation**

6.9.1 Accommodation for such delegates shall be provided in student hostels. If there are rooms, it shall be on twin sharing basis. Otherwise, a dormitory type accommodation shall be provided. It is preferable to locate within walking distance the accommodation near the venue for the Jamboree.

6.10 **Jamboree Program**

6.10.1 The program shall include the following;

6.10.1.1 A one day student's seminar or workshop on a theme proposed by the Host Member and agreed by Education Committee. This is to provide an opportunity for intellectual interaction.

6.10.1.3 Attending at least one social function in the evenings to interact with the other delegates to the CAA General Assembly Meetings.

6.10.1.4 A one session meeting with the CAA Committee for Education to provide an opportunity for feedback and communication between the delegates and Education Committee members on matters relating to Architectural Education.

6.10.1.5 A one day city tour.

6.11 **Food**

6.11.1 Reasonable quality food shall be provided for delegates. Care should be taken to request delegates early for any diet restrictions.
6.12 Local Student Guides

6.12.1 Delegates attending a Jamboree may be traveling to the Host Member for the first time and may be unfamiliar with many things.

6.12.2 The Host Member Institute through the local school of architecture may nominate a local student as a guide for every foreign delegate.

6.12.3 The local student would be responsible to assist the foreign delegates from the time of pick-up at the airport to departure and during the Jamboree including guidance on personal requests like shopping, etc. This arrangement shall work well in not only assisting the foreign delegates but also build stronger bonds between the students present at the Jamboree.

6.13 Transport to and from the Airport

6.13.1 The local Host Member should make arrangements for transfer to and from the Airport for all official delegates.

6.14 Visa and Travel Advise

6.14.1 In the preliminary announcement, advice shall be given by the Host Member on travel and visa requirements including advice on the climate at the time of the Jamboree.

6.15 National/Traditional Dress

6.15.1 Students should be encouraged to bring along their national/traditional dress to be used at the opening ceremony as well as for the cultural evenings.

6.16 Exhibition of Student Works

6.16.1 It is advisable to hold an exhibition of student works. The majority of work exhibited shall be from local schools of architecture with the foreign students being requested to bring along samples of works from their own countries to be exhibited for the duration of the Jamboree. This is to give an opportunity for students and other Architects present at this function to view the work of local schools of architecture and compare the works of students from difference countries.

6.17 Group Photographs

6.17.1 An official group photographs is to be taken together with all official young Architects and student delegates for record purposes,
6.18 Feedback from Delegates

6.18.1 After the Jamboree the Host Member should distribute forms to be filled up by the delegates to get a feedback on the Jamboree for purposes of assisting in the planning of future Jamborees, and return to their own Institutes.

6.19 Report on Jamboree

6.19.1 The Host Member through their representative should submit a report on the Jamboree held, together with the feedback received. This report is to document for record purposes, and to assist in the planning of future Jamborees.
ANNEXURES

ANNEXURE-1  CAA Council 2019 – 2022
ANNEXURE-2  CAA Presidents
ANNEXURE-3  CAA General Assemblies
ANNEXURE-4  Definition of Terms
ANNEXURE-1
THE CAA COUNCIL 2019-2022

President
Kalim A. Siddiqui (Pakistan)

Senior Vice President
Peter Oborn (UK)

Honorary Secretary/Treasurer
Immediate Past President
Vincent Cassar (Malta)

Vice President Africa
Steven Oundo (Kenya)

Vice President Americas
Akin dale Looby (Trinidad & Tobago)

Vice President Asia
Jalal Ahmed (Bangladesh)

Vice President Europe
David Pace (Malta)

Vice President Oceania
Dik Jarman (Australia)

Chair of Communication Committee
Chandana Edirisuriya (Sri Lanka)

Chair of Education Committee
Zainab Faruqui Ali (Bangladesh)

Chair ExCom, Validation & Accreditation
Sithabile Mathe (Botswana)

Chair of Practice Committee
Jayantha Perera (Sri Lanka)

Executive Director
Maira Khan (Pakistan)
### ANNEXURE-2
#### CAA PRESIDENTS

<table>
<thead>
<tr>
<th>S.#</th>
<th>Years</th>
<th>Name of President, Country of Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1965 – 1967</td>
<td>Sir Robert Matthew CBE, United Kingdom</td>
</tr>
<tr>
<td>2.</td>
<td>1967 – 1969</td>
<td>Sir Robert Matthew CBE, United Kingdom</td>
</tr>
<tr>
<td>3.</td>
<td>1969 – 1971</td>
<td>Jai Rattan Bhalia, India</td>
</tr>
<tr>
<td>4.</td>
<td>1971 – 1973</td>
<td>Jai Rattan Bhalia, India</td>
</tr>
<tr>
<td>5.</td>
<td>1973 – 1976</td>
<td>Ronald Andrew Gilling OBE, Australia</td>
</tr>
<tr>
<td>6.</td>
<td>1976 – 1979</td>
<td>Oluwole Olusegun Olumuyiwa, Nigeria</td>
</tr>
<tr>
<td>7.</td>
<td>1979 – 1982</td>
<td>Frederic Routhwaite, Canada</td>
</tr>
<tr>
<td>8.</td>
<td>1982 – 1985</td>
<td>Peter Johnson, Australia</td>
</tr>
<tr>
<td>9.</td>
<td>1985 – 1987</td>
<td>John Wells-Thorpe, United Kingdom</td>
</tr>
<tr>
<td>12.</td>
<td>1991 – 1994</td>
<td>David Jackson AO, Australia</td>
</tr>
<tr>
<td>13.</td>
<td>1994 – 1997</td>
<td>Rusi Khambatta, India</td>
</tr>
<tr>
<td>14.</td>
<td>1997 – 2000</td>
<td>George Henderson, United Kingdom</td>
</tr>
<tr>
<td>16.</td>
<td>2003 – 2007</td>
<td>Llewellyn van Wyk, South Africa</td>
</tr>
<tr>
<td>17.</td>
<td>2007 – 2010</td>
<td>Gordon Holden, New Zealand</td>
</tr>
<tr>
<td>18.</td>
<td>2010 – 2013</td>
<td>Mubasshar Hussain, Bangladesh</td>
</tr>
<tr>
<td>20.</td>
<td>2016 – 2019</td>
<td>Vincent Cassar, Malta</td>
</tr>
<tr>
<td>21.</td>
<td>2019 – 2022</td>
<td>Kalim A. Siddiqui, Pakistan</td>
</tr>
</tbody>
</table>
# ANNEXURE-3
## CAA GENERAL ASSEMBLIES

<table>
<thead>
<tr>
<th>S.#</th>
<th>Years</th>
<th>City and Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1965</td>
<td>1\textsuperscript{st} GA and Conference</td>
</tr>
<tr>
<td>2.</td>
<td>1967</td>
<td>2\textsuperscript{nd} GA and Conference</td>
</tr>
<tr>
<td>3.</td>
<td>1969</td>
<td>3\textsuperscript{rd} GA and Conference</td>
</tr>
<tr>
<td>4.</td>
<td>1971</td>
<td>4\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>5.</td>
<td>1973</td>
<td>5\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>6.</td>
<td>1976</td>
<td>6\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>7.</td>
<td>1979</td>
<td>7\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>8.</td>
<td>1981</td>
<td>8\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>9.</td>
<td>1983</td>
<td>9\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>10.</td>
<td>1985</td>
<td>10\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>11.</td>
<td>1987</td>
<td>11\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>12.</td>
<td>1989</td>
<td>12\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>13.</td>
<td>1991</td>
<td>13\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>14.</td>
<td>1994</td>
<td>14\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>15.</td>
<td>1997</td>
<td>15\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>16.</td>
<td>2000</td>
<td>16\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>17.</td>
<td>2003</td>
<td>17\textsuperscript{th} GA and Conference</td>
</tr>
<tr>
<td>18.</td>
<td>2006</td>
<td>18\textsuperscript{th} GA and Conference</td>
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<tr>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>20.</td>
<td>2013</td>
<td>20th GA and Conference Dhaka – Bangladesh</td>
</tr>
<tr>
<td>22.</td>
<td>2019</td>
<td>22nd GA and Conference Mombasa – Kenya</td>
</tr>
<tr>
<td>23.</td>
<td>2022</td>
<td>23rd GA and Conference Trinidad &amp; Tobago</td>
</tr>
</tbody>
</table>
## ANNEXURE-4
### DEFINITION OF TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accompanying persons</td>
<td>Accompanying persons are those who are accompanying participants to the event, but do not participate in the official programs.</td>
</tr>
<tr>
<td>The Handbook</td>
<td>The Handbook contains the requirements for hosting the General Assembly.</td>
</tr>
<tr>
<td>Office Bearers</td>
<td>The CAA Office Bearers consists of the President, Immediate Past President, Senior Vice President, Regional Vice Presidents, Honorary Secretary &amp; Treasurer, Chairs of Committees, Executive Director and Trustees.</td>
</tr>
<tr>
<td>Official Delegates</td>
<td>Official Delegates are participants who are representing the CAA Member-Organisation.</td>
</tr>
<tr>
<td>Event</td>
<td>Whenever the term &quot;event&quot; is mentioned, this pertains to General Assembly.</td>
</tr>
<tr>
<td>Exhibition</td>
<td>The Host Committee is responsible for organizing a commercial and technical exhibition running concurrently to the event.</td>
</tr>
<tr>
<td>Exhibitors</td>
<td>Exhibitors that rent an exhibition area during the event.</td>
</tr>
<tr>
<td>Guests</td>
<td>Guests are those participants who are attending the technical sessions upon invitation of the Host Council or the Host Committee with approval of both parties concerned. No registration fees are to be paid to the Host Committee for guests.</td>
</tr>
<tr>
<td>Host Committee</td>
<td>The Host Committee is organized by the winning offerer and to be chaired duly designated by the Host Member-Organisation. The Host Committee is responsible for all technical and social program activities of the General Assembly events.</td>
</tr>
<tr>
<td>Delegates</td>
<td>Delegates are participants of the Technical Sessions.</td>
</tr>
<tr>
<td>Participants</td>
<td>All persons registered, including Official Delegates, accompanying persons, observers, guests, press representatives, exhibitors, sponsors and speakers.</td>
</tr>
<tr>
<td>Press representatives</td>
<td>Press representatives are national and international journalists invited by the Host Committee.</td>
</tr>
</tbody>
</table>
Program (Social)  The social program is organized by the Host Committee. The various social events during the events, including lunch and dinner parties, coffee breaks, receptions and excursions are open to all participants.

Program (Technical Sessions) The Technical Sessions program is organized by the Organizing Committee and includes the opening session and the meeting sessions of the event. The final layout of the rooms, the technical and audio-visual needs will be organized by the Organizing Committee.

Registration Registrations will be forwarded to the Host Committee.

Speakers Speakers are those persons who have been invited by the Host Committee to do a presentation during the event. Speakers travel, hotel accommodation and any speaker fees are the responsibility of the Host Committee.