
9.4 - Procedures to hand over the Secretariat to following economy.

According to the Item above, once the acceptance by the economy to act as Secretariat to the Central Council for the next agreed period following the conclusion of Mexico's term of office on 31 December 2008, a procedure to hand over the Secretariat must be put in place in order to continue with the administrative responsibilities. The mechanisms to hand over documents, the Central Council website information, timetable of this procedure and all other aspects necessary so the new Secretariat may begin its functions in time and manner.

It will be important to take advice from the Mexico Secretariat and past Secretariats so the Procedure may be as complete as possible and included on the APEC Architect Operations Manual

PROPOSAL – Item 9.4: Procedures to hand over the secretariat to following economy.

It is proposed that:

Council to approve mechanism, documents and procedures to hand over the Secretariat to following economy.

Item 10 - Promotion of the APEC Architect Register

The establishment of the APEC Architect Register is a noteworthy achievement, testimony to the good will and commitment of all economies that have participated in its creation. An effective process created to overcome barriers currently faced by architects wishing to provide independent professional services in another economy. It is probably the most interesting project of its kind in the world since it includes professionals from three continents at this moment.

After two and a half years of existence there are less than a thousand APEC Architects registered, numbers that may seem good, except that almost 700 of them belong only to two economies according to information on Monitoring Committee websites. Obviously this is not enough to sustain the framework and the great effort that all have made for so many years and by so many people, that there is concern to once again consider strategies for promotion of the Register so that it receives maximum exposure, both domestically and internationally.

For the Register to succeed the benefits it offers must be widely recognized and valued. Architects wishing to provide professional services in another economy must see clear and immediate advantages in registration as an APEC Architect. The Register must also be held in good standing as a reliable directory of professionals of a known level of competence, if it is to retain the confidence of regulatory authorities and clients alike. Delegations will be invited to discuss proposals for promoting the benefits of registration as an APEC Architect and to contribute suggestions based on their own experiences.

PROPOSAL – Item 10: Promotion of the APEC Architect Register.

It is proposed that:

Council to approve mechanisms of promotion of the APEC Architect Register considering the following possibilities:

- International promotion through different institutions and organizations conducted by the Secretariat and Monitoring Committees.
- National Promotion in each economy by the Monitoring Committee, to be reported to the Council in the six monthly reports.

Item 11 - Any Other Business

Delegates are invited to raise any matter not on the Agenda that they wish to bring to the attention of the Central Council, for discussion and resolution if necessary.

Item 12 - Summary Conclusions

12.1 - Adoption of the Summary Conclusions

Central Council members are asked to agree the draft Summary Conclusions reached in the course of the meeting on the matters under consideration.

Note: Adoption of the Summary Conclusions will be subject to endorsement by the appropriate authorities of participating economies. In view of the maximum two yearly intervals between Central Council meetings, endorsement will be requested by the Secretariat within three months of the meeting so that decisions taken by the Central Council in Vancouver may be acted upon.

12.2 - Operations Manual

Central Council members are asked to agree to the amendment of the Operations Manual to incorporate the decisions taken by the Central Council at this meeting, following their endorsement by participating economies.

Item 13 - Next Meeting of the Central Council

To agree on the date and venue for the next Fourth Meeting of the APEC Architect Central Council to be held within two years of this meeting.

Offers invited from participating economies to act as host for the next meeting.

Action: Item 13: Next meeting of the Central Council.

The Central Council to determine the date and venue of the next APEC Architect meeting. Offers to host the meeting will be requested from participating economies.

APPENDIX 1

SUMMARY CONCLUSIONS

Second Central Council Meeting

23 – 24 May 2006

Mexico City, Republic of Mexico

The following decisions reached on each item of the Agenda were put to each delegation for final consideration and were adopted as the Summary Conclusions of the second meeting of the Central Council. Each delegation was asked to confirm to the Secretariat the endorsement of the Summary Conclusions by the Monitoring Committee in its economy within three months of receipt of the Meeting Summary.

- **Item 6.1: Matters arising from the first Meeting of the Central Council**

On the recommendation of the Secretariat, the Central Council accorded authorisation to the newly formed Monitoring Committees of Korea and Singapore and received their representatives as members of the Central Council.

- **Item 6.2: Authorisation of Newly Formed Monitoring Committees**

The Central Council agrees that future applications for the authorisation of newly-formed Monitoring Committees be assessed by the Secretariat, subject to completion of the Survey Application for Authorisation and submission of required additional information on education and accreditation systems, for subsequent determination by the Central Council.

- **Item 6.3: Central Council Membership**

The Central Council received the nominated representatives of Monitoring Committees to its membership attached at Appendix 1 of Meeting Summary

- **Item 7.1: Inauguration of the APEC Architect Register**

The Central Council confirms the previously agreed Monitoring Committee website and database guidelines, modified in accordance with any decisions taken at the meeting;

The Central Council agrees that:

- information on Central Council and Monitoring Committee websites to be updated at maximum intervals of six months;
- where possible, economies that have not yet done so to complete their websites in accordance with Council decisions within the three months following the meeting.
- the Secretariat will advise each economy of any deficiency of its website.

- **Item 7.2: Documentation**

The Central Council confirms adoption of the structure of the form for the ‘Record of Seven Year Period of Professional Experience’ as a Registered /Licensed Architect, modified to include the four nominated categories of architectural practice, and the structure of the form for the ‘Application for Registration as an APEC Architect’, as minimum requirements. The Central Council agrees that Monitoring Committees must ensure that the variations they introduce to these base documents include the required minimum information.

The Central Council also agrees that:

- The APEC Architect Certificate of Registration should be of uniform design and that the proposed layout should be modified to require the signature of the Chair of the member economy Monitoring Committee only, together with the seal of the APEC Architect Central Council.
- Australia to submit a revised design of the document to the Central Council for agreement together with a proposal for the design of the seal.
- The proposed ID card design should be adopted by all economies, modified to include the expiration date on the face of the card, and with the wording on the reverse of the card to read: “The bearer of this card is an architect enrolled on the APEC Architect Register which is maintained jointly by the member economies”.

The revised Record of 7 Year Professional Experience is attached at Appendix 2 of Meeting Summary.

- **Item 7.3: Monitoring Committee Reports to the Central Council**

The Central Council agrees, as a quality assurance measure, to adopt a standard format for the six-month Monitoring Committee reports to the Central Council.

The agreed draft report form is attached at Appendix 3 of Meeting Summary

- **Item 8: Central Council Administration**

The Central Council received the report of the Secretariat on its experience in administering the business of the Central Council in its first term of office.

- **Item 9.2: APEC Architect Reciprocal Recognition Framework**

The APEC Architect Reciprocal Recognition Framework is attached at Appendix 4 of Meeting Summary.

- **Item 10: Promotion**

The Central Council agrees that:

- professional associations of architects be requested by Monitoring Committees to regularly circulate information on APEC Architect to their members;
- an information note on the function and operation of the APEC Architect Register be disseminated to all registered/licensed architects in each economy and to regulatory authority members to inform them of its existence and purpose;
- the Secretariat inform the UIA and other regional associations of architects of the APEC Architect Register and its benefits;
- the Secretariat inform the HRDWG of the APEC Architect Register and its benefits;

- advice be sought by the Secretariat from the APEC organisation on any APEC initiatives that might serve APEC Architect purposes.

- **Item 11 - Appointment of The Secretariat**

The Central Council agrees that a fee be paid by each participating economy to the Secretariat to contribute to the cost of providing this service. The Council accepts the offer of the US delegation supported by Japan, New Zealand and the Philippines to develop detailed proposals for this purpose. It also agrees that the US led committee send its proposals for financial contributions to each Monitoring Committee by October 2006, each Monitoring Committee will confirm by 31 December 2006.

The Central Council welcomes the offer of Mexico to act as the next Secretariat from the first day of January 2007 to December 31 2008, in accordance with receiving financial support of all economies as previously agreed.

- **Item 12: Any Other Business**

The Central Council agrees that it must adopt policies to ensure compliance of participating economies with Central Council rules and procedures within an agreed timeframe and that the matter be included in the Agenda for the next Council meeting.

- **Item 13.1: Adoption of the Summary Conclusions**

In view of the two yearly intervals between Central Council meetings, endorsement by the authorised Monitoring Committees of the Summary Conclusions of this meeting to be notified to the Secretariat within three months of receipt so that decisions taken by the Central Council at its meeting in Mexico City may be acted upon.

- **Item 14: Next Meeting of the Central Council**

The Central Council has determined that the next APEC Architect meeting will be held in Vancouver, Canada in early August, 2008, with the exact date to be determined by Canada.

13.2 Operations Manual

The Council also agreed that the Operations Manual be amended to incorporate the decisions taken by the Central Council at the meeting, and circulated to delegates in draft form for endorsement by participating economies.

ITEM 14 - NEXT MEETING OF THE CENTRAL COUNCIL

The offer of the Canadian delegation to host the next Central Council meeting in Vancouver in early August 2008, on a date to be determined by Canada, was warmly welcomed and accepted by the other members of Council.

This concluded the business of the Second Meeting of the Central Council. The Chair personally thanked all present for their participation and contribution to the successful outcome of the meeting. The United States delegation responded on behalf of all delegates to thank Mexico for hosting an

excellent meeting and the Australian delegation expressed the gratitude of the Central Council to the Chinese Taipei Secretariat for the great work it done for the past two years.

APPENDIX 2

**RECORD OF SEVEN YEAR PERIOD OF PROFESSIONAL PRACTICE AS
A REGISTERED / LICENSED ARCHITECT**

APPLICANT DETAILS

Name:

Business Address:

Home Economy / Jurisdiction of Registration:

Registration Number:

Date of Initial Registration:

Current Registration in other Jurisdictions:

Applicants for APEC Architect registration are requested to complete the following record of relevant experience, starting with a report of the minimum 3-year period of practice as an architect with professional responsibility for projects undertaken. This experience may be acquired either as the architect with sole professional responsibility for a building of moderate complexity (Table 1), or as the architect in charge of a significant aspect of a complex building (Table 2), or a combination of these. Please list projects in reverse date order, starting with most recent period first.

3 YEAR PERIOD OF PRACTICE AS AN ARCHITECT WITH PROFESSIONAL
RESPONSIBILITY FOR PROJECTS UNDERTAKEN.

Table 1

**Architect: with sole professional responsibility for the design, documentation and
contract administration of buildings of moderate complexity.**

Project Date From (m/y) To (m/y)	Name of organisation, architectural practice	Name and brief description of relevant project (s) with reference to level of complexity (Eg: size, concept, occupancy, technologies, site)	Role of applicant (Principal, sole practitioner, other)

Table 2

*Working in collaboration with other architects, architect in charge of and professionally responsible for a
significant aspect of the design, documentation and/or contract administration of complex buildings.*

Project date From: (m / y) To: (m / y)	Name of organisation, architectural practice	Name and brief description of relevant project (s) with reference to level of complexity (Eg: size, concept, occupancy, technologies, site)	Area of professional responsibility

**EXPERIENCE GAINED IN ADDITIONAL 4 YEAR PERIOD OF PROFESSIONAL PRACTICE
AS AN ARCHITECT**

Applicants are asked to record a minimum period of four years additional professional experience that they have gained in all of the following **categories of architectural practice**

Table 3

A. Preliminary Studies and Preparation of Brief
B. Design

C. Contract Documentation
D. Administration

Project date From: (m / y) To: (m / y)	Name of organisation, architectural practice	Name and brief description of relevant project (s) and categories of experience gained in each situation	Role of applicant (Principal, assistant, other)

VERIFICATION OF RECORD

Signature of Applicant.

I hereby declare that the above information is correct.

Signed by:

Date:

References

Each period of professional experience recorded above must be supported by a statement confirming the information provided and signed by an appropriate referee.

Please list the names and positions held by professional associates familiar with the projects undertaken, who have provided the required references attached to this submission. The Monitoring Committee may request further information from nominated referees.

Name, position held, and contact details of each referee:
