



**THE APEC ARCHITECT PROJECT
SECOND PROVISIONAL COUNCIL MEETING
FIRST CENTRAL COUNCIL MEETING**

**31 May – 1 June 2005
TOKYO, JAPAN**

**AGENDA
AND
BRIEFING NOTES**

**THE APEC ARCHITECT PROJECT
SECOND PROVISIONAL COUNCIL MEETING
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TABLE OF CONTENTS

AGENDA	PAGE
GLOSSARY OF TERMS	7
BRIEFING NOTES	8
1. Welcome to Delegates	10
2. Adoption of the Agenda	10
3. Confirmation of Summary Conclusions	10
4. Formation and Membership of Provisional Monitoring Committees	10
5. Authorisation of Provisional Monitoring Committees	11
6. Constitution of the APEC Architect Central Council	12
7. APEC Architect Register Databases and Websites	12
7.1 APEC Architect Register Databases, Monitoring Committee Websites	
7.2 Central Council Website	
8. Documentation	13
8.1 Record of 7 Year Period of Professional Experience as an Architect	
8.2 Application for Registration as an Architect	
8.3 APEC Architect Identification Card	
8.4 Operations Manual	
8.5 Presentation, Language of Documents	
9. Letter of Support from Governments	16
10. Launch of the APEC Architect Register	17
11. Funding and Financial Management of APEC Architect Framework	18
12. Central Council Operations Program	19
13. Any Other Business	21
14. Summary Conclusions	21
15. Administrative Provisions – the Secretariat	22
16. Next Meeting	22

**APEC ARCHITECT
SECOND PROVISIONAL COUNCIL / FIRST CENTRAL COUNCIL
MEETING
31 May – 1 June 2005**

AGENDA

DAY 1 9.00 AM

Item 1: Welcome to Delegates

Welcome extended to delegates of all economies attending the meeting.
APEC meeting procedures are included for the information of delegates.

Item 2: Adoption of the Agenda

Delegations invited to raise any matter on which they require clarification or to give notice if they wish to make a presentation under any item of the Agenda.

Item 3: Confirmation of Summary Conclusions of the fourth APEC Architect Steering Committee / first Provisional Council meeting

Confirmation of agreement of participating economies to the Summary Conclusions of the fourth meeting of the APEC Architect Steering Committee/ first meeting of the Provisional Council, in Honolulu, 22-23 September, 2004.

Item 4: Formation and Membership of Provisional Monitoring Committees, Provisional Council Nominations

The Provisional Council to receive notification of new Provisional Monitoring Committees formed since the last meeting. Names of current Provisional Monitoring Committee nominations for membership of the Provisional Council to be tabled at the meeting.

Expected outcome/action: Acceptance of nominees of Provisional Monitoring Committees as members of the Provisional Council.

Item 5: Authorisation of Provisional Monitoring Committees

Consideration of completed 'Survey Applications for Authorisation' submitted by Provisional Monitoring Committees, plus additional information where required. The Provisional Council to confirm automatic authorisation of initiating economies to maintain a section of the APEC Architect Register.

Expected outcome/action: All initiating Provisional Monitoring Committees that have submitted acceptable Survey Applications to be accorded authorisation.

10.30 – 11 AM COFFEE / TEA BREAK

Item 6: Constitution of the APEC Architect Central Council

Acceptance of the Provisional Council representatives of authorised Monitoring Committees as their nominated representatives on the Central Council.

The APEC Architect Central Council to be declared constituted.

Expected outcome/action: Provisional Council to hand authority for future management of the APEC Architect framework to the Central Council.

Item 7: APEC Architect Register Databases and Websites

7.1: APEC Architect Register Databases, Monitoring Committee Websites

To confirm the construction of APEC Architect Register databases and websites by Monitoring Committees in accordance with criteria adopted by the Provisional Council to govern their design and content. Opportunity will be provided for discussion on possible modifications to websites and databases, to establish a degree of uniformity in the linked sections of the Register.

Expected outcome/action: Confirmation of the construction of APEC Architect Register databases and linked Monitoring Committee websites, and endorsement of their format and content.

12.30 – 2.00 PM LUNCH BREAK

Item 7 Continues

7.2: Central Council Website

Endorsement of the format and content of the Central Council website.

Item 8: Documentation

8.1: Record of 7 Year Period of Professional Experience as an Architect

To consider and adopt the draft 'Record of 7-year Period of Professional Experience as a Registered/Licensed Architect' form to be submitted by APEC Architect applicants.

8.2: Application for Registration as an APEC Architect

To consider and adopt the draft form 'Application for Registration as an APEC Architect'.

3.30 – 4.00 PM COFFEE / TEA BREAK

8.3: APEC Architect Identification Card

Discussion on proposal to introduce an APEC Architect Identification Card to promote the status of APEC Architects

Expected outcomes/action: Agreement on standardised documents for 'Record of 7 Year Period of Professional Experience as a Registered / Licensed Architect' and

'Application for Registration as an APEC Architect', and endorsement of the proposal to introduce an APEC Architect ID Card.

8.4 Operations Manual

The Central Council to ratify the Operations Manual as the base reference manual for APEC Architect policy and procedures, subject to the incorporation of any amendments arising from decisions taken at the meeting.

Expected outcome/action: Ratification of the Operations Manual by the Central Council, incorporating any amendments agreed by the Provisional Council.

8.5 Presentation / Language of Documents

To discuss and agree the format and presentation of APEC Architect documents and the languages in which they are to be written.

Expected outcome/action: Agreement on presentation and language of APEC Architect documents.

Item 9: Letter of Support from Governments

To consider the matters to be addressed by the letter of support for the APEC Architect framework to be requested of governments of participating economies, and to agree on the proposed outline.

Expected outcome/action: Agreement on the purpose of the government letter of support, and on the outline proposed.

5.30 PM DAY 1 CONCLUDES

DAY 2 9.00 AM

Item 10: Launch of the APEC Architect Register

Following confirmation of construction of databases and websites by Monitoring Committees, the Central Council to inaugurate the APEC Architect Register. Authorised Monitoring Committees to assume responsibility for management of sections of the Register. Central Council to determine a date on which the Register will become operational. Promotion of the Register to be discussed.

*Expected outcome/action: **The APEC Architect Register to be inaugurated by the Central Council, to commence operations on a date to be agreed.***

10.30 – 11.00 AM COFFEE / TEA BREAK

Item 11: Funding and Financial Management of the APEC Architect Framework

Discussion on budgetary issues and sustainable strategies for financial management of the APEC Architect framework, both from the perspective of the Secretariat acting on behalf of the Central Council, and that of Monitoring

Committees administering their respective sections of the APEC Architect Register. Submissions and suggestions from delegations are invited.

Expected outcome/action: Agreement of a process for establishing financial strategies for future management of the APEC Architect framework.

12.30 – 2.00 PM LUNCH BREAK

Item 12: Central Council Operations Program

To determine a process for the conduct of Central Council business in the two year period prior to its second meeting, to ensure effective implementation of its policies and procedures and their continued relevance for the project. Discussion to include strategies for communication between Monitoring Committees, quality assurance measures and report to the APEC Organisation.

Expected outcome/action: Agreement on a program for effective management of the APEC Architect framework and coordination of its decentralised administrative centres in the interim period between the two yearly meetings of the Central Council.

3.30 – 4.00 PM COFFEE / TEA BREAK

Item 13 Any Other Business

Delegates are invited to raise any matter not on the Agenda, for discussion and resolution.

Item 14 Summary Conclusions

Adoption of the Summary Conclusions reached by the meeting on Agenda Items 7 -12 for endorsement by participating economies within 3 months following the meeting.

Item 15 Administrative Provisions – the Secretariat

Request for an offer from participating economy to act as Secretariat to the Central Council for an agreed period, following the conclusion of Chinese Taipei's term of office as Secretariat.

Expected outcome/action: To establish a successor to Chinese Taipei as the Secretariat for the APEC Architect framework, commencing after the second meeting of the Central Council.

Item 16 Next Meeting

Consideration of a possible date and venue for the next meeting of the APEC Architect Central Council, to be held within two years of the meeting in Tokyo.

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

5.30 PM MEETING CONCLUDES

GLOSSARY OF TERMS

Accreditation: Also validation - the granting of approval/recognition to a course or program of study, which has been tested to produce results of an acceptable standard against set criteria.

Authorisation: Approval granted by the Central Council to a Monitoring Committee to maintain a section of the APEC Architect Register.

Central Council: The joint governing body of the APEC Architect project composed of nominees of Monitoring Committees of participating economies, with ultimate responsibility for a range of matters, including the approval of Monitoring Committees, strategic directions and administrative arrangements.

Home Economy: Economy of permanent residence and primary registration/licensure as an architect.

Monitoring Committee: Independent committee formed by a participating economy, with delegated authority of the Central Council to maintain a section of the APEC Architect Register in its economy and to act as nominating body for the permanent Central Council

Participating Economy: An APEC economy with an authorised Monitoring Committee

Provisional Council: Interim governing body comprising nominees of newly formed Provisional Monitoring Committees established as a transitional measure to authorise Monitoring Committees in order to constitute the Central Council

Provisional Monitoring Committee: Newly formed Monitoring Committee that has not yet been authorised by the Central Council to act on its behalf in a participating economy.

Recognition: Also professional recognition - acceptance by a regulatory authority of compliance with requirements.

Registration: Also licensure, certification – legal admission to the right to practise as an architect.

Regulatory Authority: Authority responsible for the registration/licensure or recognition of persons permitted to offer professional services as an architect.

Note: In economies with multiple domestic jurisdictions, the ‘regulatory authority’ referred to in these Briefing Notes is taken to be the national organisation composed of representatives of regional jurisdictions to formulate national standards and procedures for the professional recognition of architects. It is understood that the ultimate legal decision for the application of these standards rests with the individual jurisdictions

**THE APEC ARCHITECT PROJECT
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AGENDA BRIEFING NOTES

Background

APEC is a cooperative association between 21 regional economies, founded to promote economic and technical cooperation in the Asia-Pacific region. APEC builds on WTO General Agreement on Trade and Services (GATS) principles for the progressive liberalisation of trade in services through the reduction of regulatory restrictions, leading to reciprocal agreements between member economies where appropriate.

The APEC Architect project is a direct response to these commitments. It is an initiative of the Human Resources Development Working Group (HRDWG), an APEC organisation concerned with the development of human resources within the region by enhancing opportunities for the transfer of knowledge and skills between participating economies. Most restrictions to trade in services apply to the establishment of a commercial presence and the presence of natural persons in a host nation, the usual methods of service provision employed by architects. The project originated from a proposal made by Australia in 2000 to develop a mechanism to achieve HRDWG goals within the architectural profession through application of the Group's strategic priority of facilitating mobility of qualified persons through the mutual recognition of their skills and qualifications.

HRDWG objectives would be implemented through the establishment of a Register of APEC Architects who had satisfied criteria derived from common elements of professional recognition in participating economies, and who had a proven record of experience as registered/licensed practitioners. Registration as an APEC Architect would provide a mutual basis for exemption from some or all of the requirements for registration/licensure in host economies and create an incentive for the development of bilateral or multilateral recognition agreements between regulatory authorities in participating economies. The Australian Government would have oversight of the development phase of the project.

Inaugural Meeting - September 2001

Eleven economies took part in the inaugural APEC Architect project meeting in Brisbane to consider the viability of this concept. Delegates reached agreement on the proposal to establish a Register of APEC Architects who had satisfied agreed criteria in their architectural education, training and accreditation, and had completed a period of professional experience in defined categories. A Steering Committee was formed to develop an organisational process to accomplish this goal.

1st Steering Committee Meeting - June 2002

The first meeting of the Steering Committee took place in Sydney. Its central purpose was to determine general standards of professional competence that would be acceptable to all participating economies as satisfying some, or all, of their own architect registration requirements. From the results of a survey conducted prior to the meeting to identify common aspects of the education and professional recognition of architects throughout the region, the Steering Committee was able to define three of the four criteria it proposed to adopt for

registration as an APEC Architect. Preliminary consideration was also given to the fourth criterion of a minimum period of professional experience that would establish the standing of an APEC Architect as an experienced practitioner.

2nd Steering Committee Meeting - December 2002

Malaysia hosted the second Steering Committee meeting in Kuala Lumpur. Decision was reached on the professional experience requirement and the remainder of the meeting focussed on development of an administrative structure for implementation of the project and management of the APEC Architect Register. The Committee adopted an organisational framework, modelled on the system developed by the APEC Engineer project, whereby a central council composed of representatives of participating economies has overall responsibility for management of the APEC Architect framework. The Central Council in turn authorises each economy to maintain a section of the APEC Architect Register.

3rd Steering Committee Meeting - February 2004

Chinese Taipei hosted the third Steering Committee meeting. Originally scheduled for September 2003, the SARS epidemic threatening the region created an unexpected delay and the meeting was deferred for five months. However, surveys were conducted and negotiations continued in the interim period. The main purpose of the meeting was to determine Council rules of conduct and a process for the formation of sections of the APEC Architect Register by participating economies. The meeting concluded with the commitment of all delegations to establish a section of the APEC Architect Register and an undertaking by each economy to form a Provisional Monitoring Committee for this purpose. Delegates agreed to constitute a Provisional Council at the following meeting.

4th Steering Committee Meeting / 1st Provisional Council Meeting – Sept. 2004

The fourth Steering Committee/first Provisional Council meeting was hosted by the USA in Honolulu. Twelve of the fifteen economies attending the meeting had formed Provisional Monitoring Committees in readiness for membership of the Provisional Council when it was constituted later in the meeting. The primary responsibility of the Steering Committee at its final meeting was to resolve all outstanding procedural matters necessary for authorisation of Monitoring Committees and constitution of the Central Council, and to agree on the process to be adopted for implementation of the APEC Architect Register.

An APEC Architect Operations Manual, incorporating the principles and procedures developed by the Steering Committee over the course of previous meetings was adopted for endorsement by the Central Council as the base reference document for the APEC Architect framework. The final duty of the Steering Committee was to receive the nominations of representatives of the newly formed Provisional Monitoring Committees to membership of the Provisional Council. The Provisional Council was constituted accordingly and assumed responsibility for all matters connected with the APEC Architect Register. The meeting ended with consensus agreement that future action must focus on completion of preparations for a successful launch of the APEC Architect Register and on promoting its benefits to architects so that it would be well subscribed and, in consequence, effective. Longer-term considerations embraced the possible negotiation of reciprocal agreements between participating economies for the recognition of architects.

This meeting concluded Australia's undertaking to HRDWG to develop the project, and administrative responsibility for the next phase of its implementation has been passed to Chinese Taipei, which will act as Secretariat for the Central Council in its first term in office.

ITEM 1 - WELCOME TO DELEGATES

The Chair will welcome all delegates of participating economies to the meeting, and extend a welcome to the representatives of any other economies who may be attending their first APEC Architect meeting as observers.

The Chair will outline meeting procedures for delegates who are not familiar with them.

APEC meeting procedures

- There is a maximum of three seats at the table for each delegation.
- Where delegations have more than three members the Head of Delegation should decide who is seated at the table at any time.
- The Chair does not request delegates to speak unless they indicate that they wish to do so.
- Delegates may do this by raising their hand or by standing their delegation sign on end.
- The Chair will call on delegations to speak, not on individuals.
- Delegates must occupy one of the seats at the table to make an intervention, and may exchange positions with fellow delegates in order to do so.

ITEM 2 - ADOPTION OF THE AGENDA

Delegations are invited to raise any matter on the Agenda, or in the supporting documents, about which they require clarification.

Delegates are invited to give notice if they wish to make a presentation under any Item on the Agenda.

ITEM 3 - CONFIRMATION OF THE SUMMARY CONCLUSIONS OF THE 4TH STEERING COMMITTEE / 1ST PROVISIONAL COUNCIL MEETING.

Each participating economy is asked to confirm the agreement of the appropriate authorities in its economy to the Summary Conclusions of the fourth meeting of the Steering Committee / first meeting of the Provisional Council held in Honolulu, 22-23 September, 2004.

(Summary Conclusions of the fourth Steering Committee / first Provisional Meeting are attached at APPENDIX 1)

ITEM 4 – FORMATION OF NEW PROVISIONAL MONITORING COMMITTEES, PROVISIONAL COUNCIL NOMINATIONS

New Provisional Monitoring Committees

At the last meeting of the Provisional Council, delegations of several participating economies advised the meeting that their economies had not yet formed Provisional Monitoring Committees, although it was their intention to do so if possible in the near future. The Provisional Council will be advised of the formation of any new Provisional Monitoring Committees that have been notified to the Secretariat prior to the forthcoming meeting.

Provisional Council Nominations

Provisional Monitoring Committees will be asked to table the names of their current nominations for membership of the Provisional Council at the meeting.

The nominees of Provisional Monitoring Committees to the Provisional Council will be granted automatic membership of the APEC Architect Central Council, when it is constituted, as agreed at the third Steering Committee meeting.

Action – Item 4: Provisional Council Nominations

The Provisional Council is asked to receive the nominated representatives of Provisional Monitoring Committees as its members.

ITEM 5 - AUTHORISATION OF PROVISIONAL MONITORING COMMITTEES

As a transitional measure, it has been decided by the Steering Committee that all initiating economies represented on the newly constituted Central Council will be accorded authorisation to maintain a section of the APEC Architect Register. They will first be required to place on record their conformance with agreed APEC Architect criteria by completing an application Survey addressing the information that must be submitted by newly formed Monitoring Committees seeking future Central Council authorisation.

Survey Applications for Authorisation

Survey Application forms were distributed to participants in February and the completed Surveys will be circulated to all delegations before the meeting. Delegates will be given an opportunity at the meeting to discuss the responses and any particular implications they might have for implementation of the APEC Architect framework. The Surveys will provide a general benchmark against which the continued authorisation of Monitoring Committees may be reviewed from time to time.

Additional Information

Those economies that have joined the APEC Architect project more recently and have not completed earlier surveys conducted on professional recognition systems, will be asked to do so prior to their authorisation, to provide consistency in the information recorded on their compliance with APEC Architect principles and process. These responses will also be circulated to other delegations.

The Provisional Council is asked to confirm the authorisation of all Provisional Monitoring Committees that have submitted completed Survey Applications for Authorisation, and provided additional information where necessary, to maintain a section of the APEC Architect Register in accordance with the resolution taken at the last meeting.

Action - Item 5: Authorisation of Provisional Monitoring Committees

Provisional Monitoring Committees to be accorded authorisation by the Provisional Council

ITEM 6 – CONSTITUTION OF THE APEC ARCHITECT CENTRAL COUNCIL

With the authorisation of Monitoring Committees to maintain a section of the APEC Architect Register, and the acceptance of their nominated representatives as members of the Central Council, the APEC Architect Central Council will be declared constituted, in accordance with APEC Architect agreed principles.

The Central Council will immediately become operational and assume the permanent role of central authority for the APEC Architect framework. The Chair of the Provisional Council will continue to chair the meeting.

Action: Item 6: Constitution of the APEC Architect Central Council

The Central Council to be declared constituted.

ITEM 7 – APEC ARCHITECT REGISTER DATABASES AND WEBSITES

7.1 APEC Architect Register Databases, Monitoring Committee Websites

Each Monitoring Committee has undertaken to construct its APEC Architect Register database and website before the forthcoming meeting, in accordance with criteria adopted by the Provisional Council to govern their design and content.

Register databases will record the name and contact details of the APEC Architects enrolled on them and information on their registration /licensure status as set out in Section 2.2 of the Operations Manual. Databases will also provide for the inclusion of expressions of interest by APEC Architects registered in that economy in entering into professional alliance with APEC Architects from other economies. (Although a minor detail, the numbering system adopted for APEC Architects listed on the various sections of the Register needs agreement. To avoid the confusion of duplicated registration numbers, it will be necessary to prefix numbers with an abbreviation of the name of the home economy.)

Each Monitoring Committee website will contain a brief overview of the purpose and structure of the APEC Architect framework, and provide ready access to the names and registration details of architects enrolled on that section of the APEC Architect Register. It should also mention the professional obligations placed on APEC Architects to comply with home economy requirements for continuing professional development for renewal of registration, and to observe codes of professional conduct. Relevant forms and publications should be available for downloading from Monitoring Committee websites. Monitoring Committees must publish on their websites any requirements their economy places on APEC Architects from other economies seeking professional recognition.

All Monitoring Committee websites will be linked to the Central Council domain.

To establish uniformity of presentation and content, Chinese Taipei has been requested to create a website model for this purpose and circulate it to Monitoring Committees for their consideration. Work on this important undertaking is under way and it is hoped that preparations in most economies will be well advanced so that the inauguration of the APEC Architect Register can proceed as planned. The final website design, modified in accordance

with the consensus view of participating economies, will be presented to the Central Council for endorsement.

The Council will need to obtain an accurate picture of the state of operational readiness of the component sections of the overall Register for it to determine a program for inauguration of the APEC Architect Register and to set a date for it to enrol its first architects. Each delegation will be invited to report on current progress and to seek the views of the meeting on any matters that are causing concern or on which they would like the Council's guidance.

After a full discussion and consideration of the proposals before it, the Central Council will be asked to agree any necessary modifications and to confirm the format and content of the Register databases and linked Monitoring Committees websites.

Proposal – Item 7.1: APEC Architect Register Databases, Monitoring Committee Websites

It is proposed that:

the Central Council confirm the proposed design and content of the APEC Architect Register databases and Monitoring Committee websites, modified in accordance with any decisions taken at the meeting.

7.2 Central Council Website

The Council is asked to consider, discuss and endorse the design and content of the Central Council website model constructed by the Secretariat and circulated for consultation prior to the meeting.

ITEM 8 – DOCUMENTATION

8.1 - Record of 7 Year Period of Professional Experience as an Architect.

The APEC Architect concept is based on Central Council acceptance of the system of professional recognition for architects in each participating economy as meeting its criteria. APEC Architects additionally must have practised for at least seven years after registration /licensure as an architect. The fourth criterion of a structured period of professional experience as an architect has particular significance in establishing the standing of the APEC Architect Register and the architects whose names are enrolled on it. It serves the key purpose of confirming the professional competence of APEC Architects, regardless of minor variations in their education and training, and proclaims their status as experienced practitioners who satisfy international standards of professional competence.

The responsibility of verifying the Record of Professional Experience submitted by each applicant for APEC Architect registration, and evaluating its compliance with agreed APEC Architect criteria, will rest with Monitoring Committees. Monitoring Committees may obtain additional information to substantiate the claims submitted, or require applicants to attend an interview.

To encourage consistency, it is proposed that a standardised format be adopted by all economies for this purpose and a draft 'Record of Period of Professional Experience' is attached at APPENDIX 2 for the Council's consideration. The draft document incorporates the previously agreed terms of reference for this criterion with one additional proposal (contained in the second last paragraph, page 1, of the draft). The previous decision to impose additional conditions on an architect who had not practised for the preceding two years has been extended to suggest that it be applied to those who had not practised in "a position of responsibility" for the preceding two years. The Council's view on this suggestion is sought.

As candidates for APEC Architect registration have already satisfied a professional recognition process accredited by authorised Monitoring Committees, it is not the purpose of the professional experience evaluation to subject individual applicants to further assessment of their standards of professional education and training

Proposal – Item 8.1: Record of 7 Year Period of Professional Experience as an Architect.

It is proposed that:

1. The previous requirement that APEC Architects must have practised within the preceding two years be extended to require them to have practised 'in a position of professional responsibility' within the preceding two years to ensure currency of adequate experience.
 2. The Central Council amend as required, and adopt, the draft 'Record of 7 Year Period of Professional Experience as a Registered/Licensed Architect' attached at **APPENDIX 2**.
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8.2 - Application for Registration as an APEC Architect

Applications for registration as an APEC Architect must contain sufficient information to enable Monitoring Committees to reach a reliable conclusion on the eligibility of the applicant for admission to the Register. This will be a relatively straightforward procedure and will largely consist of factual advice on the qualifications and post-graduate experience of candidates, accompanied by the more substantial report on the period of professional experience as an architect (Item 8.1) that will be evaluated separately.

As Central Council authorisation of Monitoring Committees has already established that the first three APEC Architect criteria (architectural education, post-graduate experience and licensure/ registration) will, by definition, have been satisfied by applicants, they should not normally be subjected to further individual assessment of these criteria. However this may be necessary on occasion if there are alternative streams to professional recognition in the home economy to that which has been accepted by the Central Council for authorisation.

The Monitoring Committee's primary responsibility will be to authenticate the information provided by applicants. In consequence, the draft 'Application for Registration as an APEC Architect' form is limited to requests for name, dates of qualification, practical experience and registration details, the accuracy of which can readily be verified by the regulatory authority of the home economy. This is preceded by a brief introduction of the registration process. It is proposed to develop a Handbook for Architects, based on Section 2 of the Operations Manual, as a guide to applicants.

Proposal – Item 8.2: Application for Registration as an APEC Architect

It is proposed that:

The Central Council consider, amend as required, and adopt the draft ‘Application for Registration as an APEC Architect’ attached at **APPENDIX 3**

8.3 – APEC Architect Identification Card.

When the APEC Architect Register is launched, its success will depend on vigorous and widespread promotion of its function and benefits, both to the architectural profession and to the authorities responsible for their recognition. The issue of an APEC Architect Identification Card to architects admitted to the Register could prove an effective tool for this purpose by identifying the bearers as architects of known standing who are eligible for accelerated recognition of their professional status.

The ID Card could become a passport to be sought by all those who hope to export architectural services in the APEC region. It would be given even greater authority if accompanied by the proposed letters of support from governments of participating economies

Proposal – Item 8.3: APEC Architect Identification Card.

It is proposed that:

An APEC Architect Identification Card be issued to all architects admitted to the APEC Architect Register, bearing the architect’s name, name of the home economy, and date and currency of APEC Architect registration.

8.4 – Operations Manual

As agreed by the Provisional Council in Honolulu, the Central Council is asked to incorporate any amendments to the Operations Manual arising from decisions taken under other Agenda Items, and to ratify the document as a whole, as the APEC Architect manual for policy and procedures. The Manual will continue to be revised in accordance with future decisions of the Central Council on policy and procedure. A copy of the Operations Manual adopted at the last meeting will be circulated.

Action: Item 8.4: Operations Manual

The Central Council is asked to ratify the Operations Manual, as amended, as the base reference document for APEC Architect policy and procedures.

8.5 - Presentation / Language of Documents

Graphic Presentation of Documents

The Central Council has been asked to agree to the wording of the forgoing draft documents. These will be available for downloading from websites, together with the Operations Manual and a Handbook for Architects, yet to be drafted. When the content of these documents has been finalised, it will be important to develop a consistent graphic APEC Architect style and presentation for their publication.

Language of Documents

English has been adopted as the language of communication for APEC. It has been used exclusively in the negotiations and meetings of the APEC Architect project and these draft documents have been prepared in English for the consideration of the Council. It had been assumed that the published documents would be in English and in the language of the home economy whose nationals would be those most likely to use them. However, the question has been raised as to whether English should be the exclusive language of APEC Architect?

Action – Item 8.5: Presentation / Language of Documents

The views of the Central Council are sought on these matters.

ITEM 9 – LETTER OF SUPPORT FROM GOVERNMENTS

At its last meeting, the Provisional Council agreed that each participating economy should seek to obtain a letter from its government formally supporting the APEC Architect framework, for submission to the governments of other participating economies as evidence of commitment to achieving mutually desired outcomes. Although these letters would be directed primarily to regulatory authorities, they would have relevance for all government agencies involved in any aspect of the regulation of trade in services. To carry the necessary authority, it is expected that the proposed letters would be issued by the appropriate government ministry or agency and signed at the highest level.

As suggested in the previous Agenda Item, the government letter could prove most effective when used in conjunction with the proposed APEC Architect ID Card. This would confirm the status of APEC Architects applying to the regulatory authorities of other participating economies for professional recognition. It could also be used to advantage to inform other government authorities of the significance of the APEC Architect framework and to encourage them to reduce restrictions to the independent provision of architectural services in the host economy, not directly related to professional recognition.

If the support of the governments of participating economies is real, and their response to this proposal forthcoming, it might be possible to negotiate some level of application to the APEC Business Travel Card scheme (ABTC) for ID Card holders, particularly in respect of the “presence of natural persons” mode of service supply.

A draft outline of the proposed government letter, modified for use in different circumstances, is attached at APPENDIX 4 for the consideration and endorsement of the Central Council.

Proposal – Item 9: Letter of Support from Governments

It is proposed that:

1. The draft outline letter of support for the APEC Architect framework to be requested of the governments of participating economies, attached at **APPENDIX 4** and amended as agreed, be adopted by the Central Council;
 2. the governments of participating economies be requested to provide such a letter when the APEC Architect Register becomes operational;
 3. the Secretariat, on behalf of the Central Council, to raise the matter with the APEC organisation Secretariat and investigate any potential application the government letter of support might have for gaining access to other APEC initiatives facilitating the mobility of service providers, including architects.
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ITEM 10 – LAUNCH OF THE APEC ARCHITECT REGISTER

Following confirmation that APEC Architect databases and websites have been constructed by Monitoring Committees in accordance with the criteria adopted earlier by the Provisional Council, and agreement on relevant documentation, the Central Council will formally inaugurate the APEC Architect Register. Responsibility for management of the sections of the Register will be assigned to the Monitoring Committees authorised under Agenda Item 5.

It is probable that a short period will be needed after the meeting for economies to complete their Register preparations and to make any agreed modifications to their websites before the first architects can be enrolled on the new Register. The Central Council is asked to decide a date as soon as possible after the meeting on which the Register will become operational and admit architects to APEC Architect registration.

It is hoped that the launch of the Register will be accompanied by widespread publicity, both within the industry sector and among appropriate government agencies. Delegations are invited to put forward ideas for publicising the newly created APEC Architect Register.

Action - Item 10: Launch of the APEC Architect Register

When all preliminary detail has been resolved successfully, the Central Council will declare the APEC Architect Register inaugurated.

The Central Council is asked to decide the date on which the APEC Architect Register will become operational.

ITEM 11 – FUNDING AND FINANCIAL MANAGEMENT OF THE APEC ARCHITECT FRAMEWORK

The question of funding and financial management of the APEC Architect framework was discussed briefly at the last meeting, both from the viewpoint of the Secretariat during its term of office, and that of Monitoring Committees carrying out the responsibilities they have undertaken as managers of the APEC Architect Register. All present agreed that a realistic understanding of the costs involved in administering the framework and potential sources of funding would help the Council develop practical strategies to minimise costs and control its budget. It was decided that the matter should be discussed further at the next meeting.

The unique structure of APEC, and its dependence on the voluntary contributions of economies that take part in its programs, itself shapes the basic financial strategy that must be adopted by the APEC Architect Central Council. The decentralised framework of the APEC Architect Register and the reliance it places on each economy to administer the section for which it is responsible, provides for effective delegation of most of the Council's functions to authorised Monitoring Committees. They, in turn, will be able to keep expenses to a minimum by utilising established accreditation systems in their economies and avoiding unnecessary duplication of process. A major advantage of this decentralised system of management is that it reduces the difficulties of maintaining continuity inherent in the rotation of the administrative function among economies.

Because it is almost impossible to make meaningful comparisons between costs of operations in different currencies, discussion on this item refers to the tasks that must be undertaken, as a measure of the resources they will consume.

The Secretariat

As a matter of priority the Central Council will need to establish, with some accuracy, the costs that will be incurred by the Secretariat in administering the APEC Architect framework to enable it to develop a sound system for future financial management. The experiences of Chinese Taipei as the first economy to act in this capacity will prove a valuable guide for those that might follow it. Although it is understood that Chinese Taipei is not yet in a position to advise the Council on the costs involved in routine administration of the framework, the Secretariat will be invited to discuss with delegates any aspects of the work it has done so far, and their budgetary implications for the future APEC Architect operations.

The principal administrative function of the Secretariat will be to act as a coordinating body for participating economies. Most of the specific duties connected with maintaining the APEC Architect Register will be carried out by Monitoring Committees. Probably the most resource intensive activity undertaken by the Secretariat during its term of office will be to arrange and conduct the Central Council meeting. Although these meetings will only be held at maximum intervals of two years, in considering the implications for future Secretariats it may prove useful to include an option which provides for the costs of Central Council meetings to be shared among economies on a pro rata basis, at the request of an incoming Secretariat. Alternatively, meetings might be hosted by other economies, as has been the practice to date.

On occasion there could be other activities that generate exceptional expenditure such as publication of documents and interim meetings for specific purposes. It has been agreed previously 'that any economy acting as Secretariat may delegate any of its functions to another economy by mutual agreement' and this provision is also available to relieve any specific financial burden, if necessary. However, the first step will be to obtain a clearer picture of the realities of the situation and the Central Council will look to Chinese Taipei, at the conclusion of its term of office, to provide budgetary information and advise to the Council on its experiences as the first Secretariat.

Monitoring Committees

Turning to the financial implications for participating economies, it has been accepted that the ultimate goal for each economy is to be self-sufficient, so far as is possible, in meeting its own APEC Architect expenses. The decision to establish a two-yearly renewal period for APEC Architect registration arose from the need to strike a balance between minimising operational costs, whilst retaining a viable source of income to meet them. Administrative expenses for the Register will largely be associated with assessment of applicants, meeting expenses and information provision, expenditure that Monitoring Committees will hope to offset by registration fees.

Registration fees should meet legitimate administrative costs and should not be dissimilar to those charged for domestic registration. Arguably initial registration could cost less for APEC Architects because it would not involve examination. The annual renewal costs would be much the same as those for domestic registration. Fees should be kept low if possible, and not seen as punitive or opportunistic.

This first term will be significant for the Central Council in shaping future budget strategies. It is suggested that each economy keep a record of the financial resources it applies to APEC Architect over the next two years, exclusive of meeting attendance, so that documented evidence on the realities of the situation can be discussed objectively at the following meeting and valid conclusions reached.

All delegations are invited to join in discussion on this complex subject and to put forward any suggestions and propose any other options that they would like the Council to explore.

Proposals – Item 11: Funding and Financial Management of APEC Architect Framework

It is proposed that:

1. Monitoring Committees consider sharing meeting expenses, if requested;
2. the Secretariat provide budgetary information on its first term of office administering the APEC Architect framework to the Central Council at its following meeting, for the guidance of participating economies in establishing future financial strategies;
3. Monitoring Committees record their expenditure and funding in the administration of the APEC Architect framework over the next period for review at the following meeting

ITEM 12 - CENTRAL COUNCIL OPERATIONS PROGRAM

The interest and commitment shown by participating economies in bringing this project to fulfilment has been impressive. For it to succeed in achieving the long-term benefits for which it is designed, the Central Council must maintain this momentum. The first two years of its operation will be critical in establishing the professional standing and viability of the Register. The Council must now establish a process to ensure effective management of the APEC Architect framework and coordination of its decentralised administrative centres, in the intervening period before its members meet again.

Promoting the Benefits

The importance of promoting the APEC Architect framework and the benefits it provides cannot be overstated. The resolutions on Promotion adopted at the last meeting (APPENDIX 1, Item 10.2 of Summary Conclusions) must now be put into effect. Responsibility for publicising the Register will lie with each participating economy. Much of it will fall to professional associations of architects to advise their members of the opportunities for exporting professional services that have become available to them through the framework. But it will not be enough to leave this task to the profession. The support of governments of participating economies for the APEC Architect initiative will be essential in promoting its benefits and facilitating its application, wherever it is appropriate to do so

Maintaining Standards

Ensuring that standards applied by Monitoring Committees continue to comply with APEC Architect criteria is of paramount importance. The Provisional Council has agreed that Monitoring Committees must immediately notify the Central Council of any material changes in education provision, accreditation/recognition systems and registration/licensure requirements in their economies to those specifically approved for initial authorisation, as described in Section 2 of the Operations Manual. They must also inform the Council of any other significant developments concerning the recognition of architects and their professional responsibilities that might conflict with Council policy.

Any such information will be circulated to all participating economies for subsequent resolution by the Central Council. If the changes appear to have significance for the continued authorisation of the Monitoring Committee concerned, it may be necessary for the Secretariat to investigate the situation further and consult with the Monitoring Committee concerned, and report its findings to Central Council members. It should then be possible to resolve the matter at the following meeting.

Communication and Coordination

Effective communication between participating economies will be essential to coordinate the delegated functions performed by Monitoring Committees. It will be the responsibility of the Secretariat, on behalf of the Central Council, to keep participating economies informed on all APEC Architect matters, and to facilitate interchange of information among them. It will require a regular system of reporting to provide Monitoring Committees with an up to date overview of the operation of the Register and to alert them to any specific issues concerning its management that might arise.

Although the Register is administered in separate sections, it must always be emphasised that these are parts of a single entity. Information on the status of that entity must be readily available and regularly updated. It is suggested therefore that each Monitoring Committee submit a report to the Secretariat on its APEC activities at six monthly intervals. For convenience and consistency, the report could again take the form of a simple survey addressing relevant matters such as movements on and off the Register, assessment of professional experience of registration applicants, interface with government agencies, any changes to professional recognition requirements and so on. Additionally, the survey would provide each participating economy with an opportunity to comment on any aspect of the procedures, raise any concerns or put forward any suggestions that it would like the Central Council and its members to consider more fully. This information would be collated and distributed to all Monitoring Committees by the Secretariat, acting on the Council's behalf.

The Secretariat, in its turn, at intervals perhaps of three months, might be required to post on the Central Council website and circulate to Monitoring Committees a brief update of its activities and any recent developments that could have significance for APEC Architect participants. By this means, even though the Central Council may only meet every two years, it

should be possible for those sharing the responsibility for managing the APEC Architect Register to be sufficiently informed to do so with authority.

Report to APEC Organisation

The APEC Architect project is an initiative of the Human Resources Development Working Group (HRDWG). With the conclusion of the development phase of the project it will be important for the Central Council to establish an ongoing dialogue with the APEC organisation Secretariat so that APEC is kept informed about the implementation of the APEC Architect framework and any future developments that arise from it. APEC Architect could be a matter for report at annual APEC Ministerial or Leaders meetings. Continued communication and dialogue with the APEC Secretariat will also ensure that APEC Architects would have immediate information on, and possible access to, any other APEC initiatives that may serve APEC Architect purposes.

Proposals – Item 12: Central Council Operations Program

It is proposed that:

1. participating economies put into effect the Summary Conclusions adopted at the previous meeting for Promotion of the APEC Architect framework, as soon as possible;
2. all Monitoring Committees immediately notify the Council of any changes to professional recognition requirements in their economies that might conflict with APEC Architect criteria and policy, as recorded in Section 2 of the Operations Manual;
3. the Secretariat circulate advice of such changes to all Monitoring Committees, and consult as necessary, for resolution by the Central Council at the following meeting;
4. Monitoring Committees be required to submit a brief survey report to the Secretariat at six monthly intervals on their APEC Architect registration activities for the period, for circulation to all participating economies;
5. at three monthly intervals, the Secretariat post an update of its activities and any relevant developments on the Central Council website and distribute it to Monitoring Committees;

Additionally it is proposed that:

6. The APEC Architect Secretariat maintain regular dialogue with the APEC organisation Secretariat.
-

ITEM 13 – ANY OTHER BUSINESS

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

ITEM 14 – 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.

Adoption of the Summary Conclusions of the first meeting of the Central Council will be subject to endorsement by the appropriate authorities of participating economies.

Proposal – Item 12: Summary Conclusions

It is proposed that:

In view of the two yearly intervals between Central Council meetings, endorsement of the Summary Conclusions of this meeting to be notified to the Secretariat within three months so that decisions taken by the Central Council in Tokyo may be acted upon.

ITEM 15 – ADMINISTRATIVE PROVISIONS – THE SECRETARIAT

Chinese Taipei's term of office as Secretariat will be concluded following the second meeting of the Central Council to be held within the next two years. Participating economies will now be asked to offer to undertake this function for the second term of office of the Central Council, in accordance with the provisions agreed by the Provisional Council, attached at **APPENDIX 5** for ease of reference.

Incoming Secretariat

Offers are now sought from participating economies to act as Secretariat for the Central Council, under the terms of reference and for the period agreed by the Council. The participating economy appointed as Secretariat will commence to act in this capacity after the meeting following the forthcoming meeting in Tokyo.

Action: Item 15: Administrative Provisions – The Secretariat

Offers to undertake the role of Secretariat for the Central Council in its second term of office are requested from participating economies.

ITEM 16 – NEXT MEETING OF THE CENTRAL COUNCIL

The second meeting of the Central Council must be held within two years of the first Central Council meeting in Tokyo.

Action: Item 16: Next Meeting of the Central Council

The Central Council is asked to determine the date and venue of the next APEC Architect meeting.

Offers to host the meeting will be requested from participating economies.

SUMMARY CONCLUSIONS AGREED
At the Fourth Steering Committee / First Provisional Council Meeting
22-23 September 2004 - Hawaii USA

ITEM 4 - MATTERS ARISING**The Steering Committee agrees that:**

the Educational Benchmark statement “*Education as an architect shall comprise at least four years of full time study. The education must be of university level, with architecture the principal component. It must maintain a balance between theoretical and practical aspects of architectural training and lead to the acquisition of the skills and knowledge necessary to underpin required competence of an APEC Architect. Structured experiential learning, determined by the regulatory authority of an authorised economy to be the equivalent of full time architectural study as described above, would also satisfy the APEC Architect education requirement*”, be adopted without the final qualification “*following consideration of models in operation.*”

ITEM 5 - OPERATIONS MANUAL**The Steering Committee agrees that:****SECTION 2: Registration as an APEC Architect**

APEC Architects may only be enrolled on the section of the APEC Architect Register maintained by their home economy (except where otherwise provided in the Operations Manual).

2.2 Entitlement to Registration**1. Admission to the APEC Architect Register –**

Particulars of APEC Architects to be recorded on the Register to include;

- name and business address;
- home economy or jurisdiction in which architect is registered/licensed; and
- any other economy in which architect is registered/licensed.

2. Maintaining APEC Architect Registration –

- registration to be renewed on payment of administration fee to a Monitoring Committee at intervals no greater than two years.
- registration details are to be renewed/reviewed on application to practice in a host economy.
- renewal to be subject to compliance with home economy regulatory authority /Monitoring Committee requirements to undertake programs of continuing professional development, or fulfil other tests of current competence;
- the Monitoring Committee may impose conditions on architects who have not practised in the preceding two years.

- the registration of an APEC Architect to be cancelled if the architect ceases to be registered/ licensed in the economy of permanent residence and primary registration as an architect.
- the registration of APEC Architects found (subject to due process) to be in breach of the code of conduct of either their home or a host economy may be suspended by their home economy Monitoring Committee

3. Acquired rights –

If a Monitoring Committee ceases to maintain a section of the APEC Architect Register for any reason, APEC Architects registered in that economy may:

- enrol on a database maintained by the Secretariat for this purpose, subject to Central Council conditions, for a maximum period of two years;
- apply for registration in their host economy and subsequent admission to the section of the APEC Architect Register in that economy.

SECTION 4.2: Monitoring Committees – Functions

An additional function of Monitoring Committees:

Information & Communication

Each Monitoring Committee will publish on its web site any requirements that the economy places on APEC Architects from other economies.

SECTION 4.6: Continued Authorisation of Monitoring Committees

Monitoring Committees be required to notify the Central Council of any material changes in education provision, accreditation/registration systems and registration/licensure requirements to those which were approved for initial authorisation, or of any other significant developments in their economies that might conflict with Council policy.

SECTION 5: APEC Architect Central Council

Council Proceedings –

- the Central Council meet at least every two years;
- participating economies act as hosts to the meeting on an alternating basis;
- the meeting Chair normally to be appointed by the Monitoring Committee acting as host for the meeting, but this may be varied; the Chair to hold this position for a maximum of two consecutive meetings.
- Monitoring Committees whose representatives fail to attend three consecutive meetings will be deemed to have withdrawn from the APEC Architect framework and may need to reapply for activation of their authorisation should they wish to continue as participants.
- Agenda – draft prepared by the Secretariat which is circulated for comment to the Central Council members, revised and recirculated to Central Council members and adopted by consensus at the start of the Central Council meeting.
- Central Council meeting quorum shall be two thirds of the Central Council membership.

Decision Making -

All Central Council decisions in connection with changes to APEC Architect criteria and registration policy, and the authorisation or conditional suspension of Monitoring Committees, require two-thirds support of all Central Council members for adoption. Council decisions on other matters are arrived at by the consensus of members present.

A Monitoring Committee must be represented in order to vote. All decisions requiring voting must be notified in advance of the meeting for pre-circulation with the agenda.

ITEM 6.1 - FORMATION OF PROVISIONAL MONITORING COMMITTEES AND CONSTITUTION OF THE PROVISIONAL COUNCIL

The Steering Committee receives the nominees of the following Provisional Monitoring Committees as members of the Provisional Council:

Australia; Hong Kong China; Japan; Malaysia; Mexico; New Zealand; Philippines; Singapore; Chinese Taipei; Thailand. United States of America

ITEM 7 - AUTHORISATION OF MONITORING COMMITTEES

7.1 - Applications for Authorisation of Monitoring Committees

The Provisional Council agrees that:

Assessment statements submitted by newly formed Monitoring Committees, applying to the Central Council for authorisation to maintain a section of the APEC Architect Register, include the following information, supported by appropriate documentary evidence.

Regulatory Arrangements

- Name and contact details of the authority/authorities responsible for the professional recognition of architects in the economy, and of other organisations involved in the professional recognition process;
- form of professional recognition – a statutory or legal requirement, or conferred by the professional association; control of practice of architecture, or of the title architect.

Monitoring Committees:

- Composition of Monitoring Committee and the names and role of the authorities and institutions that its members represent. Contact details for the Monitoring Committee.

APEC Architect Criteria:

- Programs in architectural education recognised by regulatory authorities as meeting the educational standard required for professional recognition as an architect, including an indication of length and content of courses. Is provision made for the acceptance of equivalent competence acquired through experiential learning? If yes, how is it assessed?
- Systems adopted to accredit/recognise programs of architectural education, including information on which authority sets the standards, how and by whom education reviews are conducted, how frequently they are undertaken and which organisation has authority for their accreditation/recognition;
- the pre-registration period of practical experience required by the regulatory authority for admission to practice as an architect, including the length and scope of the experience required and how, and by whom, it is evaluated;
- additional registration/licensure requirements such as personal interview, oral examination or written examination;
- regulatory authority/Monitoring Committee requirements for registered/licensed architects or APEC architects to undertake professional development programs to ensure their continued competence and requirements for compliance with codes of professional conduct.

Period of Professional Experience as a Registered/Licensed Architect

Outline of the process to be adopted by the Monitoring Committee to evaluate the period of professional experience as a registered/licensed architect as follows:

- Candidates to submit to the Monitoring Committee a certified record using a standard format (created by the Secretariat) of their 7 year period of professional experience completed after registration/licensure, containing:
 - names and dates of practice and/or employment and the capacity in which the work was undertaken (sole practitioner, responsible architect in group practice or firm, employee);
 - brief description of role in each phase of the 7 year period, cross referenced to the categories of practice required for an APEC Architect;
 - detailed description of projects undertaken, and extent of authority, in the required 3 year period as an architect with professional responsibility for complex or moderately complex buildings.
 - Candidates for APEC Architect registration to attend a personal interview to be conducted by the Monitoring Committee or its representatives when necessary for evaluating the period of professional experience as a registered/licensed architect.
-

ITEM 7.2 - Applications for Authorisation of Provisional Monitoring Committees

The Provisional Council agrees that:

- after the next meeting, on a date to be decided under Agenda Item 12, each Provisional Monitoring Committee be invited to complete a submission to the Provisional Council for authorisation to maintain a section of the APEC Architect Register;
 - these submissions take the form of a survey addressing the points outlined in Item 7.1 for the assessment statements of new Monitoring Committees.
-

ITEM 8 - ESTABLISHMENT OF THE APEC ARCHITECT REGISTER

The Provisional Council agrees that:

- each economy construct its section of the APEC Architect Register and electronic database prior to the second meeting of the Provisional Council;
- whichever option is agreed, a uniform format be adhered to by Monitoring Committees for individual websites;
- the central domain of the Central Council, linked to all economy Register databases and containing general information on the APEC Architect framework, be constructed and that the Provisional Council agree on the domain name;
- a printed record of each section of the APEC Architect Register be published annually by Monitoring Committees.

The Provisional Council also agrees that:

an APEC Architect website provide adequate information on the APEC Architect framework, access to the list of registered APEC Architects and to relevant publications and forms for downloading;

Criteria for the website

- | | |
|------------------|-----------------------|
| • Uniformity | • Privacy |
| • Accessibility | • Ease of use |
| • Cost effective | • Ease of maintenance |
| • Security | |

Schedule of implementation

- Create website model by 1 January 2005 and circulate to Monitoring Committees;
 - Monitoring Committees to respond to the Secretariat by 1 March 2005;
 - Website presentation at the second meeting of the Provisional Council;
 - Website ready to go live at the second meeting of the Provisional Council (date to be determined)
-

ITEM 10.2 - FUTURE CONSIDERATIONS Promotion

The Provisional Council agrees that:

each participating economy

- promote the benefits of the APEC Architect project to the architectural profession and regulatory authorities in its economy;
 - inform relevant government authorities of its significance and encourage them to reduce other restrictions to access of APEC Architects to independent practice;
 - publicise the launch of the APEC Architect Register and encourage architects to take advantage of the benefits it offers.
 - promote the benefits of the APEC Architect as a protection of the public health, safety and welfare through emphasis on compliance with host economy codes of professional conduct.
 - seek a letter of support for the APEC Architect Project from its government that can be disseminated among all monitoring committees.
 - provide an opportunity for registrants on the APEC Architect Register to indicate a willingness to consider offers of professional alliance from other APEC Architects.
-

ITEM 10.3 - FUTURE CONSIDERATIONS Future Objectives

The Provisional Council agrees:

as a matter of policy, to support the future development of formalised bilateral or multilateral agreements for the mutual recognition of architects with other APEC member economies, in appropriate circumstances.

APEC ARCHITECT

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

Registration as an APEC Architect is reserved for practising architects who have gained experience in designated aspects of professional practice and who have acted in a position of professional responsibility for projects undertaken in the course of that practice. Applicants for APEC Architect registration are required to complete the attached record of a seven year period of professional experience they have gained as registered / licensed architects that satisfies the following requirements.

APEC Architect Requirements for Period of Professional Experience as an Architect

A. *Applicants for registration as an APEC Architect must have completed a minimum period of professional practice of 7 years after initial registration / licensure as an architect in any participating economy. Experience must be gained in all of the following categories of architectural practice:*

- *Preliminary studies, preparation of brief*
- *Design*
- *Contract Documentation*
- *Administration*

B. *At least 3 years of the 7 year period must have been undertaken as an architect:*

- *with sole professional responsibility for the design, documentation and contract administration of buildings of moderate complexity;*
- *OR in collaboration with other architects, as an architect in charge of and professionally responsible for a significant aspect of the design, documentation and/or contract administration of complex buildings.*

When completing the **Report of Professional Experience**, applicants should select projects that best illustrate the experience required to satisfy APEC Architect criteria, outlining the categories of practice in which the experience was gained and the level of the applicant's involvement. Professional practice undertaken in any economy, that meets the above requirements, is acceptable.

To ensure continued competence, APEC Architect candidates who have not practised in a position of professional responsibility for the preceding two years, may be required to fulfil other prescribed conditions to be admitted to the APEC Architect Register.

Signed references and the names and contact details of appropriate referees, are required for each period of experience recorded, to confirm the information provided. Referees may be professional associates, clients or others in a position to verify the statements submitted.

**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**:

- A. Preliminary Studies and Preparation of Brief
- B. Design
- C. Contract Documentation
- D. Administration

Table 3

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:

APEC ARCHITECT

APPLICATION FOR REGISTRATION AS AN APEC ARCHITECT

**APEC Architect Participating Economies
[List]****APEC Architect Framework**

Representatives of (?) member economies of Asia Pacific Economic Cooperation (APEC) have joined together to create the APEC Architect framework to facilitate the mobility of architects in the provision of professional services throughout the region.

Information on the APEC Architect framework is available on the Central Council website at www.apecarchitect.org, and the linked websites of participating economies. It may also be obtained on application to the APEC Architect Secretariat or the APEC Architect Monitoring Committees of participating economies.

APEC Architect Register

APEC Architect framework is managed by a Council composed of representatives of Monitoring Committees formed by each participating economy for this purpose. The central function of the Council is to maintain the APEC Architect Register. The Register is divided into sections, each administered by the Monitoring Committee of a participating economy for the enrolment of architects registered/licensed in that economy who meet agreed criteria. Monitoring Committees are authorised by the Central Council to perform this function.

Registration as an APEC Architect provides evidence of the achievement of standards of professional competence that are common to all participating economies. Although economies may continue to test foreign architects on practice matters specific to the host economy, APEC Architects applying for professional recognition in another economy will largely be exempt from further assessment of their professional education and qualifications.

Eligibility for Registration

APEC Architect registration applies only to individual persons.

To be eligible for admission to the APEC Architect Register, candidates must demonstrate to the Monitoring Committee of their home economy that they:

- have completed an accredited/recognised program of architectural education;
- have fulfilled the necessary pre-registration experience requirements;
- are currently registered / licensed as architects in their home economy;
- have gained at least seven years of professional experience as an architect in specified categories of practice;
- comply with continuing professional development obligations prescribed by the home economy regulatory authority;
- are bound by a home economy code of professional conduct.

Applications for Registration

The Monitoring Committee of each economy is responsible for all matters connected with the registration of APEC Architects within that economy. It undertakes the assessment of applications for APEC Architect registration and the evaluation of individual records of professional experience.

Application for registration as an APEC Architect should be addressed to the Monitoring Committee of the economy in which the applicant resides permanently and has primary registration / licensure as an architect (the 'home economy'). It must be accompanied by a completed 'Record of Seven Year Period of Professional Experience as a Registered / Licensed Architect', supported by appropriate references. In some circumstances candidates for APEC Architect registration may be required to attend an interview.

(An assessment fee determined by the Monitoring Committee will be payable on application)

APEC Architects will be issued with Identification Cards on admission to the APEC Architect Register, to verify the currency of their registration and for us, in conjunction with government letter of support, to facilitate access to independent practice in other participating economies.

Continued Registration

Maintaining registration as an APEC Architect is subject to fulfilment of home economy requirements for continuing professional development. Registration may be renewed on payment of an administration fee to the appropriate Monitoring Committee at maximum intervals of two years. APEC Architects are bound by the codes of professional conduct and disciplinary provisions of both home and host economies.

APEC Architects must immediately advise the Monitoring Committee of any changes to the information recorded on the attached application form.

APEC Architect registration will be cancelled if an architect ceases to be registered / licensed in the home economy.

APPLICATION FOR REGISTRATION AS AN APEC ARCHITECT

APPLICANT

Family Name:

Given Names:

Gender: M/F

CONTACT DETAILS

Business Name:

Business Address:

Telephone:

Fax:

Email:

HOME ECONOMY REGISTRATION DETAILS

Name of Home Economy:

Jurisdiction(s) of Registration (if applicable):

Home Economy Registration Number(s):

Date of Admission to Registration:

CURRENT REGISTRATION IN OTHER ECONOMIES

Name of Economy(s):

Date(s) of Admission to Registration:

QUALIFICATIONS

Qualification in Architecture:

Institution:

Date of award:

Other qualifications in Architecture:

7 YEARS PROFESSIONAL EXPERIENCE:

Is the 'Record of 7 Year Period of Professional Experience' attached? Y/N

Are references for 7 Year Period of Professional Experience attached? Y/N

APPLICATION TO THE MONITORING COMMITTEE OF [NAME OF ECONOMY] FOR ADMISSION TO THE APEC ARCHITECT REGISTER

Signed:

Witness:

Date:

Date:

DRAFT GOVERNMENT LETTER OF SUPPORT.

Draft outline for the government letter of support, addressed either to regulatory authorities for use in conjunction with the APEC Architect Identification Card, or directly to other government authorities responsible for the regulation of trade in services.

[this economy] = name of the economy of the government agency issuing the letter.

Asia-Pacific Economic Cooperation (APEC) APEC Architect Framework

- As a member of APEC, [this economy] is committed to the principles it has adopted for the development of the region's human resources by promoting the mobility of qualified persons to provide services in other member economies.
- These principles are embodied in the APEC Architect framework, a sectoral initiative directed specifically at facilitating the access of architects to independent practice in other APEC economies through enhanced recognition of their skills and qualifications.
- The APEC Architect Register, managed jointly by [12?] participating economies, provides evidence of mutually acceptable levels of professional competence of the architects enrolled on it. Registration as an APEC Architect is reserved for experienced practitioners who have satisfied international standards of professional skill and knowledge.
- The government of [this economy] endorses the benefits accorded by the streamlined process of professional recognition in participating economies made possible by the APEC Architect framework, and the additional measure of professional accountability which that provides.
- Similarly, [this economy] welcomes the reciprocal application of these principles by the appropriate authorities in other APEC economies, and encourages them where possible to reduce any non-essential restrictions to independent practice that may be placed on architects in some circumstances.

(For use in conjunction with the ID Card)

- The bearer of this Identification Card is an APEC Architect currently enrolled on the section of the Register maintained by the APEC Architect Monitoring Committee of this economy.
- We ask you to give [him/her] every assistance in completing the necessary requirements for professional recognition in your economy, and to provide guidance in negotiating other possible barriers to the independent provision of architectural services.

Signed by:

Government Ministry/Agency of
Participating Economy

(Additionally, governments might address specific requests to appropriate authorities in certain circumstances.)

Terms of Reference for the Future Appointment of Participating Economies to Act as
Secretariat for the Central Council
(Third Steering Committee Meeting)

1. The function of providing administrative services and acting as Secretariat for the APEC Architect Central Council to be rotated between participating economies;
2. the minimum period for a participating economy to act in this capacity to be two years;
3. participating economies may reapply for the role of acting as Secretariat for a subsequent term of office;
4. the economy acting as Secretariat may delegate any of its functions to another economy through mutual agreement;
5. participating economies may be exempted from the obligation of Secretariat at their request;
6. two or more participating economies might undertake the Secretariat role jointly;
or
7. any other option proposed by participating economies for the rotation of the Secretariat among participating economies be considered.