

**APEC ARCHITECT
SECOND PROVISIONAL COUNCIL / FIRST CENTRAL COUNCIL
MEETING**

Tokyo Japan, 31 May / 1 June 2005

DRAFT OUTLINE AGENDA

Item 1: Welcome to Delegates

Welcome extended to delegates of all economies attending the meeting.

Item 2: Adoption of the Agenda

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

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 of New Provisional Monitoring Committees

The Provisional Council to receive notification of new Provisional Monitoring Committees formed by participating economies since the last meeting. Names of current Provisional Monitoring Committee nominees to the Provisional Council to be tabled at the meeting. Nominated members of the Provisional Council to automatically assume membership of the Central Council when it is constituted.

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

Item 5: Authorisation of Provisional Monitoring Committees

Acceptance of completed 'Survey Applications for Authorisation' of initiating Provisional Monitoring Committees to confirm their entitlement to automatic authorisation to maintain a section of the APEC Architect Register, as resolved at the previous meeting by the Provisional Council. The Provisional Council to confirm authorisation of the following economies: [List of economies]

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

Item 6: Constitution of the Central Council

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

The APEC Architect Central Council to be declared constituted.

Expected outcome/action: Provisional Council to hand over authority for future management of the APEC Architect project to the newly constituted Central Council.

Item 7: APEC Architect Register Databases and Websites

7.1: APEC Architect Register Databases

To confirm that all APEC Architect Register databases constructed by Monitoring Committees are linked to the Central Council website and make provision for recording agreed particulars of APEC Architects, including expressions of interest in professional alliance with APEC Architects from other economies.

Expected outcome/action: Endorsement of APEC Architect Register databases constructed by Monitoring Committees of participating economies.

7.2: Monitoring Committee Websites

To confirm adoption of standard format and content for the linked APEC Architect websites of individual Monitoring Committees. Opportunity for discussion on possible modifications to website format, resolution of any problems that may have arisen.

Expected outcome/action: Endorsement of APEC Architect websites constructed by Monitoring Committees of participating economies.

7.3: Central Council Website

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

Item 8: Documentation

8.1: Ratification of Operations Manual

Consideration of any proposed amendments to the Operations Manual arising from previous discussions and ratification of the document as a whole by the Central Council as the base reference manual for APEC Architect policy and procedures.

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

8.2: Other Documentation

Adoption of proposed standard format for the 'Record of 7-year Period of Professional Experience as an Architect' required of APEC Architect applicants, to be circulated prior to the meeting.

Consideration of standardised application forms for APEC Architect registration and information brochures.

Expected outcome/action: Agreement on standardised documents to provide uniformity in the implementation of the APEC Architect framework, including record of the required period of professional experience as a registered / licensed architect.

8.3: APEC Architect Identification Card

Discussion on proposal to introduce an APEC Architect Identification Card to promote the status of APEC Architects and their eligibility for enhanced access to professional recognition in participating economies.

Expected outcome/action: Endorsement of proposal to introduce an APEC Architect ID Card.

Item 9: Launch of the APEC Architect Register

Following confirmation of construction of APEC Architect databases and websites by Monitoring Committees, and agreement on relevant documentation, Central Council to formally inaugurate the APEC Architect Register and assign responsibility for management of the sections of the Register to the Monitoring Committees authorised under Agenda Item 5. Central Council to determine a date shortly after the meeting on which the Register will become operational, to allow for implementing any modifications required.

*Expected outcome/action:
The APEC Architect Register to be inaugurated by the Central Council.*

Item 10: Letter of Support from Governments

Consideration of proposed outline and matters to be addressed in the letter of support for the APEC Architect initiative to be requested of governments of participating economies.

Expected outcome/action: Agreement on the purpose of the letters and their contents.

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, based on experiences of Monitoring Committees Council in setting up their respective sections of the APEC Architect Register. Discussion to include consideration of appropriate registration fees, identification of major areas of expense and opportunities for cost sharing of meetings, and utilisation of alternative communication avenues. Submissions from delegations invited.

Expected outcome/action: Harmonisation of financial management, resolution of initial inconsistencies between economies arising from establishment of the framework.

Item 12: Central Council Operations

Determination of 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 to its objectives. To include discussion on:

- communication and coordination between Monitoring Committees economies and the Secretariat;
- quality assurance measures and process to be adopted for monitoring changes to agreed professional recognition standards;
- benefits of APEC Architect registration, and their effective promotion.

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.

Item 13 Summary Conclusions

Adoption of the Summary Conclusions reached by the meeting on Agenda Items

Item 14 Administrative Provisions – the Secretariat

To foreshadow the future appointment of a participating economy to take over the role of Secretariat at the conclusion of the Central Council's first two year term of office following the forthcoming meeting. Economies are asked to consider acting in this capacity and expressions of interest in taking on the Secretariat will be invited at the meeting, for subsequent negotiation prior to appointment.

Expected outcome/action: To establish a potential successor to Chinese Taipei as Secretariat for the APEC Architect framework.

Item 15 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 to be invited from participating economies to act as host for the next meeting.