

**The 4<sup>th</sup> CENTRAL COUNCIL MEETING  
Through the Eyes of the Central Council Secretariat : A REPORT**

**Introduction**

This is a documentation of the different activities surrounding the 4<sup>th</sup> APEC Architect Central Council Meeting from the point of view of its secretariat. The main activities are arranged sequentially, with their corresponding recommendations indicated in a boxed text. The objective of including the recommendations with this documentation is to enable the next secretariat to have a checklist of items that can be used in preparation for the meeting.

Note that the proceedings held in Manila, Philippines has a unique scenario of having back-to-back APEC events : the 1<sup>st</sup> International Conference of Architects (ICA) held on Oct. 8-9, and the 4<sup>th</sup> APEC Architect Central Council Meeting held on Oct. 10-11, 2010. The events and recommendations documented here, therefore, pertain to this specific situation, an option which may be adopted by the next host economy.

**The Central Council Meeting**

The 4<sup>th</sup> APEC Architect Central Council Meeting was held in October 10-11, 2010 in the Philippines. The Secretary General (SG), Ar. Prosperidad C. Luis, assembled her support team to do various works related to the event. The CCS is composed of 3 Filipino architects, 1 Filipino graduate architect and a graduating architecture student from the University of Valladolid, Spain. A fourth member, a Filipino architect from the International Conference of Architects Organizing Committee (ICA OrCom), was also included in the CCS.

**Recommendation Item 1 :**

*The Secretary General should assemble a support team to take care of tasks on hand, with the members each having different competencies, strengths and skills.*

**A. Before the Central Council Meeting**

1. Prior to the actual meeting dates, the APEC Architect Central Council Secretariat (CCS) was given a briefing by the SG. The background of the APEC Architect Project, including the previous Central Council Meetings were presented and discussed. The terms and their definitions, and protocol were also explained to the group.
2. The SG also set up a meeting with the CCS and some members of the ICA OrCom, composed of architects of the UAP Cavite Chapter. During the meeting, the following were shown / discussed :
  - a. respective roles, functions and duties
    - \* primary to this is the documentation of the proceedings of the meeting
  - b. interface of the two groups with each other
  - c. outputs from previous Central Council Meetings to show expected outputs for this event
  - d. photos taken during past meetings

- e. actual room where the meeting would take place

Recommendation Item 2 :

- 2.a. *The CCS should study the Meeting Summaries of the previous Central Council Meetings and other documents relevant to the event.*
- 2.b. *The CCS should familiarize themselves with the past delegates of the different economies. Protocol and other international observances should be studied in preparation for the activities.*
- 2.c. *The CCS should set in place redundant means of documentation : through manual documentation (note-taking), electronic recording, and tape recording. The mechanics of which should be in place prior to the event.*
- 2.d. *The CCS, along with the OrCom, should come up with a list of supplies and other materials that will be needed for the event. Items such as cassette tapes, batteries and other consumables should be procured and made available during the meeting proper.*
- 2.e. *The CCS should obtain a plan of the meeting room and provide a layout of the furniture and other equipment, including the location/positions of the different personalities participating in the event.*
- 2.f. *On the eve of Day 1, the CCS should make an ocular inspection of the meeting room, checking to see if the layout was followed. Familiarization with the recording system, monitors, and other equipment should also be done at this time. This includes coordination with the physical arrangement team, technicians, photographer and other support staff.*

B. During the Central Council Meeting

1. The CCS, along with the OrCom members manning the Registration Table, facilitated the arrival of the delegates. The Chairs of the Registration Agencies of Australia, New Zealand and Singapore, along with the Convenor, members of the Philippine Monitoring Committee, and the Central Council Meeting Officers were ushered into a separate room, while the delegates of the participating economies were ushered into the meeting room.
2. A Pre-Meeting Event, the Signing of the Tri-Lateral Cross Border Registration Agreement (between Australia, New Zealand and Singapore) took place in the morning of Day 1. The CCS facilitated the speeches of the SG, the participating economies, the actual signing of the documents and the photo-documentation of the event.

Recommendation Item 3 :

- 3.a. *For certain special events, scripts should be written which will provide the sequence of the proceedings. The CCS should familiarize themselves with the script vis-à-vis a layout of the meeting room showing the detailed seating arrangement of the different participants of the special event.*
- 3.b. *Upon the arrival of the participants of the special event, the CCS should brief them on their roles and on the sequence of events. Details such as sequence of entrance to the room, speaking and seating arrangements should be given to them.*

Recommendation Item 3 (cont'd):

- 3.c. *During the actual special event, the CCS should position themselves strategically to be able to assist the participants by ushering them into their respective roles.*

3. During the meeting proper, the CCS documented the proceedings. The CCS also provided assistance to the delegates on other matters such as :
- a. uploading presentations by economies who wish to discuss related matters to the central council
  - b. encoding drafts and finalizing letters made by economies
  - c. other tasks to ensure the smooth flow of the meeting proper

Recommendation Item 4:

*The CCS, in coordination with the OrCom, should establish a method by which activities such as reproduction of requested handouts, copying of presentations, etc., may be made outside the meeting room in a nearby "war" room.*

4. Discussions during the meeting were done in an orderly manner, with the Chair calling on the economies that gestured their request to have the floor.

Recommendation Item 5 :

*The CCS should adapt to the conditions of the meeting by providing assistance to the Chair in the event that the Chair cannot visually determine the sequence by which economies gave their gestures to request to speak.*

C. After the Central Council Meeting

1. The CCS made transcriptions of the meeting minutes, using the different means of documentation. The CCS made consultations with each other using their respective notes as basis for discussions.
2. The CCS made a draft of Summary Conclusions for Day 1 and 2 of the Central Council Meeting. With the SG, they discussed the possible format of the document and how this will be disseminated to the member economies for their comments and eventual approval.

Recommendation Item 6 :

- 6.a. *The SG and the CCS should have a de-briefing meeting to discuss the activities that remain to be done, including the expected outputs and target deadlines.*
- 6.b. *Under the supervision of the SG, the CCS should prepare the drafts of the outputs and revise accordingly per comments of the SG.*
- 6.c. *Taking turns, the SG and the members of the CCS should share their individual experiences of the event, providing comments and insights to enable everyone to make the most out of the enriching event.*

The 4<sup>th</sup> APEC Architect Project Central Council Secretariat is composed of the following members :

- Elda Shina S. Samoza, uap (Diliman Chapter)  
Lead Person, Central Council Secretariat  
*(Associate & Deputy Operations Manager, LUIS and Associates)*
- Dana Angela M. Bantigue, uap (Tandang Sora Chapter)  
Documentation, Central Council Secretariat  
*(Project Coordinator, LUIS and Associates)*
- Mariel M. Caguingin, uap (Tandang Sora Chapter)  
Documentation & IT Lead, Central Council Secretariat  
*(Project Coordinator, LUIS and Associates)*
- Carlo B. Gonzales  
Technical Support & Transcriber, Central Council Secretariat  
*(Graduate Architect, LUIS and Associates)*
- Ruben J. Aybar  
Technical Support & Liaison for Delegates, Central Council Secretariat  
*(Graduating Student; Technical Staff, LUIS and Associates)*
- Daisy L.P. Palattao, uap (Cavite Chapter)  
Organizing Committee Secretariat & Liaison, Central Council Secretariat