

**APPENDIX A**  
**LIST OF PROFESSIONAL REGULATORY AUTHORITIES**  
**AND MONITORING COMMITTEES**

<b>ASEAN Member Country</b>	<b>Professional Regulatory Authority</b>	<b>Monitoring Committee</b>
Brunei Darussalam	Ministry of Development	Ministry of Development
Cambodia	Ministry of Land Management, Urban Planning and Construction	Ministry of Land Management, Urban Planning and Construction
Indonesia	National Construction Services Development Board	National Construction Services Development Board
Lao PDR	Ministry of Public Works and Transportation	Department of Housing and Urban Planning of the Ministry of Public Works and Transportation
Malaysia	Board of Architects Malaysia	Board of Architects Malaysia
Myanmar	Ministry of Construction	Ministry of Construction
The Philippines	Professional Regulation Commission, Board of Architecture	Professional Regulation Commission, Board of Architecture
Singapore	Board of Architects Singapore	Board of Architects Singapore
Thailand	Council of Architects Thailand	Council of Architects Thailand
Viet Nam	Ministry of Construction	Ministry of Construction

**APPENDIX B**  
**ASEAN ARCHITECTS**  
**GUIDELINES ON CRITERIA AND PROCEDURES**

The purpose of these guidelines is to assist the Monitoring Committees (MC) of ASEAN Member Countries to develop a statement of criteria and procedures for submission to the ASEAN Architect Council (AAC). In accordance with this Arrangement, the eligibility of Architects for designation as an ASEAN Architect (AA) is determined by reference to performance criteria, which are to be considered as a package. Some of these criteria are relatively objective in nature, while others will require the Monitoring Committee to exercise a measure of professional judgement, particularly in relation to exceptional Architects. These performance criteria serve as the benchmark for the Monitoring Committee (MC) to consider:

**1.1 *Completed an accredited or recognised architectural program, or assessed and recognised as possessing the equivalent***

In order to be listed on an ASEAN Architect Register (AAR), Architects must demonstrate to the relevant Monitoring Committee (MC) a level of academic achievement at, or following completion of formal education substantially equivalent to that associated with successful completion of:

- 1.1.1 an accredited architectural degree recognised by the professional architectural accreditation body whether in the Country of Origin or Host Country or assessed and recognised as having the equivalent of such a degree. The education for architects should be no less than five (5) years duration delivered on a full time basis in an accredited program in an accredited/validated university by the Country of Origin, while allowing flexibility for equivalency; or

1.1.2 an architectural program accredited by a body independent of the education provider, or an examination set by an authorised body within a country, provided that the accreditation criteria and procedures, or the examination standards, as appropriate, have been submitted by one or more Monitoring Committees (MC) to, and endorsed by, the ASEAN Architect Council (AAC).

This approach does not restrict participation to countries in which architectural programmes are accredited, or examinations set, by an independent professional body, and does not imply that acceptable academic achievement can be demonstrated only within the context of an architectural degree program.

**1.2 *Been assessed within their own jurisdiction as eligible for independent practice***

The assessment shall be undertaken by the Monitoring Committee or by the Professional Regulatory Authority (PRA) within the Country of Origin.

**1.3 *Gained a minimum of not less than ten (10) years of continuous architectural practice after graduation, of which at least five (5) years shall be after licensure/registration***

The exact definition of practical experience will be at the discretion of the Monitoring Committees (MC) concerned, but the work in question should be clearly relevant to the fields of architecture in which the Architects claim expertise. During the initial period, the Architects should have participated in a range of roles and activities appropriate to the practice of architecture. However, their roles while they are in responsible

charge of significant architectural work may be more focused.

**1.4 *Spent at least two years in responsible charge of significant architectural work***

The definition of significant architectural work will vary between ASEAN Member Countries. As a general guideline, the work should have required the exercise of independent architectural judgment, the projects or programme concerned should have been substantial in duration, cost or complexity, and the Architect should have been personally accountable for their implementation. In general, an Architect may be taken to have been in responsible charge of significant architectural work when they have:

- 1.4.1 planned, designed, coordinated and executed a project of reasonable complexity; or
- 1.4.2 undertaken part of a large project based on an understanding of the whole project; or
- 1.4.3 undertaken novel, complex and/or multi-disciplinary work.

The specified period of two years may have been completed in the course of the seven years practical experience since licensure, see **Appendix D** (Format 1,2 and 3).

**1.5 *Maintained their Continuing Professional Development (CPD) at a satisfactory level***

The nature and extent of the required compliance with the Continuing Professional Development (CPD) policy, and the manner in which compliance is audited, will remain at the discretion of the Monitoring Committee (MC) concerned, but should reflect prevailing

norms for such participation by Architects within the ASEAN Member Countries. The Continuing Professional Development (CPD) policy shall be complied with for updating professional skills, broadening knowledge, and exploring new areas to keep abreast with new technologies, methods of practice, and changing social and ecological conditions. Continuing Professional Development is required by the Professional Regulatory Authority (PRA) for renewal and continuation of registration.

**1.6 Registered ASEAN Architects (AA) must agree to the following:**

**1.6.1 Codes of professional conduct.** All Architects seeking registration as ASEAN Architects (AA) must also agree to be bound by local and international codes of professional conduct with the policy of ethics and conducts established and enforced by the Country of Origin and by any other jurisdiction within which they are practising. Such codes normally include requirements that Architects place the health, safety, environment, and welfare of the community above their responsibilities to clients and colleagues, practice only within their area of competence, and advise their clients when additional professional assistance becomes necessary in order to implement a program or project. Monitoring Committees (MC) are required to certify that, at registration, the candidate has signed a statement of compliance with such applicable professional codes.

**1.6.2 Accountability.** ASEAN Architects (AA) must also agree to be held individually accountable for their actions, both through requirements imposed by the licensing or registering body in the jurisdictions in which they work and through the legal processes of such jurisdictions.

## **APPENDIX C ASEAN ARCHITECT ASSESSMENT STATEMENT**

The preparation of an Assessment Statement for assessing Architects seeking registration as an ASEAN Architect (AA) will involve identification and nomination of the following elements by the Monitoring Committee (MC) in each participating ASEAN Member Country;

- 1.1 One or more mechanisms for accrediting or recognising:
  - 1.1.1 structured educational programmes which qualify Graduate Architects to enter professional architectural practice, and/or
  - 1.1.2 assessment instruments which provide an alternative or supplementary mechanism for Graduate Architects to demonstrate that they have reached an appropriate educational standard.
- 1.2 One or more mechanisms for assessing qualified Graduate Architects as being eligible for professional architectural practice, normally after those Graduate Architects have completed a period of supervised or monitored professional experience.
- 1.3 A mechanism for confirming that individual Architects have:
  - 1.3.1 gained a minimum of not less than ten (10) years of continuous architectural practice after graduation, of which at least five (5) years shall be after licensure/registration;
  - 1.3.2 completed at least two years in responsible charge of significant architectural work;

- 1.3.3 complied with the Continuing Professional Development (CPD) policy of the Country of Origin at a satisfactory level, and
  - 1.3.4 complied with, and are bound by, an appropriate code of conduct.
- 1.4 A mechanism for ensuring that registrants are audited at regular intervals to ensure that they have continued to comply with the conditions of registration. For each element, the Assessment Statement for each ASEAN Member Country may include:
- 1.4.1 mechanisms applicable to Architects, and/or
  - 1.4.2 national, regional and provincial mechanisms, and/or
  - 1.4.3 existing or superseded mechanisms

which are recognised by the Monitoring Committee (MC) of ASEAN Member Country in assessing candidates for registration as ASEAN Architect (AA). The Monitoring Committee (MC) may attach restrictions to any or all mechanisms and all such restrictions must be clearly identified.

Assessment Statements are intended to be dynamic documents, with necessary amendments being effected by the responsible Monitoring Committee (MC) from time to time and notified to the ASEAN Architect Council (AAC), through the Secretariat. The Assessment Statement Flow Chart is as per **Appendix E**.

**APPENDIX D**  
**Format 1**  
**MONITORING COMMITTEE SUMMARY OF ASSESSMENT**  
**OF APPLICATION FOR ASEAN ARCHITECT**  
**REGISTRATION**

Name of Architect Applicant : .....  
 (As in Passport)

Name of Country of Origin : .....

Qualification Obtained : .....

Qualification Place and date obtained : .....

Architect Registration No.(Country of Origin) .....

Architect Registration Date : .....

ASEAN Architect Register (AAR):

Certified Compliance with ASEAN Architect Criteria:

Completed an accredited or recognised architectural program, or assessed recognised equivalent	
Been assessed within their own country as eligible for independent practice	
Gained a minimum of not less than ten (10) years of continuous architectural practice after graduation, of which at least five (5) years shall be after licensure/registration	
Spent at least two years in responsible charge of significant architectural work	



Complied with the Continuing Professional Development policy of the Country of Origin at a satisfactory level	
Confirmed signature on statement of compliance with codes of ethics	

Signed : .....

Name of Officer Delegated : .....

ASEAN Architect Monitoring Committee : .....  
(Name of Country of Origin)

Date : .....

**APPENDIX D**  
**Format 2**  
**SIGNIFICANT ARCHITECTURAL WORK APPLICATION**  
**FOR ASEAN ARCHITECT REGISTRATION**

Receipt No. : .....

Name of Architect (As in Passport): .....

Name Title (if any) : .....

(eg. Mr., Mrs, Ms., Ar., Dr., etc)

Architect Registration No. : .....

Architect Registration Date : ...../...../.....

(DD/MM/YY)

Qualification : .....

Date of Birth : ...../...../.....

(DD/MM/YY)

Mailing Address : .....

Postcode: .....

Country: .....

Present Company/Work Place Name: .....

Company/Work Place Address : .....

Postcode: .....

Country: .....

I wish to be placed on the ASEAN Architect Register (AAR) and apply as described below in accordance with the provision that defines two years experience in responsible charge of significant architectural works.

1. Significant Architectural Work Experience (describe in retrospective order, beginning with the most recent one.)

Attestant's Column						
Work No.	Starting Date/ Ending Date/ (months)	Name of Organisations/ Position/Title	Name of Work	Signature	Relationship of Attestant to Applicant	Tel/Fax

Note: The attestant above shall be, in principle, the representative of the organisation under which the applicant executed his architectural work.

**Appendix D  
Format 2**

2. Detailed Description of Significant Architectural Work  
(Describe, in detail, each work listed in the preceding page.)

Work No.	Position in Architectural Work	Contents of Work (Describe the contents and significance of the work, the applicant's role, and the degree of the applicant's responsibility. Using about 50 words.)

Note: Make a copy of this sheet when an extra sheet is needed.

To ASEAN Architect Monitoring Committee,

I hereby declare that the above descriptions are true to the best of my knowledge.

Signature : .....

Architect Applicant's name : .....

Date : .....

**APPENDIX D**  
**Format 3**

**EXPLANATORY NOTES FOR THE TWO YEARS  
EXPERIENCES IN RESPONSIBLE CHARGE OF  
SIGNIFICANT ARCHITECTURAL WORK**

1. The definition of significant architectural work will vary between ASEAN Member Countries. As a general guideline, the work should have required the exercise of independent architectural judgment, the projects or programmes concerned should have been substantial in duration, cost or complexity, and the professional architect should have been personally accountable for their implementation.
2. In general, a professional architect may be taken to have been in responsible charge of significant architectural work when they have:
  - 2.1 planned, designed, coordinated and executed a project of reasonable complexity; or
  - 2.2 undertaken part of a large project based on an understanding of the whole project; or
  - 2.3 undertaken novel, complex and/or multi-disciplinary work.
3. The above refers to an Architect having possessed at least two years experiences in responsible charge of significant architectural works in at least 2 of the following categories of projects. The final project sizes for each category shall be determined by the ASEAN Architect Council (AAC):

<b>Project Category</b>	<b>Examples of Project Size to be decided by the ASEAN Architect Council (AAC)</b>
a. Commercial	Shopping Complex of area about 10,000m <sup>2</sup> , Hotel of unit numbers about 100 rooms, etc.
b. Industrial	Industrial building of area about 4,000m <sup>2</sup>
c. Residential	Apartment blocks of units numbering about 200 units
d. Public Buildings	Public buildings of area about 4,000m <sup>2</sup>
e. Master Planning	Mixed development of size about 10 hectares

**APPENDIX E  
ASSESSMENT STATEMENT FLOW CHART**

