



Duties and Responsibilities of the Special Committees created by the National President and approved by the National Board

Under the 2009 UAP By-laws, the National President has the power to “create new committees or special committees, task forces and or ad-hoc committees as necessary subject to the confirmation of the National Board of Directors (*Section 2, Article VI of the 2009 UAP By-laws*).

For the past several years, the following Special Committees were created and established by the National President and approved by the National Board of Directors, and their duties and responsibilities are as follows:

1. MEDIA AND PUBLIC RELATIONS

Established in Fiscal Year 2012-2013, the Committee is tasked to

- a. provide consistently excellent communications services and public relations for the UAP.
- b. drive UAP’s reputation by promoting and strengthening the United Architects of the Philippines brand in collaboration with everyone involved in advancement efforts on behalf of the organization.
- c. align UAP communications in support of the organization’s strategic plans through close collaboration with the national leadership.
- d. focus on building long-term brand equity, increasing awareness of the architecture profession, enhancing the UAP’s credibility, celebrating members’ diversity, generating powerful value perception, and ensuring optimum growth.

- e. facilitate other media and public relations works such as: gather materials via Facebook/internet for possible articles and press releases; collate TV features, articles, and the like, and posting on the official Facebook group; manage the official UAP Facebook account; publicize UAP events and announcements; coordinate with various UAP Committees, offering assistance in promotion of projects and initiatives; develop Public Relations Schemes and Merchandise (events, contests, “gimmicks”); build up connections with publishers, writers, bloggers for possible tie-ups; review of Promotion Schemes suggested by UAP members and Consultants

2. UAP SOUVENIR SHOP/BOOKSHOP

Established in Fiscal Year 2012-2013, the Committee is tasked to develop an exciting new range of official UAP merchandise items for sale at the UAP Souvenir Shop.

3. PROCUREMENT

Created in Fiscal Year 2012-2013, the Committee shall assist the Executive Committee in the procurement activities of the UAP for the threshold amount of One Hundred Thousand Pesos (P100,000.00) and beyond. Among its duties and responsibilities are as follows:

- a. ensure procurement activities are conducted in line with accepted professional purchasing practices and appropriate rules and regulations of the organization. UAP requires an independent review of the procurement process prior to a contract award. The review confirms that offers received are the result of a fully compliant process, sufficient funding exists, and risks have been assessed and mitigated.
- b. advertise and / or post the invitation to bid / request for expressions of interest
- c. determine the eligibility of prospective bidders
- d. receive bids
- e. conduct the evaluation of bids
- f. undertake post qualification proceedings
- g. recommend award of contract to the Executive Committee through the Management Committee

4. YOUNG ARCHITECTS

Established in Fiscal Year 2014-2015 in line with the founding of ARCASIA Committee on Young Architect, the Committee is tasked to:

- a. promote UAP leadership development of early career architects by developing a network of UAP members who are 35 years old and below and providing opportunities for open exchange of ideas and information ranging from: Exchange of Design Ideas, Design Competition; Cross border mentor – internship program for Young Architects; Job opportunities within our Region; Professional issues relating to Architecture and Designs
- b. facilitate the Young Architects Award which given to individuals who have shown exceptional leadership, commitment and made significant contributions to the profession in an early stage of their architectural career.
- c. represent the United Architects of the Philippines in the ARCASIA Committee on Young Architects

5. FIRE AND CONSTRUCTION SAFETY

Established in Fiscal Year 2012-2013, the committee is tasked to:

- a. coordinate the Bureau of Fire Protection (BFP) on matters pertaining to the conduct of fire safety and awareness campaign; the implementation of Fire And Life Assessment Report (FALAR); continuation of UAP's Fire Safety Practitioner Course with BFP as partner; UAP Architects initiative in partnering with BFP on the regular holding of FIRE & EARTHQUAKE DRILLS with the public especially on the structures the architects designed.
- b. coordinate with the Department of Labor and Employment particularly the Occupational Safety and Health Center (OSHC) for research and training on matters pertaining to safety and health at work, in the interest of ensuring the protection and welfare of workers employed in the construction

6. ACCESSIBILITY AUDIT FOR PRIVATE BUILDINGS

UAP believes that an accessible built environment has been recognized as a core element of an inclusive society, and an accessible environment provides citizens with autonomy and the means to pursue an active social and economic life, UAP established this committee in Fiscal Year 2013-2014 to conduct accessibility audits and assessments for private buildings and developments.

7. BIDBOOK

Established in Fiscal Year 2010-2011, the UAP Bidbook Committee is mandated to:

- a. facilitate the preparation of the bid documents for the PRC's Outstanding Accredited Professional Organization of the Year Award in line with the PRC's established criteria.

- b. prepare the audio and visual presentation during the defense proper set by the PRC.

8. BAYANIHANG ARKITEKTURA

Named Bayanihang Arkitektura in Fiscal Year 2014-2015, the committee was established as a corporate social responsibility arm of the organization which aims to:

- a. improve the lives of the community through architecture and planning, craft strategies available to architects wanting to incorporate community service into their architectural practice
- b. assist in meeting the professions civic platform with respect to the social aspects of sustainability
- c. develop diverse initiatives to promote Architect's social responsibility in improving well-being of communities
- d. promote design solutions that can provide significant positive impact on the underprivileged communities

9. ARCHITECTS WORKING ABROAD

Established in Fiscal Year 2014-2015, the Committee was created and placed under the supervision of the Office of the National President. The creation of the committee is essential in giving the architects working abroad full representation in the organization. To carry out its duties and responsibilities, the functions of the committee was clearly defined in Fiscal Year 2016-2017 to:

- a. represent the United Architects of the Philippines and coordinate with government agencies abroad especially with the Philippine Overseas Labor Office (POLO) in line with the implementation of Philippine Labor policies and programs for the protection of the rights and promotion of the welfare and interest of Filipino architects working abroad;
- b. coordinate with government agencies abroad and or concerned authorities in pursuing need-based community development and relations program through socio-cultural activities organized by the Philippine government, host country, Filipino communities and other entities;
- c. initiate the development of a database of architects working abroad in coordination with chapter leaders;
- d. disseminate information concerning the programs and projects of the United Architects of the Philippines through chapter leaders and officers of the Middle East and North Africa Council.
- e. promote the importance of the ASEAN Architect and APEC Architect

- f. study and recommend an effective program of promoting and monitoring the overseas employment of Filipino architects, taking into consideration their welfare, their issues related to their practice or employment and other related concerns.
- g. submit position papers to UAP National President for pertinent issues and concerns concerning the policy and program of the organization, architecture profession and related government regulations.
- h. represent the UAP National President in any social and or business affairs of the host country, and perform such other duties and functions relevant to the position, or as maybe directed by the Office of the National President.

10. UAP EMERGENCY ARCHITECT

In view of very devastating Typhoon Yolanda that hit the Philippines in 2013, which affected large urban areas in the Visayas, the United Architects of the Philippines has initiated the establishment of the UAP Emergency Architects Group that will

- a. respond to the challenge of assisting communities towards rebuilding in a sustainable manner following natural or man-made disasters.
- b. in collaboration with other built environment professionals, to provide the necessary help to communities in mitigating against disaster through proper planning and design, and sensitively managing the process of rebuilding.
- c. organize operations to make buildings safe and initiate long term reconstruction programs for housing, schools and health-care infrastructures.
- d. collaborate with allied professions and industry partners in post-disaster damage assessment, reconstruction or relocation and capacity building for disaster preparedness to rebuild lives and support local communities in the Philippines affected by disasters and calamities.

11. ARCHITECT'S UNIFICATION

Created in Fiscal Year 2017-2018, the Architect's Unification Committee has the duty to:

- a. serve as an "Envoy" in creating and maintaining working relationships with Other Associations of Architects (OAAs) defined in Section 40 of RA 9266, to attain excellence in the Architecture Profession both in the Local and Global Practice.

- b. be the "Mediator" between the UAP and other architectural organizations for a parallel and harmonious attainment of the architect's role in the society as a whole.
- c. serve as the "Liaison" of the Office UAP National President in matters dealing with negotiations towards unification within and outside the organization.

12. UAP ADDRESSING GAPS TO BUILD RESILIENCY

Created in Fiscal Year 2017-2018, the UAP ADDRESSING GAPS TO BUILD RESILIENCY or AGAP has the duty to:

- a. identify & address resiliency gaps in architectural & construction field; in design practice, architecture academe, and project & construction management
- b. establish a partnership with Department of Trade and Industry (DTI) to assist in monitoring the quality of construction materials
- c. establish a partnership with Housing and Urban Development Coordinating Council (HUDCC) to assist in public housing innovative developments
- d. prepare a study and resiliency assessment report for the UAPHQ building
- e. study and identify gaps in the educational curriculum and continuing professional education and assist and link with academic institutions to mainstream resiliency capacity to the profession

13. DESIGN BUILD SERVICES

Institutionalized in Fiscal Year 2016-2017, the Committee will be guided by STANDARD OF PROFESSIONAL PRACTICE (SPP) ON DESIGN-BUILD SERVICES (SPP Document 207). According to SSP Document 207, The building industry and the architectural profession have devised several methods of project delivery with the ultimate goal of handling projects in the shortest possible time, at the lowest possible cost and at an acceptable quality and performance. An Architect with his education, training and expertise qualifies him to take a direct role in the project, from conceptualization to implementation. Design-Build Services simplifies and expedites the process of project delivery while providing creative cost-effective solutions. The Architect renders professional services in the implementation of his design. In Design-Build Services, he assumes the professional responsibility and civil liability for both the design and the construction of the project.

14. UAP Golf Cup Tournament

The UAP Gold Cup Tournament was institutionalized in Fiscal Year 2002-2003 as a fund raising activity of the organization for the completion and maintenance of the UAP National Headquarters Building.

15. UAP History Book Committee

The Committee was created in Fiscal Year 2010-2011 which is tasked to facilitate the documentation and publication of the Second Edition of UAP History Book.