



FINAL NOTICE OF THE ANNUAL GENERAL MEETING 2020 OF THE PAKISTAN COUNCIL OF ARCHITECTS & TOWN PLANNERS (PCATP) TO BE HELD ON SATURDAY, AUGUST 22, 2020 AT 1600 HOURS VIA ZOOM.

Notice is hereby given that the next Ordinary Annual General Meeting of The Pakistan Council of Architects & Town Planners (PCATP) 2020 will be held on August 22, 2020 via Zoom at 1600 hours.

Considering current pandemic situation where social gatherings seem implausible and pose risk to our health, PCATP has decided to conduct its Annual General Meeting (AGM) 2020 through video-conferencing. In accordance with our Bye-law 7 (a) and 8, which clearly state,

"Bye-law 7 (a) "The Annual General Meeting of the Council shall be held simultaneously at Karachi, Lahore, Islamabad, Quetta and Peshawar through any available electronic means, such as video conferencing, Skype meeting, etc. However, the Chairman shall preside the meeting at the Head Office of the Council."

"Bye-law 8 amended as "The quorum to constitute an annual or extraordinary meeting of the Council shall be fifty: Provided that at a meeting held to seek amendment to these bye-laws the presence of at least 75 valid members of the Council shall be necessary".

We would like to inform you that to be able to participate in the AGM via Zoom you need to register yourself by sending your updated email address to the Registrar, PCATP at registrar@pcatp.org.pk by August 06, 2020. Invitation to join the Zoom meeting and the link will be shared once your request for registration is received. The schedule of Pre-AGM preparation is as follows:-

Schedule of Pre-AGM Preparation

1.	Preliminary AGM Notice.	Tuesday July 21, 2020
2.	Last date for receiving valid E-mail ID from PCATP registered members.	Thursday August 06, 2020
3.	Invitation to register for participation in Virtual AGM to be sent by PCATP office.	Thursday August 13, 2020
4.	Last date of registration to participate in Virtual AGM.	Thursday August 20, 2020
5.	Virtual AGM starts.	Saturday August 22, 2020 at 1600 hrs pst

PCATP requests all members to prepare themselves for an online AGM by installing zoom software and making infrastructure arrangements beforehand.

We hope you all are already aware of basic etiquettes of video-conferencing and comply with them, some of which are as follows;

- Test your microphone before you video call.



PAKISTAN COUNCIL OF
ARCHITECTS AND TOWN PLANNERS
(Ordinance IX of 1983)

Head Office: Usman Center, 1st Floor, Office No. 7 - 12, D-12 Markaz, Islamabad, Postal Code: 45200.
Tel: 051-2706668-9 **Email:** registrar@pcatp.org.pk, **Web:** www.pcatp.org.pk

- Mute your microphone - even if you're alone in the room. Background noise can be an annoying distraction and stifle any meeting's flow.
- Be aware of your video settings. Be sure to test your video conferencing setup before you dial in. You can do this by test-calling a colleague before your meeting or even dialing in 15 minutes beforehand.
- Don't talk over each other. Use the chat function to ask questions and mention your name and PCATP registration number while asking questions.

We look forward to your positive participation and cooperation towards this forum.

Following is the Final Agenda of the meeting:

1. Recitation from the Holy Quran.
2. Confirmation of the Minutes of the Annual General Meeting of the PCATP held at Karachi on March 08, 2019. (Minutes already circulated and available on our website at www.pcatp.org.pk).
3. Presentation of Annual Report of the Council. Copy of Annual Report is already uploaded on our website at www.pcatp.org.pk
4. Presentation of the Audited Accounts of the Council for the financial year 2018-2019
5. Presentation of the Annual Budget of the Council for the financial year 2020-2021.
6. Appointment of Auditors.
7. Any other business as may be placed before the meeting by the Executive Committee or as the meeting may decide.
 - 7.1 Lessons From CPD Pilot Phase
 - 7.2 Resolution passed by PCATP Executive Committee (2019-2021) in its 115th Executive Committee for adoption by the Council. Resolution attached as Annexure A to the agenda.
 - 7.3 Explanation of Sub Section IV of Bye-law 115 on registration of firms to be approved by the Council. Explanation attached as Annexure-B to the agenda,
8. Closing comments by the Chairman PCATP.

We look forward to welcoming you to the AGM 2020.

Dated: August 08, 2020

Tahira. S. Fazli
Ar./Plnr. T. Sadia Fazli
Registrar

Note: members who have not renewed their registration will not be admitted to the meeting.

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Annexure-A:

Agenda item 7.2

Extract from minutes of 115th ECM held on July 18, 2020

Resolution No. 4

Resolution No.5 of 107th ECM to be incorporated in Bye-law 78 as The degree requirement for registration as Town Planner may be as under: First Professional Degree i.e., 4 years B.Sc. in City and Regional Planning after F.Sc.(Pre-Engineering/A level with Math, Physics, Chemistry) covering the courses/syllabus approved by the Higher Education Commission (HEC) for B.Sc. City & Regional Planning. The first professional degree should be recognized by the National Town Planning Council of the respective country. The Second Schedule to be re-visited and registration be given on First Professional degree only in both disciplines (Architecture and Town Planning).

The confirmation resolution was proposed by Dr. Plnr. Obaidullah Nadeem and seconded by Prof. Dr. Muhammad Atiq ur Rahman.

Tahira S. Fayli





Annexure-B: **Agenda Item 7.3**

Explanation of sub section IV of Bye-law 115

Bye-law 115 The share holdings of partners/shareholders of a firm to be eligible for registration shall be as follows:

- (1) In case of architectural firms at least Fifty-one percent of a firms' share must belong to PCATP registered architect of the firm so registered with the Council.
- (2) In case of a town planning firm at least Fifty-one percent of its shares must belong to PCATP registered town planner of the firm so registered with the Council.
- (3) In case of architecture + town planning firms at least forty percent of its shares must belong to PCATP registered architect of the Council and at least forty percent of its shares to PCATP registered town planner of the Council.
- (4) In case of Architecture/Town Planning & Engineering (AE) firm or Engineering & Architecture/Town Planning (EA) firm at least 40% of its share must belong to PCATP registered members.

Explanation of Sub Section IV of Bye-law 115

Architecture/Town Planning & Engineering (AE) firm; means the firm is registered to work in the fields of both disciplines i.e. Architecture and Town Planning.

- In such a case, the firm must have a registered Architect and a registered Town Planner as partners holding 40% shares each in such a firm to be eligible for registration with PCATP as an AE firm. A maximum 20% share can be held by the partner from the Engineering discipline, and must hold a valid registration with Pakistan Engineering Council (PEC) as a Professional Engineer.
- However, in case the AE firm desirous of working in a single discipline, i.e. Architecture or Town Planning, the majority share holding of the firm shall be held by PCATP registered Architect or PCATP registered Town Planner. The partner from Engineering discipline shall not be the majority shareholder in the firm and must have to a valid registration with PEC as a Professional Engineer.

Engineering & Architecture/Town Planning (EA) firm; means the firm is registered to work in the fields of both disciplines i.e. Architecture and Town Planning.

- PCATP shall not register any firm in this category till such time that PEC develops the criteria for registration of Architectural and/or Town Planning firms with PEC.

Tahira S. Fayla

