



**HKIA RULES
FOR
THE CONDUCT OF
ARCHITECTURAL
COMPETITIONS**

香港建築師學會
The Hong Kong Institute of Architects
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HKIA Rules for The Conduct of Architectural Competitions

1. Intent of the Rules

- 1.1. These Rules are established by The Hong Kong Institute of Architects (hereinafter referred to as HKIA) to regulate the conduct of architectural competitions under the following circumstances: -
 - a. The contemplated project is sponsored and designed in Hong Kong, and built either within or outside Hong Kong.
 - b. For local competitions, only the members of the HKIA are eligible to participate. For international competition, participant from different countries are eligible.
- 1.2. The purpose of these Rules is to state the principles upon which competitions are based and by which promoters should abide by in organising a competition. They are drawn up in the interests of both promoters and competitors. Adherence to the rules is a prerequisite for the HKIA's endorsement of the competition, although it may, at the request of the sponsor, decide to waive or modify certain rules when the principle of "fairness" is not jeopardised.
- 1.3. These Rules have taken reference from the "Revised Recommendation Concerning International Competitions in Architecture and Town Planning" adopted in November 1978 by the General Conference of UNESCO (United Nations Educational, Scientific and Cultural Organization) and the Guidelines of the "UIA Competition Guide for design competitions in architecture and related fields" edited by the Union of International Architects (UIA) (in 2017).
- 1.4 The philosophy of the competition regulations is characterised by the respect of 3 essential principles:

Transparency

All background information and information about the procedure must be clearly stated in the competition documents and available to all. Conflict of interest must be declared and avoided.

Equal treatment and non-discrimination

Regulations and conditions must be identical for all competitors. Equal treatment must be ensured in all phases of the competition.

Fairness

Competitors undertake a considerable intellectual, creative and economic effort when participating in a competition and have the right to expect impartial and professional evaluation of their work. The Client and the Jury must fulfill their obligations and responsibilities and make sure that the requirements are appropriate and the intentions and conditions fair to the competitors.

- 1.5 Anonymity is the major characteristic for the conduct of a fair competition. Anonymous entries facilitate objective evaluation. Anonymity also protects the Client and the Jury members from possible accusations of favouritism or personal motives. It is essential that the anonymity of competitors shall be maintained during the whole procedure until the final evaluation and the allocation of the prizes.
- 1.6 The Appendices annexed hereto form part of these Rules.

2. Articles

2.1. General Provisions

Article 1

The announcement of a competition shall state the eligibility requirement of the competition and define clearly whether it is "Open", "Invited" or "Restricted".

Article 2

The announcement of a competition shall define whether it is a "Project" or "Ideas" competition.

Article 3

The announcement of a competition shall state clearly whether it is organised in one or two stages.

Article 4

The conditions for competition shall be identical for all competitors.

Article 5

A copy of the full set of conditions for any competition shall be filed with the HKIA. The answers to competitors' questions shall also be sent to the HKIA.

Article 6

Competition conditions shall be published in English, and preferably accompanied by a Chinese translation. Such translation shall be issued at the same time as the English version. English version prevails in case of translation differences. Competitors however shall be required to submit material in English unless otherwise specified.

Article 7

All competitors' designs shall be submitted and judged anonymously.

Article 8

Notice of competition shall be issued by the Promoter and/or the HKIA stating clearly where and how copies of the conditions may be obtained and specify that the conditions have received HKIA endorsement (see Article 15).

2.2. Professional / Technical Adviser

Article 9

The Promoter shall appoint a Professional / Technical Adviser, preferably an architect, to prepare the conditions and supervise the conduct of the competition.

2.3. Drawing up of The Conditions

Article 10

The conditions for a competition, whether single or two-stage, open, invited or restricted, shall state clearly : -

- (a) the purpose of the competition and the intentions of the Promoter;
- (b) the nature of the problem to be solved;
- (c) all practical requirements to be met by competitors.

Subject to the endorsement by HKIA and approval by the members of Jury, the conditions for a competition may be clarified and/or modified by the Promoter in light of any relevant question(s) raised by any competitor within a specified period for competition enquires.

Article 11

A clear distinction shall be made in the conditions between mandatory requirements of an essential nature and those which permit the competitor freedom of interpretation. All entries shall be submitted in conformity with the conditions of competition.

Article 12

The necessary background information supplied to competitors (social, economic, technical, geographical, topographical, etc.) must be specific and not open to misinterpretation. Supplementary information and instructions approved by the Jury may be issued by the Promoter to all competitors selected to proceed to the second stage of a two-stage competition.

Article 13

The regulations shall state clearly the number, nature, scale and dimensions of the documents, plans or models required and the terms of acceptance of such documents, plans or models.

Article 14

As a general rule, the Promoter of competition shall use the metric scale.

2.4. HKIA Endorsement

Article 15

The Promoter shall obtain the HKIA's written endorsement of the requirements for a competition – including the timetable, registration fee and membership of the Jury – before announcing that it is held under the auspices of HKIA.

2.5. Registration of Competitors

Article 16

As soon as they have received details of the competition, competitors shall register with the Promoter. Registration implies acceptance of the conditions and regulations for the competition.

Article 17

The Promoter shall issue to competitors all the necessary documentation for preparing their designs.

Article 18

The names of those competitors selected to proceed to the second stage of a two-stage competition shall be made public only under exceptional conditions as agreed by the Jury.

2.6. Award, Compensation and Honoraria

Article 19

The Promoter of any competition must state the number of awards and the total amount of prize-money. This must be related to the size of the project, the amount of work involved for competitors and the resulting expenses incurred by them.

Article 20

In Ideas competitions in which the winner will not be awarded the actual commission for the project, the Promoter shall allow adequate prize-money to recompense competitors for their ideas and the work they have done.

Article 21

The Promoter undertakes to accept the decisions of the Jury and to pay the prize-money in full within one month of the announcement of the competition results.

Article 22

Each participant in an Invited competition shall receive an honorarium in addition to any prize-money awarded to recompense competitors for their ideas and the work they have done.

In two-stage competitions, a reasonable honorarium shall be paid to each of the competitors selected to take part in the second stage. This sum, which is intended to reimburse them for the additional work carried out in the second stage, shall be stated in the conditions for the competition and shall be in addition to any prize-money awarded.

Article 23

Honoraria and prize money are the reward for the work done during the competition. They cannot be considered as part of future fees except by agreement with the winner.

Article 24

The conditions shall state the exact use to which the Promoter will put the winning design. Designs may not be put to any other use or altered in any way except by agreement with the author.

Article 25

In Project competitions, the award of first prize to a design places the Promoter under the obligation to entrust the author of the design with the commission for the project. If the winner is unable to satisfy the Jury of his/her ability to carry out the work, the Jury may require him to collaborate with another architect of his/her choice approved by the Jury and the Promoter.

Article 26

In Project competitions, provision shall be made in the conditions for the competition for the first prize winner to receive as compensation a further sum equal to the amount of the first prize if no contract for carrying out the project has been signed within twenty-four months of the announcement of the Jury's award. In so compensating the first prize winner, the Promoter does not acquire the right to carry out the project except with prior written consent and collaboration of its author.

Article 27

Without prejudice to the generality of Article 30, in Ideas competitions, if the Promoter subsequently intends to make use of all or part of the winning or any other scheme, he shall, wherever possible, consider some form of collaboration with its author. The terms of collaboration must be acceptable to the latter and credit of the design must be duly acknowledged.

2.7. Insurance

Article 28

The Promoter shall insure competitors' designs from the time when he assumes responsibility for them. The amount and duration of such insurance will be stated in the conditions.

2.8. Copyright and Right of Ownership

Article 29

The author of any design shall retain the copyright and right of ownership of his/her work; no use of the design or alterations to the design may be made without his/her formal consent.

Article 30

The design awarded first prize for a Project competition can only be used by the Promoter upon his/her commissioning the author to carry out the project. For other designs, whether awarded a prize or not, they may not be used wholly or in part by the Promoter except by agreement with the author.

Article 31

As a general rule, the Promoter's right on a design covers execution once only unless the conditions for the competition may provide otherwise and specify the terms thereof.

Article 32

In all cases, unless otherwise stated in the conditions, the author of any design shall retain the right of reproduction.

2.9. The Jury

Article 33

The Jury shall be set up before the opening of the competition. The names of members (including the alternate (reserve) members) of the Jury (jurors) shall be listed in the conditions for the competition.

Article 34

As a general rule, the members of the Jury are appointed by the Promoter after endorsement by the HKIA. The HKIA shall assist the Promoters in the selection of Jury members.

Article 35

The Jury shall be composed of the smallest reasonable number of persons, and in any event shall be an odd (uneven) number and shall not exceed seven. The majority of the Jury members shall be independent architects, or in certain exceptional cases with prior agreement by HKIA and the Promoter, of architects and other professionals, such as town-planners and engineers

Article 36

At least one juror (i.e. voting) and one alternate (i.e. non-voting) juror shall be appointed by the HKIA and this shall be stated in the conditions for the competition.

Article 37

It is essential that all full (i.e. voting) and alternate (i.e. non-voting) members of the Jury be present throughout all meetings of the Jury.

Article 38

If a voting Jury member is absent from the first meeting, a non-voting member shall acquire his/her vote for the whole period of adjudication. If, for any reason, a voting Jury member has to be absent for a brief period of time, a non-voting member shall acquire his/her vote for that period and any decision taken shall be binding. If a voting Jury member is absent for a prolonged period or leaves before the conclusion of the adjudication, his/her vote shall be acquired by a non-voting member for the remainder of the period of adjudication.

Article 39

Each member of the Jury shall approve the conditions for the competition before they are made available to competitors.

Article 40

No member of the Jury for a competition shall take part, either directly or indirectly, in that competition, or be entrusted either directly or indirectly with a commission connected with the carrying out of the object of the competition.

Article 41

No member of the promoting body, nor any of its associate or employee, nor any person who has been involved in the preparation or organisation of the competition, shall be eligible to compete or assist a competitor.

Article 42

No competitor with a relation with the juror shall take part in the competition.

Article 43

The decisions of the Jury shall be made by a majority vote, with a separate vote on each design submitted. In the event of a tied vote, the Chair shall have the final casting vote. The list of awards, as well as the Jury's report to the Promoter, shall be signed by all members of the Jury and one copy of this document shall be sent to the HKIA.

Article 44

In two-stage competitions, the same Jury shall judge both stages of the competition. In no case may a competition which has received HKIA approval as a single-stage competition proceed to a second stage except with HKIA approval of the conditions and the arrangements for payment of honoraria to the competitors involved, over and above the prize-money provided for in the original competition. In the event of such a secondary competition taking place, the Jury appointed for the original competition must be reappointed by the Promoter.

Article 45

Any drawings, photographs, models or other documents not required under the conditions shall be rejected and excluded by the Jury before it examines a competitor's entry.

Article 46

The Jury shall disqualify any design which does not conform to the mandatory requirements, instructions or conditions for the competition.

Article 47

The Jury must make awards. The awards shall be final and shall be made public by a date agreed with HKIA and stated in the conditions. The Jury, when distributing the awards, shall make full use of the amount set aside for prizes in the competition conditions.

Article 48

The fees and travel and subsistence expenses of Jury members shall be paid by the Promoter.

2.10 Exhibition of Entries

Article 49

All designs, including those disqualified by the Jury, shall be exhibited, as a general rule, for at least two weeks, together with a copy of the signed report of the Jury. The exhibition shall be open to the public free of charge.

Article 50

The Promoter shall notify the HKIA and all registered competitors in reasonable time of the date and place of the public exhibition and of the results of the competition, and send them a copy of the Jury's report. Photographs and visualisations of the prize-winning designs shall be sent to the HKIA with a view to possible publication.

Article 51

In two-stage competitions, designs submitted in the first stage shall be kept secret until the final results are announced.

2.11 Return of Designs

Article 52

Other than the prize winners, all competitors shall be notified at the end of the public exhibition to collect their drawings and models within a stipulated period, after which they shall be destroyed without any right to compensation.

2.12 Disputes

Article 53

Provision must be made for recourse to the Council of the HKIA for the settlement of any dispute which may arise in connection with a competition.

APPENDIX 1

Explanatory Notes and Recommendations to Promoters

1. The Promoter

The Promoter may be an individual, a number of individuals, a corporate body or a number of corporate bodies for the purpose of sponsoring a competition. The Promoter or promoting bodies involved must undertake to accept the decisions of the Jury and to award prizes within the stipulated time of the announcement of the competition results.

2. Types of Competitions (as referred to in Articles 1 to 3)

2.1 Competitions may be either "Project" or "Ideas" competitions:

a. Project Competitions

The aim of a Project competition is to find the best solution for an actual building project and to appoint its author to carry out the commission.

b. Ideas Competitions

Ideas competitions are set as an exercise to elucidate certain aspects of architectural and/or planning problems. The winner of such a competition is not commissioned to carry out the project and hence, students of architecture may participate, at the discretion of the Promoter.

2.2 Both Project and Ideas competitions can be classified as local (competitions organised for all full/ fellow members of the HKIA/ Registered Architects in Hong Kong/ equivalent chartered professionals to participate and the design problem is generally related to the architectural environment of Hong Kong) or international (competitions that participants from different countries are eligible, and the jury be international with majority of its members being professionals residing in different countries and representing different countries) and the latter category can further be categorised as follows:

a. International Open Competitions

Competitions that are open to professionals from all countries without restriction of any kind.

b. International Invited Competitions

Where a promoter may wish to invite a number of named architects, from two or more countries, to submit designs for a competition. In this kind of competition, each participant invited must be remunerated upon submission of a bona fide design.

c. International Restricted Competitions

Where the promoter may wish to limit participation to professionals or groups of professionals with specific qualifications, i.e. having certain expertise and experience, the field of expertise shall be clearly defined in the preliminary documents issued by the promoter. All such competitions are termed "Restricted".

2.3 International Competitions Open to Students of Architecture

International competitions open exclusively to students of architecture and/ or town planning may also, under certain conditions, receive the support from the HKIA.

2.4 "International" Competition under the Auspices of the International Union of Architects (the UIA)

Promoters who may wish to organise International Competitions under the UIA auspices, should preferably choose open procedures. The promoters are advised to have a competition programme or budget paying respect to the following items that are prerequisite for the UIA's approval prior to the announcement of the competition:

- a. Approval from the UIA may be given only on the basis of the final version of the regulations and programmes (competition document) and prior to any announcement.
- b. The Promoter must obtain the UIA's written approval of the requirement for a competition – including the timetable, registration fee and membership fee of the Jury – before announcing that it is being held under the UIA auspices.
- c. A copy of the regulations and full set of the conditions for any competition (competition document) as well as the answers to all competitors' questions shall be filed with the UIA.
- d. Jury: The Jury must be international with majority of its members being architects residing in different countries and representing different cultures.
The UIA has the right to appoint one juror and one alternate juror and this should be stated in the regulations of the competition (competition brief). Further, an UIA International Competition Commission (ICC) expert in procedural and formal aspects may be invited as UIA representative to supervise the conduct of the jury sessions.
- e. Each member of the Jury shall approve the regulations and conditions for the competition (competition brief) before they are made available to competitors.
- f. Eligibility: No member of the promoting body, nor any of its associate or employee, nor any person who has been concerned with the preparation or organisation of the competition, or with a relation with a juror, shall be eligible to compete or assist a competitor.
- g. Photographs of the prize-winning designs shall be sent to the UIA with a view to possible publication. UIA obtains the publication right. The authors will always be named.
- h. UIA fees: the Promoter to submit a minimum fee which includes a non-reimbursable fee upon registration and a further honorarium in the case of a single stage competition for official UIA support upon UIA's endorsement of the competition. Exact financial conditions to be further referred to the prevalent rates which may be reviewed by the UIA from time to time.

2.5 Competitions are organised in either one or two stages.

a. Single Stage Competitions

For competitions organised in single stage, small scale drawings, plans, sections and elevations, etc. are required in sufficient number to explain the scheme. This type of competition is recommended for small scale competitions only.

b. Two-stage Competitions

These are usually Project competitions. The first stage is a general approach and therefore, planning on a broad basis is sufficient, with simple line drawings, on a small scale adequate to demonstrate the intentions of the competitor. From the designs submitted in the first stage, the Jury selects a small number, 10 for example. The authors of these designs are invited to participate in the second stage, but their names are not revealed until after the final adjudication, at the end of the second stage. Nevertheless, each competitor shall be informed whether or not he/she has been selected to participate in the second stage. In order to maintain anonymity, it is the responsibility of the Professional/ Technical Adviser, or a person of confidence, not connected with the Jury, like a notary to open the envelopes containing the names of the authors of the designs retained for the second stage. The envelopes should then be resealed until the final award has been made.

If necessary, at the end of the first stage, the Jury may, with the agreement of the Promoter, clarify or amplify points in the competition conditions for the benefit of the second stage competitions. Such additional information must not, in any way, disclose the solutions proposed by any of the first stage competitors. Only in exceptional circumstances may the time lag between the adjudication of the first stage projects and the delivery of the second stage projects exceeds six months. In such circumstances the Promoter must inform the HKIA of the reason for the delay and the measures to be taken in consequence.

The second stage may, if necessary, be limited to part only of the subject matter dealt with in the first stage. The same Jury must adjudicate both stages and award the prizes (without prejudice to the generality of Article 38). Publication and exhibition of all the projects submitted, including first stage projects, will take place after the final awards have been made. Publication of any design retained for the second stage before the final award has been made will entail disqualification.

Two-stage competitions are advised only for particularly complex architectural tasks since such competitions may involve significant commitments and expenses for both participants and clients (e.g. museum, libraries, airports). The prize may also be a consultancy contract.

3. Competition Conditions (as referred to in Articles 10 to 14)

- 3.1 The competition conditions are usually described in a published document issued to all competitors. The publication of the conditions constitutes an offer of contract, while registration of the competitors constitutes acceptance to be bound by those competition conditions. The competitor may ask questions in relation to the competition conditions within a period specified by the Promotor. The Promotor should prepare the answers to the relevant questions and after having the answers approved by the members of Jury and endorsed by the HKIA should make them available to all other competitors.

- 3.2 The conditions should be endorsed by the HKIA before issuance to the competitors.
- 3.3 The conditions should also be approved by the members of Jury before their issue.
- 3.4 The conditions shall be specific as to the following items:
 - a. Sponsor: name, interest and responsibility.
 - b. Project: name, purpose, scope, location, site data, programme, budget and criteria.
 - c. Classification of competition:
international or local, open or restricted, single stage or two-stage.
 - d. Eligibility of entrants.
 - e. Jury: names of members (including the alternate members)
 - f. Professional Adviser: communication, questions and answers, schedule, delivery, receipt, holding of submissions.
 - g. Submission requirements: content, scale, size, format of drawings, models and media.
 - h. Consideration: registration fees (unless otherwise stated in the competition document, this should be returned to the competitor upon the submission of a bona fide design), prizes and awards.
 - i. Consequential obligations and rights of Promoter and competitors regarding award, commission and publication and/or exhibition.
 - j. Rules about anonymity of entries, non-complying or late entries, copyright of design.
 - k. Registration form: HKIA advises to include in Project (but not Ideas) competition an employee's self-declaration part that confirms the competitor's employer is in full knowledge of his/her participation.

4. The Professional / Technical Adviser (as referred to in Article 9)

4.1 Scope of Responsibility

The Promoter shall appoint a Professional / Technical Adviser, preferably an architect, to prepare the conditions and supervise the conduct of the competition. He/she must be appointed and remunerated by the Promoter and his/her appointment shall be approved by the HKIA at the early preparation stage of the competition. The role of the Professional / Technical Adviser shall be of advisory and supervisory role, rather than a service provider. The Professional / Technical adviser shall be responsible for the following:

- a. To prepare the programme and conditions for the competition;
- b. To supervise the conduct of the competition;
- c. To ensure that the competition timetable is adhered to, and to supervise the receipt of the competitors' questions and dispatch of the Promoter's replies to all the competitors;
- d. To supervise the reception of competition entries and safeguard the anonymity of the competitors at all times; and
- e. To coordinate and monitor the work of the Technical Committee under section 5 below (if required) to assist the Jury and be present during adjudication but will have no vote.

The scope of responsibilities for the Professional / Technical Adviser shall be clearly indicated before his or her appointment and the Promoter is not recommended to impose additional works other than the aspects listed in the above. The Promoter shall clearly indicate the amount of the remuneration to be paid to the Professional / Technical Adviser before his or her appointment.

4.2 Relaxed Requirements for Professional / Technical Adviser for Certain Ideas Competitions

From time to time, District Councils or Non-profit making Organisations (NGOs), etc, approach the HKIA to help organise single-stage Ideas competitions to promote architectural excellence, encourage creativity, enhance public engagement and boost public awareness to certain issues in our architectural environment and may apply for relaxation of requirement for Professional / Technical Adviser and invite the HKIA to act as the Honorary Adviser in such single-stage Ideas competitions. The HKIA will exercise discretion under normal circumstances to act as "Honorary Adviser" for the competition if the Promoter is -

- a. District Council, or
 - b. Non-profit Making Organisations (NGOs) with charitable status under Section 88 of the Inland Revenue Ordinance (Cap. 112)
- and
- c. can prove the genuine intent of the competition;
 - d. can adhere to the HKIA Rules for the Conduct of Architectural Competitions in general, except the requirement of remuneration for the Professional / Technical Adviser stated in section 4.1 due to the budgetary constraint.

In view of this, the Promoter has to complete the form in Appendix 2 titled "Form of Request for Relaxation of Requirements for Professional / Technical Adviser for Fast-Track Local Single-Stage Ideas Competitions" and submit 10 weeks in advance to the tentative launching date of the competition to the Council of the HKIA c/o the Competition Committee. The HKIA will then decide to act as "Honorary Adviser" instead of co-organiser or organising committee member of the competition.

5. Technical Committee

- 5.1 A Technical Committee if required will be appointed by the Promoter (number of members to be determined according to the number of projects submitted) to check that entries fulfill the mandatory requirements for the competition. This task is carried out on the basis of a check-list approved by the Jury.
- 5.2 The Technical Committee will take no part in the adjudication process nor will it be permitted to eliminate any entry. It will report any deviations from the programme or regulations to the Jury.
- 5.3 The Technical Committee will be under the control and supervision of the Professional / Technical Adviser. No remuneration will be made to the members of the Technical Committee.

6. The Jury (as referred to in Articles 33 to 48)

- 6.1 The advantages of restricting the number of Jury members cannot be too strongly emphasised. Where possible the number shall not exceed seven and shall always be uneven.

- 6.2 The Jury must be composed of a majority of architects, or in certain exceptional cases with prior agreement by HKIA and the Promoter of independent architects and other professionals, such as town-planners and engineers. HKIA will nominate one member as its representative. The Promoter may appoint one or more representatives to Jury. The jurors shall be chosen for their particular competence in the subject matter of the competition.
- 6.3 Alternate Jury members must be appointed in the proportion of one alternate to four members of the Jury, including the HKIA member representative. The HKIA will nominate its alternate member. Alternate members must attend all jury meetings, without having a right to vote, in order to replace a member in the event of illness or unavoidable absence which may occur during adjudication. The alternate member will then officially replace the absent member until the end of the adjudication.
- 6.4 The HKIA representative will be obliged to withdraw in the event of the non-respect of the competition rules.
- 6.5 At the first meeting, the Jury will elect a chair from amongst the full members.

7. Anonymity

- 7.1 It is essential that the anonymity of competitors shall be maintained until the final judging and in the interests of the competition system rigorous measures shall be taken to ensure that this principle is adhered to and is seen to be adhered to.
- 7.2 Each competitor can be asked to place a six-digit identification number 10 mm high on all plans and accompanying documents which constitute his/her entry. This number is recorded by the Professional / Technical Adviser on the register of competitors and the identity of competitors remains confidential until after the award of the Jury and the signing of the Jury's report to Promoter. During the jury meetings, these identification numbers will be replaced by registration numbers (given for example, according to the arrival of the design).
- 7.3 There are various methods of maintaining anonymity in the dispatch of the competitor's designs. One method is to use the name of the Promoter as the sender, and to quote the Promoter's name both on the receipt for dispatch and on the covering letter to the Promoter enclosing the receipt. All these documents would bear the competitor's identification number. The only key to the competitor's identity is then contained in the special envelope containing his/her name and address which is enclosed with his/her entry.

8. Costs of Organising Competitions

It is impossible to predict the exact cost of a competition, but the following are the main cost-incurring items. The promoters can discuss with HKIA on the fee range with reference scope but the exact fee will actually depends on the exact scope/submitted tenders.

8.1 Prizes

- a. The total value of the prizes to be awarded in a competition varies according to the size of the project as well as to the work required of the competitors.
- b. For Project competitions, the architect's fee shall be clearly stated in the brief and the winner shall be awarded the actual commission of the project, either in fixed lump sum fee or in percentage fee based on the total construction cost. There shall not be any fee bidding process in any stage of / after the competition.

8.2 Professional / Technical Adviser's Fee

Professional /Technical Advisor shall receive a remuneration and reimbursement of the expenses associated therewith from the Promoter. The exact amount shall be fixed by common agreement between the Promoter and the Professional / Technical Advisor at the early preparation stage of the competition.

Nevertheless, in case where relaxed requirement for Professional / Technical adviser for Fast-Track Local Single-stage Ideas competition has been granted by HKIA, honorary professional adviser can be engaged at a nominal remuneration.

8.3 Consultant's Fees

Should commission of a consultant for particular aspects of the assessment during adjudication is required, their subsistence fees and expenses associated therewith shall be paid by the Promoter.

8.4 Jury Member's Fees

Each member of the Jury is suggested to receive honoraria, the exact amount to be fixed by common agreement between the Promoter and the HKIA before the competition is launched. The same suggested honoraria applies to the alternate members. All the expenses associated with engaging the jurors will also be paid by the Promoter.

8.5 Other Costs to the Promoter

- a. Site survey, condition survey, and technical studies in feasibility study stage.
- b. Publicity for the competition - printing of the competition documents, including site plans, photographs, etc.
- c. Engagement of public relations adviser to assist in the boosting the publicity of the competition, including organisation of press conference, prize-giving ceremony, exhibition, etc.
- d. Arrangements for the reception of entries, including providing a proper storage space, preferably a lockable room, to hold the entries.
- e. Hire of premises, if necessary, for adjudication and public exhibition of all entries.
- f. Insurance of competition projects while in the possession of the Promoter.
- g. Return of entries and obligatory return of models.
- h. Production and printing cost for the publication of the competition results.
- i. Hosting and design of competition website for dispatching information related to the competition and the Professional Adviser's answers to the competitor's questions relating to the competition.
- j. In case of international competition, it shall be clearly stated in the competition document whether or not overseas winners' transport and subsistence expenses are to be met by the Promoter.
- k. Secretariat expenses (interpretation, translation, correspondence, etc).

APPENDIX 2

Form of Request for Relaxation of Requirements for Professional / Technical Adviser for Fast-Track Local Single-Stage Ideas Competition

To the Council of the HKIA c/o Competition Committee

For and on behalf of the Promoter (Organisation: _____) of the competition described below, I am writing to invite the HKIA to participate as the **Honorary Adviser** for the competition, with details listed below:

1.	Title of the Competition	
2.	Purpose of the Competition	* to promote architectural excellence / encourage creativity / enhance public engagement / boost public awareness to certain issues in our architectural environment / Others, please specify: _____
3.	Nature of Design Problem	* Architecture / Urban planning / Interior design (*delete where inappropriate)
4.	Scope of the Design Problem	
5.	Categories in the Competition	* Professional / Open / Others, please specify: _____ (*delete where inappropriate)
6.	Promoter	i) District Council* ii) Non-profit making organisations (NGOs) with charitable status under Section 88 of the Inland Revenue Ordinance (Cap. 112) * - I enclose herewith the necessary certified documents to prove my status as stated above. (*delete where inappropriate)
7.	Co-organisers of the Competition	
8.	Organisations joining the Organising Committee	
9.	Tentative Launching Date (DD/MM/YYYY)	_____/_____/_____

10.	Tentative Announcement Date of the Result (DD/MM/YYYY)	_____ / _____ / _____
11.	Prize for the Professional Group* #1 (*delete where inappropriate)	Total prize money : HK\$ _____; Prize money for first-prize: HK\$ _____
12.	Prize for the Open Group / Other Group* #2 (*delete where inappropriate)	Open Group: Total prize money : HK\$ _____; Prize money for first-prize: HK\$ _____ Other Group (please specify: _____): Total prize money : HK\$ _____; Prize money for first-prize: HK\$ _____
13.	Total Budget for the Competition	HK\$ _____
14.	Registration Fee #3	HK\$ _____
15.	Deliverables	- Professional Group: _____ - Open Group: _____ - Other Group: _____

I have read the HKIA Rules for the Conduct of Architectural Competitions and understood this relaxation only apply to Local Single-Stage Ideas Competition. I hereby declare that this competition will remain as a Local Single-Stage Ideas Competition until the end. Owing to the budgetary constraint, I would like to request for HKIA's relaxation of section 4 of Appendix 1 of the said rules in the following areas:

- (a) The arrangement of Honorary Professional Adviser instead of Professional / Technical Adviser, and
- (b) Requirement of remuneration for the Professional / Technical Adviser.

I hereby confirm that except the above relaxation, the subject competition will adhere to the principles of the said rules and be carried out with particular commitment to enforce the following items:

1.	Article 9	Appointment of * Mr./Mrs./Ms. _____ (*delete where inappropriate), (Membership no. _____ of the HKIA/ HKIE/ HKILA/ HKIP/ HKIS* (arranged in alphabetical order) (*delete where inappropriate)) as the Honorary Professional Adviser of the competition at the nominal remuneration of HK\$ _____ and his / her signed written consent to act as the Honorary Professional Adviser is attached herewith.
2.	Article 27	If in the end we intend to use part of or whole set of design, we will carry out collaboration with the author of design (competitor). The terms of collaboration must be acceptable to the author of design and credit of the

		design must be duly acknowledged.
3.	Article 29	Concerning Intellectual Property rights, the author shall retain the copyright of his/her works. We shall only be granted by the author of design (competitor) the right to reproduce, publish and exhibit the works in relation to the competition.
4.	Article 35	The Jury will be composed of the smallest number of members and of uneven number. The majority of them shall be architects.
5.	Article 47	The Jury MUST make awards.
6.	Article 49	All entries will be exhibited for at least 2 weeks free of charge and open to the public.
7.	Appendix 1, section 8.5 h	All entries will be published with the Jury's comment as a competition report and distributed free of charge for the public's viewing.

And further upon the HKIA's endorsement to act as **Honorary Adviser** for the subject competition, a set of competition documents shall be deposited with the HKIA at least a week before public announcement of the competition. We trust that the above is adequate to substantiate our request for the HKIA's endorsement to join as our **Honorary Adviser** for the subject competition.

Signature and Chop of the Promoter

Date: _____
 (Not less than 10 weeks prior to the tentative launching date of the Competition, which is on _____)

Name of Signatory: _____
Capacity: _____

NOTES:

- #1 Professional Group is open to all registered/ chartered professionals or full or fellow members of HKIA/ HKIE/ HKILA/ HKIP/ HKIS (arranged in alphabetical order).
- #2 Open Group is open to the general public except for those professionals qualified for the Professional Group.
- #3 Registration fee shall be returned to the competitor upon the submission of a bona fide design.

CHECKLIST OF SUBMISSION:

- Completion of Appendix 2
- Undertaking Letter signed by the Honorary Professional Adviser
- Document to prove status as non-profit making organisation