MANUAL ON PROCEDURES
FOR THE
CONDUCT OF BALANGKASAN FORUM

(Approved by the UAP National Board of Directors during the Iloilo Midyear Assembly, Oct 13, 2016)

FOREWORD

This Manual on Procedure (MoP) was formulated for the purpose of upholding the sanctity of conducting a systematic exchange of usually conflicting ideas, points-of-view and approaches.   The end-result should be a formal resolution of an issue and/or topic concerning Philippine architectural profession, which is a product of wider participation among the organization's members, hinged on the principles of transparency, accountability and democracy.

UAP - *Balangkasan* National Committee (2016-2017)
Arch. Sylvester Shaun D. Seño, UAP (Chair, UAP MANILA MAGS/IPP)
Arch. Edgar M. Chavez, UAP, PhD (Vice-Chair, UAP MANILA STA. MESA)
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Under the:

UAP - Commission on Government and External Affairs (CGEA)
Arch. Gil V. Japitana, UAP (Executive Director)

Through, and in behalf of the UAP Management Committee (ManCom):

UAP - Office of the National Executive Vice President (NEVP)
Arch. Ma. Nina Bailon-Arce, FUAP, AA

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1. **Balangkasan – History**

During the term of UAP (United Architects of the Philippines) Manila Maharlika Chapter Past President Arch. Diogenes 'Ging' A. Barredo in 1989, the chapter held its first *Architects Forum* at the Club Filipino in San Juan, Metro Manila.

This activity was later adopted by the UAP National with the creation of a standing committee dubbed *Balangkasan* in the UAP 2009 By-Laws, connected to the *Commission on Government and External Affairs* (CGEA) under the auspices of the *Office of the UAP National Executive Vice President* in 2009.

Among its past chairmen Arch. Fernando 'Fred' L. Jurilla of UAP Manila Maharlika Chapter introduced changes in the conduct of holding the forum which are still applied by the committee till today.   Since 2003, the following were the Head/Chairpersons for this committee:

2003-2004 – Christopher L. Ong, FUAP
2004-2005 – Catherine B. Carunungan, FUAP
2005-2006 - Manuel L. Fernando, FUAP
2006-2007 – Annie C. Pugeda, FUAP
2007-2008 – Ana Luzette L. Lareza, UAP
2008-2009 – Ana Luzette L. Lareza, UAP
2009-2010 – Lora B. Rivera, FUAP
2010-2011 - Ma. Luisa Gutierrez, FUAP
2011-2012 - Ma. Luisa Gutierrez, FUAP
2012-2013 - Mark Louie M. Soriquez, UAP
2013-2014 – Karl Aries Emerson F. Cabilao, UAP
2014-2015 – Carlo Gianni B. Bustos, UAP
2015-2016 - Napoleon M. Ibanez, UAP

During the Fiscal Year 2016-2017, the great strides which were started by the previous committee heads/chairpersons were further enhanced with the crafting of the first *Balangkasan* Manual on Procedure (MoP) and the *Balangkasan* Kit, together with the *Balangkasan* Infograph which were approved by the UAP National Board during the 2016 UAP Midyear Assembly held at the Sarabia Manor in Iloilo City last October 13, 2016. This document is in addition to the *UAP Protocol Manual (UAP Document 107)* which only specified the typical *Balangkasan* forum speakers' seating arrangement and the generic programme.
It is the committee's fervent desire that this MoP will guide the General Membership in methodically using the forum in raising and discussing issues

pertaining or related to the Philippine architectural profession, where resolutions will be arrived at that will then be brought to the UAP ManCom for consideration and action.

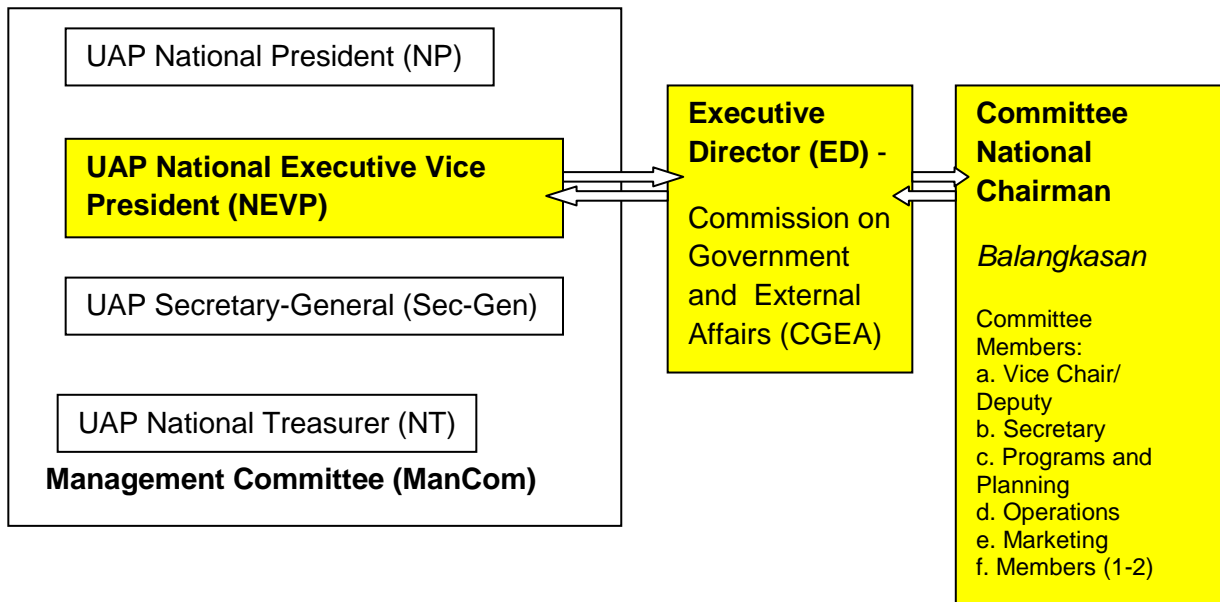2. **The Functions of BALANGKASAN Committee, as per 2009 UAP By-Laws:**

   2.1. In coordination with other commissions and committees of UAP, provides the occasion and venue for discussion of timely and relevant issues affecting the architectural profession in particular and the construction industry in general;

   2.2. Provides an opportunity for UAP's interaction with the government and private sector in crystallizing programs and projects and development of new opportunities for the architectural profession; and,

   2.3. Encourages and assists the organization of *Balangkasan* fora by the UAP Regional District.

3. **Relationship of *Balangkasan* National Committee within the UAP's organizational framework:**
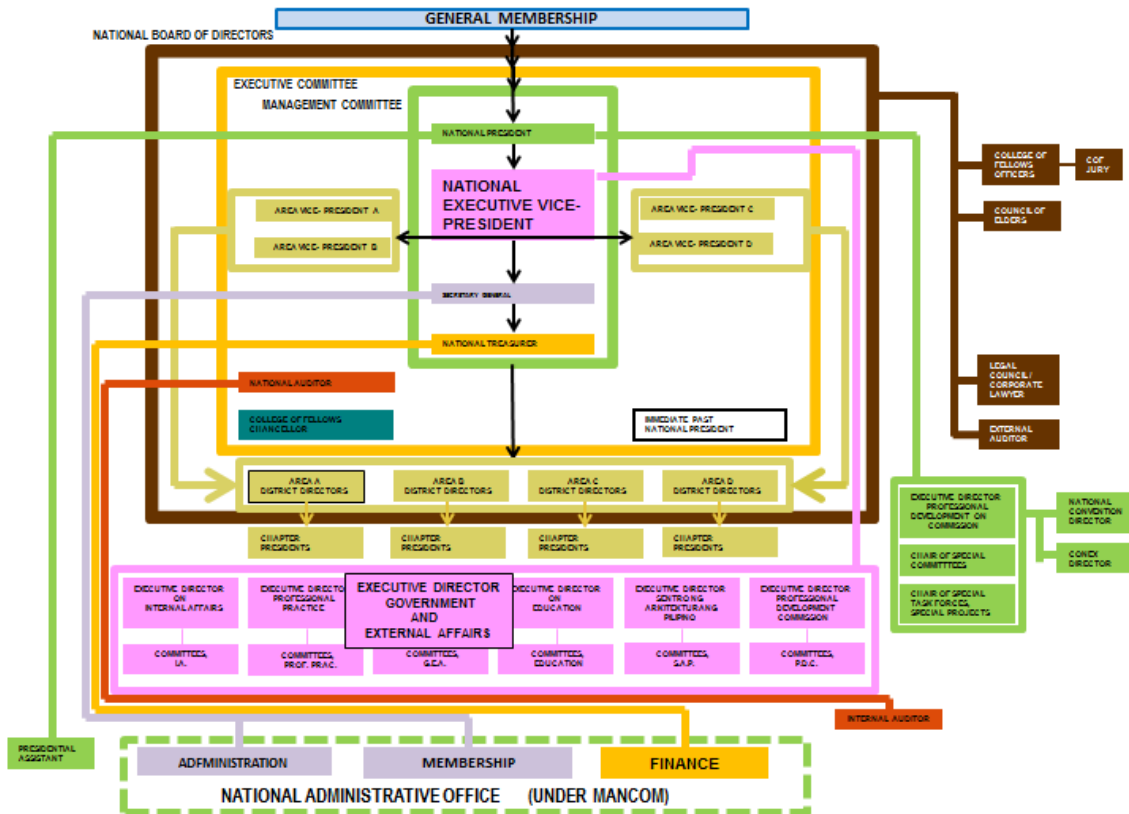
Fig.1: The UAP Organizational Chart

Source: United Architects of the Philippines (UAP). The *Balangkasan* Committee is under the Commission on Government and External Affairs (CGEA), *(in purple),* under the Office of the National Executive Vice President (NEVP).

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┌─────────────────────────────────────────────┐              ┌──────────────────┐  ┌──────────────────┐
│  ┌───────────────────────────────────────┐  │              │ Executive        │  │ Committee        │
│  │  UAP National President (NP)          │  │              │ Director (ED) -  │  │ National         │
│  └───────────────────────────────────────┘  │              │                  │  │ Chairman         │
│                                              │              │ Commission on    │  │                  │
│  ┌───────────────────────────────────────┐  │   ⇦⇨         │ Government        │  │ Balangkasan      │
│  │  UAP National Executive Vice          │  │  ⇦           │ and  External    │  │                  │
│  │  President (NEVP)                     │  │              │ Affairs (CGEA)   │  │ Committee        │
│  └───────────────────────────────────────┘  │              │                  │  │ Members:         │
│                                              │              │                  │  │ a. Vice Chair/   │
│  ┌───────────────────────────────────────┐  │              │                  │  │ Deputy           │
│  │  UAP Secretary-General (Sec-Gen)      │  │              │                  │  │ b. Secretary     │
│  └───────────────────────────────────────┘  │              │                  │  │ c. Programs and  │
│                                              │              │                  │  │ Planning         │
│  ┌───────────────────────────────────────┐  │              │                  │  │ d. Operations    │
│  │  UAP National Treasurer (NT)          │  │              │                  │  │ e. Marketing     │
│  └───────────────────────────────────────┘  │              │                  │  │ f. Members (1-2) │
│  Management Committee (ManCom)               │              └──────────────────┘  └──────────────────┘
└─────────────────────────────────────────────┘
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Fig.2: The Relationship of *Balangkasan* Committee with the UAP ManCom

The *Balangkasan* Committee is a standing (regular) committee, under the jurisdiction of the Office of the National Executive Vice President (NEVP). With seven (7) other committees (*Legislation and Codes, International Affairs, National and Civic Affairs, Accessibility, World Architecture Day Celebration, National Architecture Week Celebration,* and *Environment and Ecology*) the *Balangkasan* Committee is directly under the auspices of the Commission on External and Government Affairs (CGEA). All *Balangkasan* reports and resolutions will be submitted to the CGEA by the committee, and the CGEA will forward this to the NEVP who, in turn, will present these to the UAP ManCom (Management Committee) (comprising of the NP, NEVP, SECGEN, and NT) for immediate attention and action.

4. **Guidelines on the topic formulation and selection for a *Balangkasan* forum:**
    4.1.   There should be one (1) topic /issue to be discussed for every *Balangkasan* forum.
    4.2.   The topic/issue can be aligned with the thrusts of the current UAP administration, provided it also meets the succeeding guidelines detailed below.
    4.3.   The topic could be a gray area/hotly divisive and relevant issue which needs to be clarified and/or addressed which involves resource persons with varying backgrounds and views on the issue. Or it can be a specific

topic/issue which demands a consensus on the most appropriate from among possible but conflicting plans-of-action/strategies that can be taken to address the said issue (at the end of the forum).

4.4. The topic/issue for the said forum is based on the result of a survey or needs analysis conducted from among a group of chapters in a Regional District (RD). Preferably, all chapters, through their Chapter Presidents, with the concerned district, should participate in the survey. The survey form (please see Annex "A"), which is provided by the *Balangkasan* Committee, shall be disseminated to their respective chapter members ideally during their chapter's General Monthly Meetings (GMM). If participation of all chapters of the concerned RD is not possible, at least a two-thirds (2/3) majority of the number of chapters in that RD/area would be sufficient. This is for the purpose of cost-efficiency and wider participation among UAP members that will be impacted by every forum. The survey results will then be collated and tabulated and will be deliberated upon by the Regional District Council in the selection of the topic/issue for their proposed *Balangkasan* forum. ***A formal request letter shall then be electronically transmitted through email to the UAP Balangkasan National Committee thru the official email account (uapbalangkasan@gmail.com, unless updated), notifying the latter of the intent to conduct such forum.*** Logistical and incidental costs on the conduct of such forums spearheaded by the RDs shall be borne by them as well.

4.5. The *Balangkasan* National Committee, aside from Item 4.4. above, can formulate its own *Balangkasan* forum from among four major categories, in partnership with other UAP Committees concerned, such as:

4.5.1. ***Balangkasan* for Young Architects** – in partnership with UAP - Special Committee for Young Architects (or other applicable UAP committees)

4.5.2. ***Balangkasan* for Government Architects**

4.5.3. ***Balangkasan* for Academe** – in partnership with UAP Commission of Education and/or Council of Deans and Heads of Architectural Schools of the Philippines (CODHASP) (or other applicable UAP committees)

4.5.4. ***Balangkasan* for Industry Practitioners**

5. **Time limit for each *Balangkasan* forum should be two-and-a-half (2.5) to three (3) hours.** However, for fora organized by the National Committee, this can go longer, in order to accommodate inputs from all attendees, and generate a resolution/resolution draft during the said forum.

6. Minimum number of speakers per forum:

    6.1.   There should be a minimum of two (2) resource speakers representing varying sides (particularly in favor of and against) on a certain *Balangkasa*n topic/issue; or

    6.2.   A minimum of two (2) speakers of diverse backgrounds having varying viewpoints/belief systems/approaches in addressing a certain *Balangkasa*n topic.

7. The characteristics of "acceptable" *Balangkasan* topics are :

    7.1.   The *Balangkasan* National Committee, thru a Memo signed by the UAP NP and SecGen will provide an initial list of general topics/issues as basis for identifying specific topics/issues for *Balangkasan* fora for and by both the *Balangkasan* National Committee and the general membership.

    7.2.   Also, for the purpose of enjoining maximum participation from the general membership, the selected specific issue/topic can be a result of the survey conducted among the chapters in the concerned area/RD. All collated survey results will be tabulated per UAP RD and the top three (3) issues which emerges will be deliberated upon by the RD Council to determine the final topic which will be adopted for the *Balangkasan* forum.

    7.3.   The topic/issue is ideally a sub-issue/problem of a complex problem/issue at hand. It is considered a sub-issue if the following criteria listed in item no.7.4. below are met.

    7.4.   The topic/issue should be S-M-A-R-T. (*Specific, Measurable, Attainable, Realistic/Relevant,* and *Time-bound*).

          <u>Specific</u> – is the issue a portion and a sub-issue of a bigger (or complex) problem?

          (e.g., Mother (or general) issue: *"How do we prevent/minimize illegal practice in the Filipino architectural profession?"* Sub-issue: *"What concrete steps are needed in order to stop (or minimize) effectively illegal practice among BS Architecture students in the next three years?"*)

          <u>Measurable</u> – progress on the implementation of the plan-of-actions/short term programs in addressing the identified specific issue that can be easily monitored.

          <u>Attainable</u> – proposed plans-of-action/short-term programs which can easily address the identified issue utilizing minimum number of people and resources and/or with a long-term intrinsic value.

<u>Realistic/Relevant</u> – the issue currently affects/concerns majority of the Filipino architects and the practice of the profession

<u>Time-bound</u> – proposed plan-of-actions/short-term programs can be implemented within six (6) months to one (1) year in addressing the identified issue since the date when the said *Balangkasan* forum was held.

8. **Required outputs/deliverables of each *Balangkasan* forum:**

   8.1. *Balangkasan* resolution duly signed by the persons concerned, which contains the feasible plan-of-actions (POA) that can be crystallized into a program by the UAP Execom within the next six (6) months to one (1) year. The UAP Execom shall then promulgate a Memo prepared by them and signed by the UAP National President with the SecGen outlining a program/project addressing the *Balangkasan* resolution which in turn will be cascaded down to the local Chapter Presidents thru their Area Vice Presidents and Regional District Directors. It is advisable that if there are more than one (1) *Balangkasan* resolutions that were crafted, these can be collated and submitted on a per-batch basis based on the frequency of meetings made by the UAP ManCom/Execom. ***In case of conflicting resolutions from different districts based from the same issue/topic, this shall be resolved by the Balangkasan National Committee***.

   The resolution is arrived at when a participant raises it during the discussion, makes a motion for its adoption, has been seconded and approved by the majority of the members present which is then duly recorded by the rapporteur for drafting and reporting.

   The resolution should also be S-M-A-R-T. (*Specific, Measurable, Attainable, Realistic/Relevant,* and *Time-bound*). Time-bound means that the POA mutually agreed upon is implementable by the UAP ManCom within a period of six (6) months to one (1) year from the date when the concerned *Balangkasan* forum was conducted.

   8.2. The minutes of the forum with pictures and matching captions.
   8.3. The video-documentation with sub-titles.

9. **The persons involved and their role(s) for each *Balangkasan* forum**

   Below shall comprise the minimum number of persons involved for every *Balangkasan* forum:

9.1. Master of Ceremonies/Emcee – conducts the pre and post forum programme and introduces the key persons involved and monitors the time duration of each discussant.

9.2. *Balangkasan* Moderator – controls and guides the flow of the discussion and of the open forum. The moderator shall ensure that the discussion is objective, orderly, rational and within the bounds of the topic. He/she shall also ensure that a resolution shall be formulated out of the discussion.

9.3. Discussant/Speaker/Presenter – shall discuss the merits of his/her position, whether for or against, on the *Balangkasan* topic/issue for 10 - 20 minutes depending on the number of speakers or the complexity of the issue. He/she should be an authority in, and/or hands-on with the topic, not necessarily well-known.

9.4. Reactors - panel of speakers of varying viewpoints, fields or offices who can ask questions for the main speakers and add inputs to the topic. They can represent the UAP National, concerned government agency, NGO, academe, private practitioner, or other sectors if not represented by the main speaker

9.5. Rapporteurs - are the two (2) persons, at least, who will take down notes of the discussion and draft the *Balangkasan* resolution to be reported on at the end of the forum. He/she will come from the *Balangkasan* forum organizers' side (thru UAP Regional Districts/Areas)

9.6. Technical Assistant – shall assist the OIC in the determination of keypoints from all speakers in a comparative matrix format, through the use of LED TV, LCD projector or white board. This will ensure a clearer understanding by the audience of all sides and/or multiple points-of-view.

9.7. Monitors - shall collect written questions from the audience for the Moderator to asses and ask the identified speaker or reactor to answer. Shall also ensure the appropriate behavior of the audience during the discussion

9.8. Event documentarist - documents entire proceedings/activity utilizing tri-media. Minimum deliverables are the minutes of the committee meetings and the forum, forum photos and videos. The use of advanced technology to make the event interactive for a wider audience in real time is encouraged (e.g. live video streaming) for maximum participation. UAP *Balangkasan* Committee will collate all videos and store them in an archive for future reference. Ideally, the videos should contain sub-titles/scripts.

10. **Generic Program Breakdown and Flow** (*revised from the existing UAP Protocol Manual (UAP Document 107) prepared by Past National Auditor Ar. Angelito Soriano, FY 2010-2012, and improved upon in subsequent versions*):

10.1. Registration

10.2. Invocation/National Anthem/UAP March/Architects' Credo (10 minutes)

10.3. Acknowledgement of Members and Guests (5 minutes)

10.4. Welcome Remarks (5 minutes)

10.5. Turnover of Proceedings by Emcee to Moderator

10.6. Balangkasan Rulings and Proceedings by Balangkasan National Chair/Local Chair (5 minutes)

10.7. Introduction of *Balangkasan* Topic/Issue. (5 minutes)

> Moderator shall discuss parameters of Balangkasan issue for eventual resolution at the end of the forum. This part will provide the scope/limits within which the discussion can be made towards the end goal of arriving with a mutually-acceptable resolution/plan-of-actions.

10.8. Introduction of Speakers and Reactors (10 minutes)

10.9. Presentation by First Speaker (20 minutes)

> Each presentation should contain the following:
>
> 10.9.1. General Statement/speaker
>
> 10.9.2. Point-by-point detailed discourse and explanation on the specific reasons/factual basis behind his/her position on the general statement/speaker

10.10. Presentation by Second Speaker (20 minutes)

> Each presentation should contain the following:
>
> 10.10.1. General Statement/speaker
>
> 10.10.2. Point-by-point detailed discourse and explanation on the specific reasons/factual basis behind his/her position on the general statement/speaker

10.11. Reaction from Reactors (5 minutes each)

10.12. Open Forum. (During this stage the rapporteurs are taking down notes of the points of discussion to formulate a summary). (30 minutes)

10.13. Presentation of Plaques/Certificates to speakers, sponsors, special guests

10.14. Group picture of the *Balangkasan* participants (Note: This can be an avenue where the rapporteur can summarize and draft resolution)

10.15. Summary of Discussion/Drafting of Resolution by Rapporteur. (10 minutes)

10.16. Presentation of Resolution. The signing of the resolution shall be done after the event, and to be signed by the following: (10 minutes)

> 10.16.1. *Balangkasan* main rapporteur
>
> 10.16.2. Speakers
>
> 10.16.3. *Balangkasan* committee head (local level, and/or national chair/committee member)

        10.16.4.   As witness: Chapter Presidents (representing the Chapters which participated in the forum)

        10.16.5.   As witness: UAP Regional District Director/Area Vice President

Thereafter, resolution will be submitted to the *Balangkasan* Committee by the concerned local UAP District/Area for archiving. This can be submitted within ten (10) calendar days from the date when the said concerned forum was conducted via email and/or hardcopy.

After which, these will be submitted by the Committee to the CGEA-ED, and will be endorsed to the NEVP for crystallization by the UAP ManCom into workable programs and projects.

10.17. Turnover of Proceedings by Moderator to Emcee

10.18. Closing Remarks by CGEA Director/District Director

11. Generic Timetable:

July 1 – August 15th of the current Fiscal Year – preparation of needs survey/analysis and submission to the *Balangkasan* Committee by the UAP Regional Districts. This shall include carry-over of survey results covering the immediate preceding fiscal period. (May 1-June 30th). In case such date falls on a Sunday, it immediately falls on the succeeding regular workday.

August-15th – February 15th of the current Fiscal Year– period when *Balangkasan* forum can be conducted. In case such date falls on a Sunday, it shall be scheduled on the succeeding regular workday.

12. Plan Arrangement of *Balangkasan* forum venue

Refer to the Manual of Protocol (UAP Document 107, FY2010-2012) prepared by Arch. Angelito Soriano, uap and its subsequent updated versions)

13. Reporting of *Balangkasan* fora results:

As shown in Fig.3, an infograph shall be posted to the General Membership by the *Balangkasan* National Committee through tri-media (e.g., social networking sites, emails, etc.) on the progress of the conduct of nationwide *Balangkasan* fora. Below are the minimum information which should be shown:

13.1.   A map of the Philippines

13.2. A progressive real-time depiction of the Philippine map with shaded areas representing the locations of those respective chapters who already conducted their *Balangkasan* forums. As each Balangkasan forum is being conducted, the shaded areas increase per media posting.

13.3. Cumulative percentage of Chapters (%) who participated in their respective *Balangkasan* fora.

13.4. Matrix showing crafted Balangkasan *resolutions* that address the current thrusts of the current UAP administration. *(Note: for the FY 2016-2017, it should fall under any of the following – Unity, Accountability and Professional Excellence (U-A-P))*

13.5. If possible, another matrix showing the actual programs/projects pushed by the UAP ManCom in response to these resolutions.
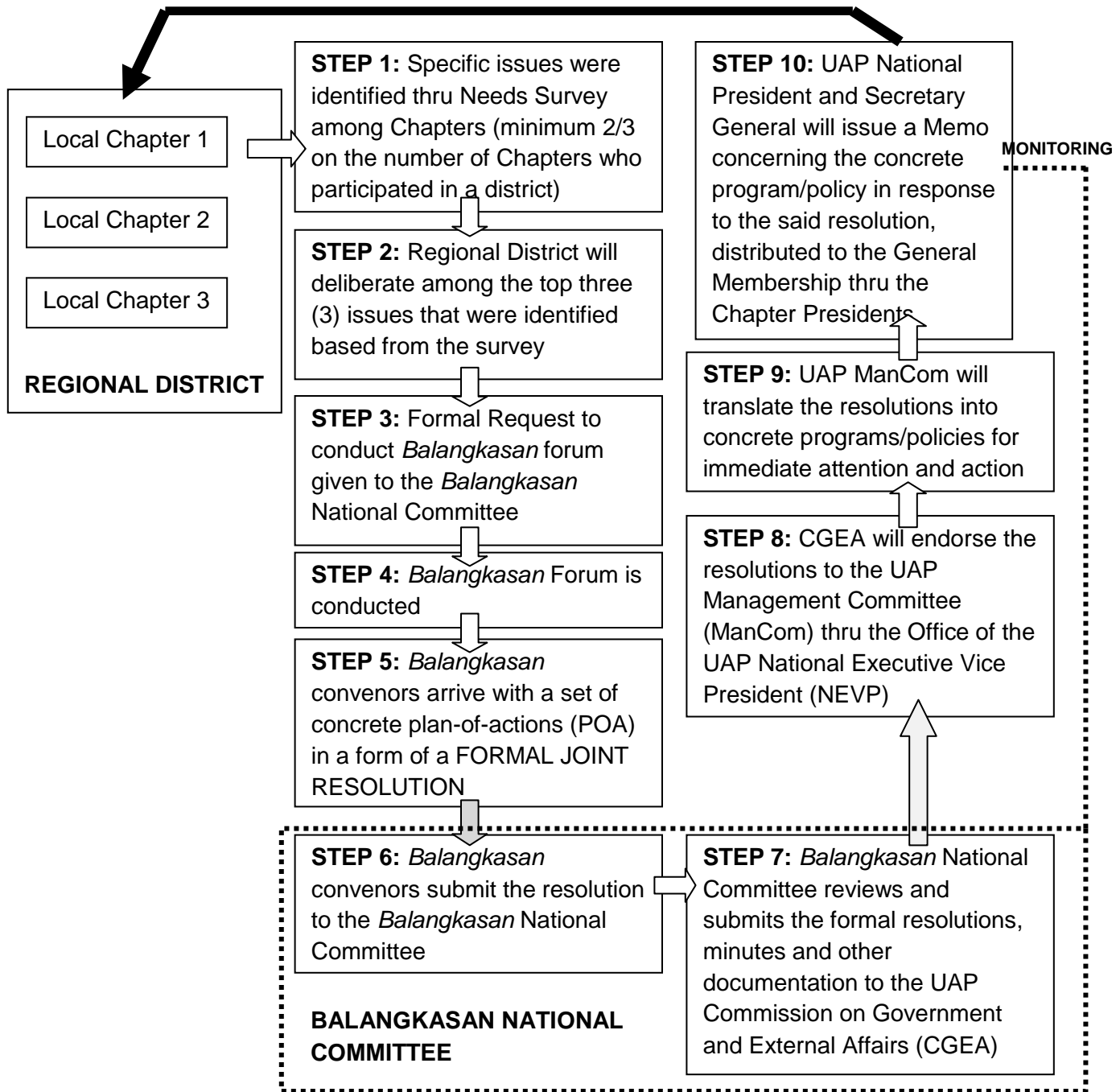

Fig.3: The *Balangkasan* Infograph

14. **Monitoring on Actions Made by the UAP ManCom/Execom**

The *Balangkasan* National Committee will request for a copy of the ManCom's list of concrete programs/projects that were made in response to the resolutions that were submitted, where these shall be reflected in the *Balangkasan* Infograph, as detailed in item 13.5 above.

15. The Typical *Balangkasan* Cycle:

Local Chapter 1

Local Chapter 2

Local Chapter 3

REGIONAL DISTRICT

STEP 1: Specific issues were identified thru Needs Survey among Chapters (minimum 2/3 on the number of Chapters who participated in a district)

STEP 2: Regional District will deliberate among the top three (3) issues that were identified based from the survey

STEP 3: Formal Request to conduct *Balangkasan* forum given to the *Balangkasan* National Committee

STEP 4: *Balangkasan* Forum is conducted

STEP 5: *Balangkasan* convenors arrive with a set of concrete plan-of-actions (POA) in a form of a FORMAL JOINT RESOLUTION

STEP 6: *Balangkasan* convenors submit the resolution to the *Balangkasan* National Committee

BALANGKASAN NATIONAL COMMITTEE

STEP 7: *Balangkasan* National Committee reviews and submits the formal resolutions, minutes and other documentation to the UAP Commission on Government and External Affairs (CGEA)

STEP 8: CGEA will endorse the resolutions to the UAP Management Committee (ManCom) thru the Office of the UAP National Executive Vice President (NEVP)

STEP 9: UAP ManCom will translate the resolutions into concrete programs/policies for immediate attention and action

STEP 10: UAP National President and Secretary General will issue a Memo concerning the concrete program/policy in response to the said resolution, distributed to the General Membership thru the Chapter Presidents

MONITORING

16. Roles and Responsibilities of the *Balangkasan* National Committee

16.1. Committee Chair
- 16.1.1. Acts as the bridge between the Committee members and the Commission of Government and External Affairs (CGEA)
- 16.1.2. Calls for and presides over the committee meetings.
- 16.1.3. Appoints the committee members with their respective designations and responsibilities
- 16.1.4. Initiates and leads in the setting of short-term and long-term goals of the Committee
- 16.1.5. Proposes projects and programs, with the Committee Programs and Planning Head for the Committee's approval.

16.2. Vice Chair/Deputy Chair
- 16.2.1. Calls for and presides the committee meeting in behalf of the Chair in case of his unavailability.
- 16.2.2. Assists in the setting of short-term and long-term goals of the Committee
- 16.2.3. Assists the Committee Chair in the conduct of duties and responsibilities.

16.3. Secretary
- 16.3.1. Takes charge of the documentation of committee meetings.
- 16.3.2. Manages the official social media accounts of the Committee, with the help of the Marketing Committee (e.g. Facebook, Instagram, Twitter, emails, blogs and/or webpages, etc.)
- 16.3.3. Proposes social media account external appearance and/or design and/or graphical user interface (GUI), in close coordination with the Committee Head for Marketing, with the help of the Committee
- 16.3.4. Archives the *Balangkasan* resolutions and minutes with the video documentation submitted by the UAP Regional Districts, with the help of the Committee.
- 16.3.5. Prepares a master file, with the help of the Committee, of an organized tabulation of all local and national *Balangkasan* fora held, containing the following information:
  - 16.3.5.1. Name of host Chapter and/or District
  - 16.3.5.2. Name/s of Partner/Chapter(s)
  - 16.3.5.3. UAP Regional District and Area
  - 16.3.5.4. Date of *Balangkasan* Forum
  - 16.3.5.5. Venue of *Balangkasan* Forum
  - 16.3.5.6. Specific Topic/Issue of the *Balangkasan* Forum

16.3.5.7. Speakers

16.3.5.8. Resolution(s) passed by the *Balangkasan* convenors

16.3.5.9. Action(s) undertaken by the UAP NBD in response to such resolution(s).

16.4. Head-Programs and Planning

16.4.1. Proposes projects and programs, with the Committee Chair, for the Committee's approval.

16.5. Head-Operations

16.5.1. Takes charge of the smooth implementation of *Balangkasan* Forums among all UAP Regional Districts and Chapters globally.

16.6. Head-Marketing

16.6.1. Takes charge of the design and preparation of public information materials, social media account external appearance and/or design and/or graphical user interface (GUI) of the *Balangkasan* National Committee

16.6.2. Proposes marketing plan for the full dissemination of the *Balangkasan* fora that were held and active participation of UAP Regional District/Areas for possible *Balangkasan* fora.

16.6.3. Suggests plan-of-action/strategies for possible financial support for the activities and projects for the Committee, in terms of linkages with industry partners.

16.7. Chief Area Coordinator(s)

16.7.1. Encourages and assists in the conduct of local *Balangkasan* forums in their respective area(s) of concern.