

ARCHITECTURAL COMPETITIONS: AN INTRODUCTION

Architecture is the most visible and public of the arts. Every addition to the built environment should therefore contribute in a meaningful way to our surroundings, the built and natural environment that make up the human experience.

Architectural competition promotes interest in a project from inception to completion, and the promoter stands to gain a sense of achievement and enhanced pride of ownership in a project. The South African Institute of Architects considers that it is in the best interests of the promoter, the profession and the nation that important public buildings should be the subject of architectural competitions. It is also ideal for the design of projects in the private sector.

Design competitions offer a number of benefits to the promoter of an architectural competition:

- Attaining an outstanding and often unique design by stimulating a range of design concepts and explorations
- Sound and experienced judgement and advice from the jury
- The opportunity to comprehensively test the project brief
- Promotion of the promoter and the project through publicity and exhibitions
- Opportunities to discover talent and skill which, but for a competition, would remain unknown

Design competitions also benefit the competitor entering an approved competition since they afford opportunities:

- To undertake work which might not otherwise have been possible
- For young unknown talents to come to the fore and be noticed
- For a fair and transparent way of selecting professional expertise, and
- If the winner lacks experience, to monitor and give support when it is necessary

An important function of an Institute of Architects is to recognise and promote excellence in architecture and to create public awareness and debate on the built environment. The South African Institute of Architects (SAIA) represents the majority of Professional Architects in South Africa, and members of the Institute are encouraged to enter competitions that are approved and endorsed by SAIA.

SAIA RULES & GUIDELINES FOR ARCHITECTURAL COMPETITIONS

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DEFINITIONS

Promoter

The person, company or organisation that initiates an architectural design competition on its own behalf or on behalf of another party, and undertakes to run the competition in accordance with the procedures and conditions laid down in the SAIA Architectural Competition Guidelines. Where a contract for architectural services is awarded, it should be in accordance with the terms of the competition conditions.

SAIA endorsement

Endorsement for competitions that are approved by the South African Institute of Architects, and where an SAIA approved advisor is appointed by the promoter as the competition administrator.

Competition Administrator

A person approved by SAIA to act as an impartial intermediary between the promoter, jury, competitors, and SAIA. The competition administrator shall be appointed and remunerated by the promoter and will directly advise and assist the promoter with the planning, organising and running of the competition including the preparation of the brief, drafting the competition conditions and liaising with all other parties.

Administrative assistant/s

A person or persons who may be appointed and remunerated by the promoter to assist the SAIA competition administrator with the day-to-day management of the competition.

Technical Consultant/s

A person or persons who may be appointed and remunerated by the promoter to advise the jury or the SAIA competition administrator on any technical matter relating to the competition.

Author

The architect of a *bona fide* submission who, when required, shall be registered in accordance with current legislation.

Award

To decide after deliberation. A jury may, in accordance with the competition conditions decide to award prizes to the amount laid down or a lesser amount, or not to do so at all.

Submission requirements

Are those that are binding on competitors and pertain to what competitors shall do to ensure that their submissions comply *inter alia* with

- Anonymity
- Receipt on time
- Number of drawings prescribed
- Medium of submission

Competition Conditions

Are those pertaining to the brief which if the competitor complied, would best suit the needs of the promoter.

1 ARCHITECTURAL COMPETITIONS

1.1 SAIA COMPETITION GUIDELINES

SAIA, as a member of the International Union of Architects (UIA) is bound by the agreements entered into between the UIA and UNESCO regarding UNESCO's Standard Regulations for International Competitions in Architecture and Town Planning. These articles from the UIA recommendations are in italics and are referenced back to the UNESCO Regulations and UIA Recommendations

1.2 ARCHITECTURAL COMPETITIONS

1.2.1 Classification

A International Competitions

*The designation "international" shall apply to any competition in which participation is open to architects, town planners or teams of specialists led by an architect or town planner who are of different nationalities and reside in different countries, as well as to members of other professions working in association with them. Competitions, which are open to all architects, town planners and professionals working in association with them, are termed "open". These Regulations cover both **open competitions** and **restricted competitions** (where some form of restriction is imposed) and sometimes **special competitions**.* ARTICLE 1

*The regulations and conditions for an international competition shall be **identical for all competitors**.* ARTICLE 4

Notice of an international competition shall be issued by the promoter and/or the UIA General Secretariat to all Member Sections with a request for publication in technical journals or through other media at their disposal, as far as possible simultaneously, to enable those interested to apply for the regulations and full set of conditions in due time. The announcement shall state where and how copies of the conditions may be obtained and specify that the conditions have received UIA approval (see Article 15). ARTICLE 8

B Open Competitions

Competitions that are open to anyone, provided that competitions meet the requirements laid down in the competition conditions and those laid down in terms of any pertinent legislation.

C Open Professional Competitions

Competitions that are open to architectural professionals from South Africa and abroad provided that competitors meet the requirements laid down in the competition conditions and any pertinent legislation.

D Limited Competitions

(i) SAIA Competitions

Competitions that are limited to members of SAIA.

(ii) Regional Competitions

Competitions held under the auspices of one or more Regional Institutes that are limited to professionals who are resident in a particular region and which are organised in accordance with these Guidelines.

(iii) Competitions by Invitation

Competitions where a promoter wishes to invite a number of selected South African architectural practitioners, to submit designs. Such a competition shall be run in accordance with these Guidelines and each invited participant should be remunerated. If required, SAIA can assist promoters with the selection of firms and the appointment of a competition administrator.

E Special Competitions

A competition where a promoter may wish to organise a competition other than those described above, for example, a competition combining town-planning as well as architectural design problems, a competition involving the use of particular construction procedures (e.g. prefabricated elements) or a competition involving the participation of developers. In these and other circumstances, the promoter may wish to limit participation to professionals or groups of professionals having certain expertise and experience. In such cases, the field of expertise should be clearly defined in the preliminary documents issued by the promoter. Such competitions should be referred to the SAIA at the earliest

opportunity, to allow adequate consultation to take place.

F Competitions limited to Students of Architecture

SAIA strongly supports national competitions open exclusively to students of architecture. SAIA should be consulted prior to the launching of such competitions for advice regarding the competition conditions; the timetable; jury; prizes, etc.

1.2.2 Types of Competitions

A Project Competitions

International competitions may be classified into 'Project' or 'Ideas' competitions. ARTICLE 2

The aim of a project competition is to find the best solution for a project; the author of the first prize being commissioned as architect for the realisation of the building.

B Ideas Competitions

In an ideas competition concepts that are inspired by a design brief are required. A concept drawing whilst infusing some thought or feeling into the interpretation of the brief is not yet capable of being realised as a building. The author may not therefore be commissioned as architect for a project, unless the ideas competition is part of a 2-stage competition when in the second stage the concept may have to be realised as a three dimensional object

In certain cases, a contract as Consultant may be envisaged. Consequently, persons such as students of architecture may be permitted to participate.

1.2.3 Structure of Competitions

A Single Stage Competitions

*International competitions may be organised in one or two **stages**. ARTICLE 3*

For competitions organised in a single stage, plans, sections and elevations etc, in sufficient number and suitable scale to explain the scheme and expand on ideas are required.

It is essential that the entries remain anonymous until after the jury has made a final decision.

This type of competition is recommended for small scale projects only.

B Two-Stage Project Competitions

The first stage of a two-stage project competition shall be run in accordance with the guidelines for single stage competitions. From the designs submitted in the first stage, the jury selects a limited number of entries to go forward, and the authors are invited to participate in the second stage. All competitors shall be advised whether or not they have been selected to proceed to the next stage.

The competition administrator shall ensure that the conditions prescribed for the second stage are faithfully fulfilled and that the anonymity of the competitors is safeguarded. It is desirable that the entries remain anonymous during this stage until after the jury has made a final decision. Unless expressly agreed to the contrary, competitors shall do everything possible to maintain anonymity and not to reveal that they have been admitted to the second stage of the competition.

At the end of the first stage, the competition administrator shall clarify or amplify points in the competition conditions for the benefit of the second stage competitors. Such additional information must not, in any way disclose the solutions proposed by any of the first stage competitors. The time allowed for submission of the subsequent entries must be compatible with the work to be submitted by competitors in the second stage, and may not exceed 6 months.

The second stage may, if necessary, be limited to part only of the subject matter dealt with in the first stage. It is desirable that the same jury adjudicate both stages and make the awards.

Publication and exhibition of all the projects submitted, including first stage projects, should take place after the final adjudication. Neither the jury nor the competition administrator may reveal the content or intention of any second stage competitor before the final award has been made.

Two-stage competitions are desirable for complex or very large projects.

1.3 ANNOUNCEMENT OF A COMPETITION

Notice of the intention to hold a competition shall be issued by the promoter in an appropriate format so that those interested may apply for the conditions. The announcement shall state where and how copies of the conditions may be obtained.

To ensure participation the announcement must be disseminated rapidly and widely.

1.4 UIA ENDORSEMENT

*The promoter must obtain the **UIA's written approval** of the requirements 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. ARTICLE 15*

1.5 SAIA ENDORSEMENT

The designation "SAIA endorsed" shall apply to any architectural competition which complies with these guidelines and has received written approval from SAIA, whereupon the promoter shall indicate in the competition announcement (Refer 1.3) that a competition is being held under SAIA's auspices.

Upon official endorsement SAIA will, apart from any other undertakings mentioned elsewhere, assist promoters with the promotion of the competition nationally and through its regional structures. SAIA will, if required, as a service to promoters, circulate notices through its communication network.

SAIA endorsement will be given provisionally upon the appointment of a SAIA-nominated or approved competition administrator, sufficient information (as required) of the proposed competition, and the subsequent endorsement fee.

The competition administrator will assist the promoter in drafting the conditions for the competition in accordance with these Guidelines.

A promoter who is considering launching a competition should consult the Institute at the earliest possible opportunity.

Should the competition administrator not be satisfied that the competition conditions meet the guidelines for SAIA endorsement, the administrator shall inform SAIA accordingly, who may withdraw its endorsement, and thereafter advise members accordingly. The endorsement fee may then be forfeited to SAIA.

2 COMPETITION ADMINISTRATION

Upon request SAIA may nominate a competition administrator, in consultation with the promoter, to assist the promoter with the competition conditions and to advise on the type of competition best suited to the project.

It is a requirement for SAIA endorsed competitions that the Institute approves of the competition administrator.

The promoter shall appoint a Professional Adviser, preferably an architect (but who could be a town planner in the case of a town planning competition), to prepare the conditions and supervise the conduct of the competition. ARTICLE 9

2.1 APPOINTMENT OF THE COMPETITION ADMINISTRATOR

The promoter shall appoint a SAIA approved competition administrator, to manage and coordinate the preparation of the conditions and the conduct of the competition in compliance with these guidelines.

The competition administrator may be selected by the promoter from a list of nominees provided by the Institute, or be a person approved by SAIA. The administrator shall be appointed and paid by the promoter. The competition administrator shall ensure that these guidelines are adhered to; that the anonymity of competitors and the confidentiality requirements are respected.

2.2 DUTIES OF THE COMPETITION ADMINISTRATOR

The functions of the competition administrator shall be clearly defined at the time of the appointment and should *inter alia* include:

- Preparing a list of the professional appointments i.e. jurors, technical advisors etc that need to be appointed and advising the promoter on the financial implications of such appointments
- Obtaining from the promoter the necessary commitments and guarantees to cover the promoters financial obligations
- writing the competition conditions
- ensuring that the competition timetable is respected
- supervising the reception of the competitors' questions
- preparing answers to the questions in consultation with the promoter
- dispatching the replies to all competitors
- receiving the competition entries
- numbering the entries in a suitable manner to ensure anonymity of the entries
- checking that entries are in accordance with the submission requirements
- liaising with competitors and dealing with any issues that may arise during the course of the competition etc.

The competition administrator shall assist the jury and be present during adjudication, but shall not participate in any discussion relating to the merit of any submission, and shall not vote.

The competition administrator shall control the work of any administrative assistant/s and arrange for the attendance of any technical advisors if required by the jurors.

2.3 ADMINISTRATIVE ASSISTANTS

If required, an administrative assistant/s may be appointed by the promoter (the number of assistants will vary according to the number of entries submitted) to assist the competition administrator in carrying out the prescribed functions.

The administrative assistant/s may not take part in the adjudication, nor eliminate an entry but may simply point out to the competition administrator any deviations from the programme or regulations.

2.4 TECHNICAL ADVISORS

It may be necessary for the jurors to be advised by technical experts such as e.g. Quantity Surveyors or Structural Engineers etc. It shall be at the discretion of the jury as to whether the experts are called upon to render advice. Technical advisors should be available at short notice if required, therefore they need to be appointed timeously, and need to be paid for the time they are in attendance .i.e waiting to be called or actually rendering advice.

The technical advisors shall on the instruction of the jurors have access to the space where the judging is taking place and to any of the documents submitted by the competitors.

Technical Advisors shall not participate in any way in the judging of the submissions.

3 COMPETITION CONDITIONS

UIA Competitions

*A copy of the **regulations and full set of conditions** for any competition shall be filed with the International Union of Architects, hereinafter referred to as the UIA, and sent free of charge at the same time to all the UIA **Member Sections** concerned. The answers to the competitors' questions shall also be sent to the UIA and to all UIA Member Sections. ARTICLE 5*

Any set of conditions which is not published in one of the official languages of the International Union of Architects (English, French, Russian and Spanish) shall be accompanied by a translation into at least one of these languages. Such translations shall be issued at the same time as the original language version. Competitors shall not be required to submit material in more than one UIA language. ARTICLE 6

Other Competitions

'The Conditions' shall include both competition conditions and submission requirements. SAIA endorsed competition conditions and submission requirements shall apply equally to all competitors. (see definitions)

The programme shall allow sufficient time ahead of the closing date to receive questions and to circulate the questions together with the answers to all the competitors. The questions and answers shall form part of 'the Conditions'

A full set of conditions for a SAIA endorsed competition shall be provided to SAIA for their records. Additional copies may be required for distribution to the Regional Institutes. The same number of copies of the competitors' questions and answers to the competitors' questions shall be sent to the Institute/s for their records and further circulation.

The conditions for a SAIA endorsed competition shall apply equally to all competitors. The time allowed in the programme shall allow sufficient time ahead of the closing date to receive questions and to circulate the questions together with the answers to all the competitors.

A SAIA endorsed competition shall be published in English, but translations into any other official language of the country is optional.

3.1 BRIEF REQUIREMENTS

The conditions for international competitions, whether single or two-stage, open or restricted shall state clearly:

- (A) *the **purpose** of the competition and intentions of the promoter;*
- (B) *the **nature** of the problem to be solved;*
- (C) *all the **practical requirements** to be met by competitors*

ARTICLE 10

The conditions for SAIA endorsed competitions, whether single or two-stage, open or limited shall state clearly:

- the purpose of the competition and intentions of the promoter;
- the design brief;
- all the requirements to be met by competitors;
- the promoter's guarantees.

Of primary importance to the success of a competition is the careful preparation of the conditions, and most particularly of the programme. Adequate time should be allocated to this aspect of the competition preparation.

3.2 MANDATORY AND NON-MANDATORY REQUIREMENTS

*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**, which should be as wide as possible. All competition entries shall be submitted in conformity with the regulations. ARTICLE 11*

3.3 BACKGROUND INFORMATION

*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 12*

3.4 PRESENTATION

*The regulations shall **state** the number, nature, scale and dimensions of the documents, plans or models required and the terms of acceptance of such documents, plans or models. Where an estimate of cost is required, this must be presented in standard form as set out in the regulations.*

ARTICLE 13

3.5 SCALE

As a general rule, the promoter of an international competition shall use the metric scale. Where this is not done the metric equivalent shall be annexed to the conditions. ARTICLE 14

3.6 BUDGET AND COST ESTIMATES

The competition conditions shall, if applicable, give an indication of the available budget for the project.

It is implicit that a promoter shall, before suggesting a budget, when this figure is one of the determining factors in the adjudication of the competition, ensure that the proposed budget is researched and properly prepared and realistic in terms of the design brief.

The conditions may require a cost estimate for the purpose of comparison by the jury. The conditions may stipulate that the estimate be prepared by a registered Professional Quantity Surveyor.

In the case of a two-stage competition, the promoter may appoint independent Technical Consultants to compare the cost of certain projects, which have reached the final stage of selection and prior to the final adjudication. Cost estimates should not be a determining factor in the jury's decision, except where a budget has been imposed in the competition conditions.

3.7 PROGRAMME/TIME TABLE

3.7.1 Interim and Closing Dates

The date and time deadlines for the dispatch of entries by post or other means, including delivery by hand, shall be stated in the conditions as well as the final date and hour for reception of entries. In addition the deadlines included in the competition programme shall allow reasonable time for the various activities that precede participation in the competition.

Sufficient time should therefore be allowed:

- between the announcement of the competition and the closing date for registration
- to receive competitors' questions after registration
- to draft and transmit the answers to the questions to the competitors thereafter
- to enable competitors to comply with the competition conditions
- to submit an entry by the closing date, and
- for postage and/or delivery by courier, where applicable.

3.7.2 Late Arrivals

The programme shall allow an appropriate period after the closing date and before the adjudication takes place for the receipt of entries, and shall state this final date in the competition conditions.

SAIA recommends that no more than 5 calendar days elapse between the closing date and the final date. In the case of late arrival of any entry, it is the responsibility of the competition administrator to check that dispatch was made in accordance with the regulations and, consequently, whether circumstances permit admission of the entry for adjudication.

Entries that arrive after the closing date will only be admitted for adjudication if the competitor provides documentary evidence that the entry was dispatched by recognised means such as courier, registered or certified mail etc. before the closing date.

3.7.3 Extensions

The deadlines may not be shortened. Deadlines may be extended only under extraordinary circumstances, and with adequate warning to all competitors.

Adequate warning is deemed to be before or on the elapsing of 50% of any time allocated to the particular stage of the competition.

3.7.4 Adjudication

The adjudication dates (including those for the second stage in the case of a two-stage competition) must be fixed, with the agreement of the members of the jury, and must be published in the competition timetable, which forms an integral part of the conditions.

Adjudication dates should take into account the time required for the dispatch of projects and the exhibition and other arrangements necessary for adjudication. Experience shows that one week is usually sufficient for the adjudication of the average open competition.

If, for an unavoidable reason, and with the agreement of the jury, the adjudication has to be postponed, the revised dates must be made public in an appropriate manner.

3.7.5 Announcement of the Awards

The date for the announcement of the awards shall be included in the programme for the competition and these dates shall be binding on the promoter.

4 REGISTRATION

4.1 REGISTRATION AND REGISTRATION FEE

*As soon as they have received details of the competition, competitors shall register with the promoter. Registration implies **acceptance of the regulations** for the competition. ARTICLE 16*

In order to enter the competition, competitors shall register with the administrator in the prescribed manner, which may include the payment of a registration fee. On submission of an entry, competitors will be deemed to be bound by the competition conditions.

No registration fee shall be charged for Competitions by Invitation.

4.2 DOCUMENTATION AND DEPOSIT

*The promoter shall issue to competitors all the necessary documentation for preparing their designs. Where the furnishing of such documentation is conditional on payment of a deposit, unless otherwise stated this **deposit** shall be returned to competitors who submit a bona fide design. ARTICLE 17*

SAIA recommends that when a registration fee is required:

- this should be no more than a nominal amount
- the registration fee of *bona fide* entries be reimbursed as soon as feasibly possible after the completion of adjudication
- acceptable assurances are given that, if the competition does not go ahead, the registration fee of all entrants will be reimbursed within a reasonable time of the announcement to this effect.

4.3 CANCELLATION

It is important to note that competitors devote considerable amounts of time and money when participating in competitions. Therefore competitions must proceed in accordance with any commitments made in the competition conditions by the promoter. Cancellation, suspension and delays may only take place when circumstances are beyond the control of the promoter and provided competitors are compensated for abortive work.

In this regard competition conditions should refer to the guarantees offered by the promoter for bona fide submissions made to any stage of the competition.

4.4 ANONYMITY

*All competitors' designs shall be submitted and judged **anonymously**. ARTICLE 7*

4.4.1 Single Stage Competitions

Anonymity of the competitors shall be maintained until the final adjudication. Rigorous measures shall be taken to ensure that this principle is observed.

4.4.2 Two-Stage Competitions

*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 to be agreed on by the jury before the launching of the competition. ARTICLE 18*

The names of those competitors selected to proceed to the second stage of a two-stage competition shall remain confidential except under exceptional circumstances until the completion of the second

stage.

When in the opinion of the jury or, if so stated in the competition conditions, it is desirable that winners of the first stage attend interviews or briefings before proceeding to the second stage of a two-stage competition, then the administrator, after consultation with the promoter and SAIA may lift anonymity. When anonymity is lifted this shall be done under stringent and clearly stated conditions.

5 ADJUDICATION

The jury shall be convened as required to decide on the awards stated in the conditions, and write and/or approve the jury's report.

5.1 COMPOSITION AND SELECTION OF THE JURY

*The jury shall be set up **before the opening** of the competition. The names of members and reserve members of the jury shall be listed in the regulations for the competition. ARTICLE 33*

As a general rule the members of the jury are appointed by the promoter after approval by the UIA. The UIA shall assist promoters in the selection of jury members. ARTICLE 34

The composition of the jury is important for the success of an architectural competition and might encourage broad participation. The majority of the members shall be professional architects, and the jury shall preferably consist of an odd number of persons.

The jurors who are architects should be chosen for their architectural competence and stature in the profession. They do not necessarily have to be South African citizens.

SAIA, through its communications network, can suggest names of architects with particular competence and stature for the jury. The competition administrator and SAIA have the experience to advise the promoter on the final selection of the jury members.

5.1.1 Announcement of the Jury in the Competition Conditions

The jury shall be selected prior to finalising the competition conditions. The names of members of the jury and the chairman, if nominated beforehand, shall be listed in the conditions for the competition.

The promoter may nominate a person to chair the jury, or failing nomination beforehand, the jury may elect the chairperson from amongst the members, provided the person is an architect.

5.1.2 Appointment of Jury Members

The jury shall be composed of the smallest reasonable number of persons of different nationalities, and in any event should be an odd number and should not exceed seven. The majority of them shall be independent architects, town-planners or, in special circumstances, other professionals working in association with them. ARTICLE 35

It is essential that all full - i.e. voting - and reserve i.e. non voting - members of the jury be present throughout all meetings of the jury. ARTICLE 37

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 40

The promoter shall appoint and reimburse the members of the jury.

5.1.3 SAIA Representative

At least, one member of the jury shall be appointed by the UIA and this should be stated in the regulations for the competition. ARTICLE 36

Notwithstanding the requirements stated in 5.1, at least one member of the jury, to be nominated by SAIA, shall be the official SAIA juror.

5.1.4 Two-Stage Competitions

In two-stage competitions, the same jury should judge both stages of the competition. In no case may a competition which has received the UIA approval as a single-stage competition proceed to a second

stage except with UIA 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 43

5.2 MEETINGS OF THE JURY

All members of the jury shall, except when incapacitated, be present throughout the meetings of the jury. In the event that a member of the jury is not able to attend for whatever reason, then his or her absence shall disqualify such a member.

5.2.1 Vacancy on the Jury

If a voting jury member misses the first meeting, a non-voting member shall acquire his vote for the whole period of adjudication. If, for any reason, a voting jury member has to absent himself for brief period of time, a non-voting member shall acquire his 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 vote shall be acquired by a non-voting member for the remainder of the period of adjudication. ARTICLE 38

The competition administrator shall nominate a suitable person in consultation with the promoter and SAIA, to fill any vacancy that may occur due to the incapacity of a jury member. Once replaced, the new jury member will assume all further duties on the panel.

5.2.2 Technical Consultants

The promoter shall appoint a Professional Adviser, preferably an architect (but who could be a town planner in the case of a town planning competition), to prepare the conditions and supervise the conduct of the competition. ARTICLE 9

Each member of the jury shall approve the regulations and conditions for the competition before they are made available to competitors. ARTICLE 39

The promoter may on the advice of the administrator appoint one or more technical consultants to advise the jury. The technical consultant/s may, under no circumstances, take part in the vote.

5.3 THE ADJUDICATION

5.3.1 Preparation

Any drawings, photographs, models or other documents not required under the regulations shall be **excluded by the jury** before it examines a competitor's entry. ARTICLE 44

Each member of the jury shall, prior to judging the competition, receive a copy of the competition conditions, and will be bound by such conditions. Upon convening the first time, the competition administrator will brief the jury on any and all relevant aspects regarding the competition and the adjudication process.

5.3.2 Confidentiality

No member of the promoting body, nor any associate or employee, nor any person who has been concerned with the preparation or organisation of the competition, shall be eligible to compete or assist a competitor. ARTICLE 41

In two-stage competitions, designs submitted in the first stage shall be kept secret until the final results are announced. ARTICLE 50

All members of the jury, the technical advisers and the competition administrator and persons providing secretarial support to the jury shall be bound to observe confidentiality relating to events or actions taken before, during and after the adjudication.

5.3.3 Decisions of the Jury

*The decisions of the jury shall be taken by a **majority vote**, with a separate vote on each design submitted. In the event of a tied vote, the Chairman shall have the 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 before they disperse and one copy of this document shall be sent to the UIA. ARTICLE 42*

5.3.4 Jury Report

The promoter shall notify registered competitors in good 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. He shall similarly inform the UIA and all Member Sections. Photographs of the prize-winning designs shall be sent to the UIA with a view to possible publication. ARTICLE 49

All members of the jury shall draft the Jury Report and sign the list of awards before they disperse, thereby confirming their approval thereof to the competition administrator in writing.

One copy of the report shall be submitted to SAIA for their records.

5.3.5 Secretarial Support

The promoter, if required, will provide secretarial support to the jury, and these persons will carry out the instructions of the competition administrator. The secretary to the jury shall be required to sign a confidentiality undertaking.

5.3.6 Venue and Presentation of Entries

All entries for the competition must be presented anonymously and adjudicated under conditions of confidentiality.

A sufficiently large space to suitably display entries for adjudication shall be made available. A suitable conference style facility should be made available inside the adjudication area or adjacent to it, for the jury to conduct their deliberations.

5.3.7 Disqualification of Entries

The jury shall disqualify any design which does not conform to the mandatory requirements, instructions or regulations for the competition. ARTICLE 45

Any entry that does not conform to the conditions may be disqualified from entry. In addition the jury may disqualify any submission which, in their opinion, does not conform to the competition brief.

5.3.8 Awards

*The jury must make **awards**. The **awards** shall be final and shall be **made public** by a date agreed on with the UIA and stated in the competitions. The jury, when distributing the awards, shall make full use of the amount set aside for prizes in the competition conditions. In an ideas competition, a first prize shall be awarded. ARTICLE 46*

It is extremely desirable that the jury make awards in accordance with the competition conditions. The awards shall be final and binding on the competitors and the promoter, and such awards shall be made public by a date to be stated in the conditions.

5.3.9 Non-Award

Should the quality of the entries in the opinion of the jury not warrant the awards laid down in the conditions, they may decide not to award a first or any other prize.

5.4 REMUNERATION AND HONORARIA

The fees and travel and subsistence expenses of jury members shall be paid by the promoter. ARTICLE 47

When accepting appointment, jurors should negotiate a fee or honorarium with the promoter. Such a fee or honorarium may be based on a suggested scale of fees/honoraria available on request from SAIA.

The promoter will be required to meet travel, accommodation and subsistence expenses for jurors.

6 ANNOUNCEMENT OF AWARDS AND EXHIBITION

The result of the competition shall be announced in accordance with the competition conditions. The award shall be made public by a date stated in the conditions.

6.1 ANNOUNCEMENT OF AWARDS

6.1.1 Competitors

The competition administrator shall provide the result of the competition together with a copy of the juror's report to all competitors within thirty days after the announcement.

6.1.2 SAIA Records

Copies of the prize-winning designs in an agreed format shall be made available to SAIA with a view to publication and record.

6.2 PUBLIC EXHIBITION

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 48

6.2.1 Notification

The competition administrator shall notify registered competitors in good time of the date and place of the public exhibition.

6.2.2 Anonymity

Competitors shall have the right to remain anonymous if their projects are not amongst the prize winners. This information should be included in the envelope containing their identity.

7 PRIZE-MONEY, COMPENSATION AND HONORARIA

7.1 AWARDS

7.1.1 Prizes

*The regulations for any competition must state the number of **prizes** and the 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 19.*

Town-planning competitions are, by their nature, ideas competitions, since the work is generally carried out by official bodies, frequently on a long-term basis. It is therefore particularly important for the promoter to allot adequate prize-money to recompense competitors for their ideas and the work they have done. ARTICLE 20.

The promoter undertakes to accept the decisions of the jury and to pay the prize-money within one month of the announcement of the competition results. ARTICLE 21.

The conditions for any competition shall state the number of prizes and the amount of prize-money. This should be related to the size and/or complexity of the project, the amount of work involved for competitors and the expenses likely to be incurred by them.

The total sum allocated for prizes shall be stated in the competition conditions. It is usual to award a first, second and third prize; however, the prize money may be otherwise allocated on the recommendation of the jury and if, in the opinion of the jury, the submissions are such as not to warrant one or any of the prizes being given, the jury may decide not to grant one or any prize.

7.1.2 Compensation for Ideas Competitions

When competitions are ideas competitions and when the execution of the work, is likely to be delayed, or is not expected to take place at all, then the promoter shall allot adequate prize money to recompense competitors for their ideas and the work they have done.

It is recommended that the promoter set aside a sum for special mentions and/or for the purchase of ideas which, in the opinion of the jury, have particular merit and which the promoter may wish to use.

7.1.3 Competitions by Invitation

Each participant in a competition by invitation shall receive an honorarium in addition to the prizes awarded. ARTICLE 22

Each participant in a competition by invitation shall receive an honorarium in addition to the prizes

awarded. In that case several prizes may be granted, and anonymity may be lifted in accordance with 4.4.2 and the candidates interviewed in order to designate the winners.

7.1.4 Two-Stage Competitions

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 regulations for the competition and shall be in addition to the prizes awarded. ARTICLE 23

In two-stage competitions, a suitable honorarium shall be paid to each of the competitors selected to take part in the second stage who in the opinion of the jury, make a bona fide second stage submission.

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 the prizes awarded.

7.2 DECISION OF THE JURY

The promoter shall undertake to accept the decision of the jury and pay the prize-money within one month of the announcement of the competition results.

The undertaking shall be given in writing to SAIA together with the necessary guarantees to meet the promoter's financial obligations, prior to accreditation by SAIA of the competition.

7.3 INTENDED USE OF THE DESIGN

*The regulations 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 24*

In project competitions the award of the 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 ability to carry out the work, the jury may require him to collaborate with another architect or town-planner of his choice approved by the jury and the promoter. ARTICLE 25

7.4 PROFESSIONAL APPOINTMENT

In project competitions the award of the first prize shall place 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 competition administrator of his ability to carry out the work, the winner may be required to collaborate with another architect selected by him/her and approved by the administrator in consultation with the promoter.

7.4.1 Agreement for Professional Services

*The design awarded first prize can only be used by the promoter upon his commissioning the author to carry out the project. **No other design**, whether it has been awarded a prize or not, **may be used** wholly or in part by the promoter except by agreement with the author. ARTICLE 30*

As a general rule, the promoter's right of ownership on a design covers one execution only. However, the regulations for the competition may provide for repetitive work and specify the terms thereof. ARTICLE 31

In all cases, unless otherwise stated in the regulations, the author of any design shall retain the right of reproduction. ARTICLE 32

In the case of a project competition, the conditions shall signify the terms of appointment between the promoter and the author of the winning design. These terms should conform to those recommended and/or endorsed by SAIA.

Once awarded the first prize, the promoter shall enter into a formal agreement, identified in the conditions, with the architect who will proceed with the project in terms of that agreement. The prize money should not form part of the professional fees due and paid to the winning architect.

7.4.2 Suspension, Deferment or Termination of the Project

In project competitions provision shall be made in the conditions for the first prize winner to receive as compensation a further sum equal to the amount of the first prize if the appointment of the winner to proceed with the project has been delayed for a period exceeding twelve months from the announcement of the jury's award. Such compensation shall be in full and final settlement of the promoter's obligations to the winner.

In so compensating the first prize winner, the promoter does not acquire the right to carry out the project at a later date except with the collaboration of its author.

In the event that after one year the promoter proceeds with the project, then he shall be obliged to enter into a new contract with the winner, the terms of which will be in accordance with the agreement previously recommended. The compensation paid at deferment shall not be refundable.

7.4.3 Construction Agreement

In the case of a project competition, the conditions should state which contract will be used for the construction of the project.

7.4.4 Ideas Competitions

*In **project competitions** provision shall be made in the regulations 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 the collaboration of its author. ARTICLE 26*

In ideas competitions the promoter, if he intends to make use of all or part of the winning or any other scheme, shall wherever possible, consider some form of collaboration with its author. The terms of collaboration must be acceptable to the latter. ARTICLE 27

In ideas competitions the conditions shall clearly state the terms under which the promoter shall employ the winner or winners.

The competition conditions must identify the agreement and specific terms that will become effective upon appointment. The winner and the promoter shall be bound by the conditions.

8 RETURN OF ENTRIES AND INSURANCE

8.1 RETURN OF ENTRIES

8.1.1 Graphic Material

*All drawings and plans, other than those which have received prizes or been purchased and are retained by the promoter, **shall be destroyed** at the end of the public exhibition, unless provision is made to the contrary in the regulations for the competition. Where **models** are required, these will be returned to their author at the **expense of the promoter** within a month of the close of the public exhibition. ARTICLE 51*

8.1.2 Models

Where models are required, these will in due course be returned to their author/s at the expense of the promoter.

Models can be very costly to build and transport, therefore SAIA recommends that conditions pertaining to the submission of models should limit the requirement for models to those able to demonstrate form and space rather than architectural detail.

8.2 INSURANCE

8.2.1 Insurance

*The **promoter shall insure** competitors' designs from the time when he assumes responsibility for them and for the duration of his responsibility. The amount of such insurance will be stated in the regulations. ARTICLE 28*

The conditions shall state that the cost of any insurance which a competitor deems necessary shall be at the competitor's own cost, except as hereunder.

8.2.2 Insurance of Models

If the conditions call for more elaborate models, then promoters will be required to insure the models from the date of the closing of entries to the time that they are returned to the authors.

9 COPYRIGHT AND RIGHT OF OWNERSHIP

9.1 COPYRIGHT

*The **author** of any design shall retain the copyright of his work; no alterations may be made without his formal consent. ARTICLE 29*

9.2 USE OF SUBMISSIONS BY THE PROMOTER

The competition conditions shall state to what use, if any, other than for the purpose of publication of the competition, the promoter may use the submission.

9.3 REPETITION

As a general rule, the promoter's right of ownership on a design covers one execution only. However, the conditions for the competition may provide for repetitive work and specify the terms thereof.

9.4 REPRODUCTION

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

10 DISPUTE RESOLUTION: THE AVOIDANCE OF LITIGATION

All decisions of the jury taken in good faith shall be final and binding on the promoter and the competitors.

It shall be a condition of the competition that a dispute of any nature not related to the adjudication process or the awarding of prizes, shall be settled by arbitration. The conditions shall state that, in the event of a dispute, the President of SAIA shall nominate the arbitrator and the cost of the arbitration shall be borne equally between the two parties.

ANNEXURE

COST OF ORGANISING AN ARCHITECTURAL COMPETITION

It is impossible to predict the exact cost of an architectural competition.

It is suggested that promoters take account of the following issues and the recommendations regarding the cost:

SAIA Endorsement fee

The endorsement fee for an architectural competition varies, and is based on the estimated cost of the project. As the fee will also be adjusted over time, the current sliding scale is appended hereto.

Prizes

The promoter should be aware that the advantage of proceeding to competition, has a concomitant related cost as incurred by the entrants to the competition, which is not recouped in prize money except in the case of the winner. The whole of the prize should not therefore, in principle, be deductible from the winner's fees due on appointment, but should be accepted as appropriate reward for the achievement of providing the most appropriate design solution, being to the direct benefit of the promoter.

The total value of the prizes to be awarded in an architectural competition varies according to the size and complexity of the project, and the structure of the competition.

Jurors' Fee

The jurors should all be paid a suitable honorarium for time spent on the preparation and the adjudication of the competition. SAIA recommends that this is based on a daily tariff (to be calculated @ 6 hours per day) at the recommended hourly rate in effect at the time. The promoter will also meet transport and subsistence expenses.

Preparation of the competition documents and the appointment of the competition administrator

This cost will depend upon the complexity of the competition and the research necessary to prepare a brief and the conditions of the competition. The competition administrator will be required to do this work and therefore an early appointment will be desirable. Early negotiations with the competition administrator should take place in order to reach agreement on the fee and the extent of his duties.

In addition to preparing the competition conditions, the duties of the competition administrator might include inter alia:

- *Registration*
- *Liaison with competitors*
- *Receiving and answering competitors questions*
- *Briefing the jurors*
- *Receiving submissions*
- *Preparing for the adjudication*
- *Attendance on the jurors*
- *Assisting with the preparation of the juror's report*
- *Informing the competitors of the results*
- *Making arrangements for the exhibition*
- *Liaising with the competitors for the retention and/or return of submissions*

As a guide, a suitable fee for the competition administrator should be in accordance with the current hourly rate published by SAIA for principals with more than 10 years experience

Other requirements

Remuneration for the following services should be agreed with the various parties beforehand. Reimbursement for time, based on the SAIA recommended hourly rates, should form the basis of such fees. Alternatively a fixed amount may be agreed for honorariums or other specified services.

- *Advertising*
- *Public relations (depending on the nature of the competition) local, national, international, internet etc*
- *Printing of the competition documents, including site plans, photographs, etc.*
- *Travel; national and international of jurors and others*
- *Subsistence & disbursement of out of pocket expenses; jurors and others*
- *Accommodation: hotels or other; national, international*

- *Meals and refreshments; restaurants, catering*
- *Materials i.e. stationery required for adjudication*
- *Computers and secretariat aids /rental cost if the promoter is unable to provide these*
- *Secretarial services; recommended hourly rate to be agreed*
- *Technical advisers etc; recommended hourly rate to be agreed*
- *Hire of premises, if necessary, for the adjudication and public exhibition of entries*
- *The prize-giving ceremony and costs relating to the event*
- *Return of entries if applicable and obligatory return of models*
- *Catalogue of the competition entries, to be included with the juror's report if agreed beforehand*

Acceptable proof must be furnished with the competition administrator that sufficient funds are available to meet these obligations.

With regard to endorsement fees, SAIA applies a sliding scale according to project value.