

Questions and points for discussion regarding new Singapore entity and MOU with RIBA

Name of new entity: RIBA Singapore Pte Ltd

	Related clauses	Related questions / concerns	RIBA – REPLY
1.1	RIBA Singapore has sole and exclusive authority to administer RIBA activities in Singapore set out in the Schedule 1	Does this mean that the Chapter is unable to organise and manage events locally?	The Chapter Committee is comprised of a volunteer group RIBA members based in Singapore. The Chapter is a committee of RIBA Singapore and will be able to organise events and activities as detailed in the MoU schedule. The Chapter will need to abide with all RIBA policies and any terms of reference/ rules that RIBA Singapore puts in place to govern the Chapter.
1.3	The board of directors of RIBA Singapore will manage and supervise the daily operations of RIBA Singapore.	Are there any staff members of RIBA Singapore residing in Singapore? What are the individual roles of those running RIBA Singapore? How will the committee interact with them?	RIBA Singapore Directors are not Singapore residents, but there is no requirement for them to be so. As Directors, they are responsible for day to day operations which can be delivered on a remote basis. The Chapter Committee members can interact with RIBA Singapore Directors via the RIBA Executive Director of Membership Experience.
		Due to absence of a representative from RIBA Singapore in Singapore, will members of the Chapter be taking responsibility as individuals in the event of possible complaints and having to deal with the authorities during an event?	All complaints and dealings with authorities will be dealt with by RIBA Singapore. Members of the Chapter Committee should continue to liaise with RIBA staff in the membership team who will manage all queries, complaints and dealing with authorities if and when is required. RIBA Singapore, following consultation with RIBA, shall set parameters of participation/ rules/ terms of reference for the volunteer activities carried out by the Chapter Committee as necessary.
1.3	The directors of RIBA Singapore will work with RIBA to obtain pre-approval for RIBA Singapore Activities in line with an agreed annual budget.	How do the Chapter Committee members obtain approval to organise and manage events locally, where there is a cost involved?	Chapter Committee members should work with the RIBA Executive Director of Membership Experience to agree a plan of activity for a year, and then to submit an application for LIF Funding for the finances required. If the LIF Funding application is accepted, RIBA will fund the activities and RIBA Singapore will pay third party suppliers directly.
1.5	RIBA and RIBA Singapore each agree that RIBA Singapore can from time to time form committees and sub-committees to	Who will be on the committee, which will become the new Singapore Chapter?	There will be no change to the composition and so the first members of the committee known as the RIBA Singapore Chapter will be as set out below, with their expected terms of office:

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	focus and manage different initiatives and projects. Members of these committees and sub-committees shall be drawn exclusively from the pool of existing RIBA members who reside in the Region		<p>Letters of appointment will be sent to these individuals once the MOU has been signed. They will also be asked to complete a declarations of interest form for audit purposes.</p> <p>The Chair of the Singapore Chapter from time to time shall become an ex officio member of the new RIBA ASEAN Regional Council once formed. The Chair of the RIBA ASEAN Regional Council will become, ex officio, a member of the RIBA Nations & Regions Council Committee.</p>
2.1	RIBA Singapore shall not operate a bank account or hold any funds locally.	Why doesn't the subsidiary have a bank account?	All funds are managed by RIBA. The Directors of RIBA Singapore and Chapter Committee members are not expected nor required to manage any funds. Volunteers do not have access to RIBA accounts. This is important for good governance, taxation and mitigation of liability for individuals.
		How will the Chapter pay invoices without a bank account?	Chapter Committee members should work with the RIBA Executive Director of Membership Experience to agree a plan of activity for a year, and then to submit an application for LIF Funding for the finances required. If the LIF Funding application is accepted, RIBA will fund the activities and RIBA Singapore will pay third party suppliers directly.
2.2	Subscription fees to RIBA shall only be received by RIBA in the UK. RIBA Singapore does not have authority to collect such fees and shall not receive any such fees on behalf of RIBA.	How do RIBA members in Singapore pay their RIBA subscriptions? How do RIBA members in Singapore join the Chapter Committee?	Individuals should contract directly with RIBA in the UK in terms of joining the RIBA. This can be done by following the process on the RIBA website. When an individual joins the RIBA they are assigned to a Chapter based on their geographical location. So an individual based in Singapore will become a member of Singapore Chapter as part of the process of joining the RIBA. If an individual shares their personal data with the Chapter, then the Chapter must process that data in line with all legal requirements. RIBA Singapore is the data controller for all personal data held or processed in the region.
2.4	RIBA Singapore will take out insurance to cover RIBA Singapore's operations.	Does the Chapter need to do anything to ensure insurance is in place?	Chapter Committee members do not need to do anything in relation to insurance which is managed by RIBA in the UK for all its operations and subsidiaries.
5.1	This MOU shall be effective from the date of its execution by both Parties	What does this mean?	The MOU will be "live" once it has been signed by RIBA and by RIBA Singapore. This will be facilitated by the RIBA team in the UK and the Chapter Committee Members will receive confirmation of when that has

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	and shall continue until either party terminates it by providing at least 30 days' written notice to the other party.		been done. This will be a permanent arrangement unless and until a representative of RIBA or of RIBA Singapore serves notice.

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