

Introduction

The purpose of these standard regulations is to state the principles up on which competitions are based and by which promoters should be guided in organizing a competition. They have been drawn up in the interest of both promoters and competitors.

General Provision

ARTICLE 1

This bylaw shall apply to any competition in which participation is open to architects, town planners or team of specialists led by an architect or town planner. 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.

- a) *OPEN COMPETITION: Competitions that are open to all professionals without restriction of any kind.*
- b) *LIMITED COMPETITIONS: Where a promoter wishes to invite a number of named architects to submit designs for a competition. Such a competition must be run on the basis of AEA Regulations. Each participant invited must be remunerated.*

ARTICLE 2

Competitions may be classified to "Project" or "Ideas" competitions.

- a) *PROJECT COMPETITIONS: The aim of a project competition is to find the best solution for a building project; the author of the first prize being commissioned as architect for the realization of the building.*
- b) *IDEAS COMPETITIONS: Ideas competitions are set as an exercise to elucidate certain aspects of architectural and/or planning problems. In general, the winning project is not destined for realization and its author is therefore not commissioned as architect. Students of architecture may be permitted to participate.*

ARTICLE 3

Competitions may be organized in one or two stages.

- a) *SINGLE STAGE COMPETITIONS: For competitions organized in a 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 projects only.*
- b) *TWO STAGE COMPETITIONS: The first stage is a general approach and therefore, only an overall plan with a number of small scale sketches sufficient to demonstrate the intentions of the competitor are required. 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 anonymity*

must nevertheless be respected until after the final adjudication, at the end of the second stage. In order to maintain anonymity, it is the responsibility of the Professional and Technical Adviser, or any other person outside the jury, to open the envelopes containing the names of the authors of the designs retained for the second stage. The envelopes are then resealed until the final adjudication has been carried out. 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 programme 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 delay between the two stages 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. The same jury must adjudicate both stages and award the prizes. Publication and exhibition of all projects submitted, including first stage projects, will take place after the final adjudication. Publication of any design retained for the second stage before the final award has been made will entail the disqualification of its author. Two stage competitions are advised for complex architectural projects (museums, libraries, airports) or large-scale town planning projects.

ARTICLE 4

The regulations and conditions for a competition shall be identical for all competitors.

ARTICLE 5

A copy of the regulations and full set of conditions for any competition shall be filed with the Association of Ethiopian Architects, hereinafter referred to as AEA.

AEA approval may be given only on the basis of the final version of the regulations and programme and prior to any announcement. It is desirable that any promoter considering launching a competition consults AEA at the earliest possible moment. AEA will advise on the type of competition best suited to the project and on the organization.

ARTICLE 6

All competitors' design shall be submitted and judged anonymously.

ARTICLE 7

Notice of any shall be issued by the promoter and/or AEA General Secretariat to all 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 AEA approval (see Article 14).

PROFESSIONAL ADVISER

ARTICLE 8

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.

The professional and technical adviser, preferably an architect, will be appointed and paid by the promoter and his appointments submitted for approved by the AEA. His/her functions include ensuring that the competition timetable is respected, supervising and reception of the competitors' questions, dispatching the promoter's replies to all competitors, the reception of competition entries and respect, at all times, of competitors' anonymity. He/she will control the work of the technical committee, as assist the jury and be present during adjudication but will have no vote. The responsibilities of the professional and technical adviser will be limited to the organization of the competition.

A technical committee will be appointed by the promoter (the number of members of which will vary according to the number entries submitted) to check that entries fulfill the mandatory requirements for the competition. This task is carried out on the basis of a checklist approved by the jury.

The technical committee will take no part in the adjudication process, nor may it eliminate any entry. It will simply point out to the jury any deviations from the programme or regulations. The technical committee will be under the control of the professional and technical adviser.

DRAWING UP OF THE CONDITIONS

ARTICLE 9

The conditions for 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

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

It must be remembered that the publication of the conditions constitute an offer of contract binding the promoter. In registering for the competition, the competitor accepts this contract. The programme (completed by replies to the competitors) constitutes the legal basis for this contract which is binding both for the promoter and the competitors.

The programme is a decisive factor in the success of the project. It should contain the following basic information:

- *a brief account of the promoter's objective in relation to the project.*
- *a site description together with urban development plans, climate conditions, local economic conditions, social conditions etc.*
- *a description of the functions and activities as well as of technical and architectural restrictions of the various spaces.*
- *The promoter's expectations in terms of construction, or landscape expression.*
- *Environmental constraints in terms of construction, management, comfort, health.*
- *The estimated cost of construction and the elements on which the estimation is based.*

ARTICLE 11

The necessary background information supplied to competitors (social, economic, technical, geographical, topographical, etc.) must be specified and not open to misrepresentation.

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

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, plan or models. Where an estimate of costs is required, this must be presented in standard form as set out in the regulations.

The number of documents (plans, etc..) required from the competition should be kept to the minimum necessary for the jury to understand and evaluate the projects submitted. To ask for too much precision may falsify the adjudication by focusing the analysis on details to the detriment of the overall quality and comprehension of the project.

ARTICLE 13

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

AEA APPROVAL

ARTICLE 14

The promoter must obtain AEA'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 AEA's auspices.

REGISTRATION OF COMPETITORS

ARTICLE 15

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

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.

If a registration fee has to be paid it should be kept low in order not to dissuade competitors and to permit a large participation. The reimbursement of the registration fee should be foreseen, except in exceptional cases which shall be discussed with AEA.

ARTICLE 17

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.

PRIZE-MONEY, COMPENSATION AND HONORARIA

ARTICLE 18

The regulation of 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.

It is usual for the jury to award a first, second and third prize; however, the prize money may be otherwise allocated on the recommendation of the jury.

ARTICLE 19

Town-planning competitions are, by their nature, ideas competition, 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.

It is customary for the promoter to set aside a global sum for special mentions and for the purchase of schemes of particular merit, which the jury will select. This must be clearly stated in the regulations and any decision not to award the total amount of the prize money must be taken unanimously by the jury which will explain its reasons.

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

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

ARTICLE 22

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 prize awarded.

ARTICLE 23

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

In case of a project competition, the regulations should include a draft of the future contract between the promoter and the winner.

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

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 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 project except with the collaboration of its author.

ARTICLE 26

In ideas competition 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.

The regulations must, in this case, give details of the draft contract that will be proposed.

COPYRIGHT AND RIGHT OF OWNERSHIP

ARTICLE 27

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

At the end of the competition, the project will be finalized together with the promoters and therefore may evolve, without, however, putting the architectural part of the project in to question.

ARTICLE 28

The design awarded first prize can only be used by the promoter up on 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 29

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 term thereof.

ARTICLE 30

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

THE JURY

ARTICLE 31

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.

The composition of the jury is a decisive factor for the success of a competition and can encourage a very wide participation. At the first meeting, the jury will elect a chairman from amongst the members.

ARTICLE 32

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

AEA, through its communications network, can advise the promoter very efficiently with regard to the composition of the jury, suggesting professionals with particular competence corresponding to the project to be adjudicated.

ARTICLE 33

The jury shall be composed of the smallest reasonable number of persons, 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 34

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

ARTICLE 35

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

ARTICLE 36

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 37

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

ARTICLE 38

The decision of the jury shall be taken by a majority vote, with a separate vote on each design submitted. The chairman shall also cast a 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 AEA.

The promoter shall provide a secretariat for the jury responsible for keeping the minutes of the meeting and recording the decisions.

ARTICLE 39

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

ARTICLE 40

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 41

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

ARTICLE 42

The jury must make awards. The awards shall be final and shall be made public by a date agreed on with AEA 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 43

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

EXHIBITIONS AND ENTRIES

ARTICLE 44

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 for the public free of charge.

Competitors have the right to remain anonymous if their projects are not amongst the prize-winners or those to be purchased. They should indicate this in the envelope containing their identity.

ARTICLE 45

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 AEA. Photographs of the prize-winning designs shall be sent to AEA with a view to possible publication.

ARTICLE 46

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

RETURN OF PROJECTS

ARTICLE 47

All drawings and plans, other than those which 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.